



Minutes of the Gloversville Public Library Board of Trustees Meeting

July 21, 2015

The Gloversville Public Library Board of Trustees held a meeting on July 21, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M immediately following the Annual Organizational Meeting.

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Wanda Prew, Christine Pesses, Vincent De Santis, Patricia Donovan and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Jay Ephraim was excused from the meeting.

Barbara Madonna
Library Director

Mr. Clark, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Clark asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

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Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 16 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Donovan, to approve the minutes as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of June 2015 and the fiscal year-to-date period ending June 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through June 30, 2015 is up approximately \$18,500 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. Expenses this year are up approximately \$10,300 from the prior year due primarily to higher pension expense, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower full time salaries due to an unplanned retirement, position not filled yet, lower library supplies due to a new copier purchased last year and lower maintenance and repairs. Lower utility costs also helped offset the higher expense categories noted above. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2015 or the year-to-date period ended June 30, 2015. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to accept the Treasurer's Report as presented. This was approved all voting aye.

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for July 2015 numbered 321 through 348 along with the invoices for the vendors on the list for the Trustees to review in Mr. Blackmon's absence. After being review by the Trustees Mrs. Pesses made a motion, seconded by Ms. Batchelor, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends did not have a meeting in July but would be meeting again on August 6, 2015. At their annual meeting in September the Friends will be electing a Secretary for a two year term, a Treasurer for a two year term and a Director for a three year term. Mrs. La Porta also informed the Trustees that the Friends are planning their fall Book and Bake sale for October 13th and 14th. Mrs. La Porta also informed the Trustees that the Friends would be having a chicken barbeque on Friday September 25th from 4 to 7 PM at Runnings in the Hannaford parking lot. Mrs. La Porta also informed the Trustees that raffle baskets are being solicited for drawings to be held on October 23rd this year and that no Celebration is being done this year. Mrs. La Porta also informed the Trustees that a wreath making class will be held on November 18, 2015 at 6:00 PM and it will be limited to 15 participants.

Ms. Madonna informed the Trustees that the Lansing Engineering Firm was here today going over various aspects of our renovation plan. Ms. Madonna also informed the Trustees that the Historical Review Board will be reviewing our plans for the 66 East Fulton Street lot.

Ms. Batchelor informed the Trustees that the Legislation that had been submitted for approval has been withdrawn and is expected to be resubmitted in January 2016. Ms. Batchelor also informed the Trustees that our application to The National Park Service has been denied which keeps us from qualifying for the Federal and State Historical Tax Credits. Our historic tax credit consultant has advised us that we should appeal this decision. The Steering Committee will proceed but it is expected to take at least six months. In the meantime the Committee will meet with the school district's Bond Counsel during the week of August 3, 2015 to prepare for a referendum on the School Ballot in November 2015.

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting however; we will need to begin working on an Investment Policy to be in compliance with the State Department of Audit and Control.

Ms. Madonna informed the Trustees that she understands that our request for a change in the structure of our Library personnel to having a Librarian instead of a Senior Library Clerk on staff is on the Civil Service Director's desk. Ms. Madonna also informed the Trustees that the State Department of Audit and Control wants the Board to establish and approve the normal hours in the work-day of our Director. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to establish Eight hours as the stated work day for our Library Director. This was approved all voting aye.

In Mr. Ephraim's absence, Ms. Madonna informed the Trustees that many programs are continuing throughout the summer and more are being planned by Mrs. Howard and the staff.

Ms. Madonna informed the Trustees that our three year Plan of Service had ended and that a meeting needed to be set up to review the results and continue it going forward. As a minimum we need to set some goals for the July to December 2015 period.

Mr. Clark informed the Trustees that he had nothing else to report at this time.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last meeting of the Trustees.

Mr. Clark asked if there was any old business to come before the meeting. Mrs. Lair informed the Trustees that she still needed some Trustee evaluations for Ms. Madonna to complete her annual review.

Mr. Clark asked if there was any new business to come before the meeting. Mr. Clark informed the Trustees that a Trustee Orientation date would need to be set up for the new Trustees.

Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:05 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on August 18, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary