



## Minutes of the Gloversville Public Library Board of Trustees Meeting

August 18, 2015

The Gloversville Public Library Board of Trustees held a meeting on August 18, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Jay Ephraim, 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, Jean LaPorta, President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Wanda Prew was excused from the meeting.

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.

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 21 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Ms. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of July 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the month of July 2015 is up approximately \$700 from the same period of last year due primarily to the higher Interest and Dividends received from the Foundation this year. Expenses this month are up approximately \$500 from the prior year month primarily due to higher Library Supplies, Medical Insurance and higher General Insurance. These expenses have been partially offset by lower full time salaries due to an unplanned retirement, position not filled yet. Mr. Frank asked if there were any questions or comments on the financials for the month of July 2015. Hearing none, Mrs. Lair made a motion, seconded by Mr. De Santis, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2015 numbered 349 through 369 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank informed the Trustees that he had filed the Library's Annual Financial Report with the New York State Comptroller's office on August 17, 2015.

Mrs. La Porta distributed envelopes to each of the Trustees which contained tickets to sell for the chicken barbecue fundraiser on September 25, 2015, coupons for an ice cream fundraiser at the Perfect Scoop ice cream shop in Mecoo on August 24-26, and information regarding the bus trip to the New York Public Library on September 30. Mrs. La Porta also reminded the Trustees about the raffle basket fundraiser coming up this fall. The Trustees have agreed to do a basket for this event.

Ms. Madonna informed the Trustees that she has been working with the Lansing Engineering Firm regarding the lighting specifications for the lot at 66 East Fulton Street. This information is needed for the Historical Review Board to approve our plans for the lot. Ms. Madonna also informed the Trustees that we had been awarded a Division of Library Development Grant for \$150,000 for the elevator and that she has applied for \$400,000 for the new heating system and three computers for public use from the Division of Library Development for next year. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the filing of the Grant application for the heating system and the computers. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the National Parks Service had rejected our application for Federal Historical Grant money which also prevents us from getting State Historical Grant money. An appeal hearing has been set for September 15, 2015 to see if we can change their minds on this decision. Mrs. Pesses and Ms. Batchelor informed the Trustees that the Steering Committee feels that we should prepare for a Bond Referendum for the voters in case our appeal fails so that we can attempt to raise the necessary funds for the Master Renovation Project. The Trustees felt that this option should continue to be investigated.

Barbara Madonna  
Library Director

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Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

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. Mr. Frank and Ms. Madonna passed out a sample for the Trustees information and Ms. Madonna informed the Trustees that she would send out a formal Policy in time for an official review at the September meeting.

Ms. Madonna informed the Trustees that Civil Service has approved our request for a change in the structure of our Library personnel to having a Librarian 1 position instead of a Senior Library Clerk on staff. Ms. Madonna informed the Trustees that she will be able to promote Nicole Hauser to this position immediately as she has the credentials to fill the position. As a result of this promotion we will now need to fill the full time position of Library Clerk as soon as possible.

Mr. Ephraim informed the Trustees that the Summer Programming ends tomorrow. Mrs. Howard has expressed concerns about people signing up for programs and then not coming to them. The Public Relations Committee will try to work with the Programming Committee to see if anything can be done about this issue.

Ms. Madonna reminded the Trustees that our three year Plan of Service had ended and that we need to get at least a one year plan done by December 31, 2015 to be in compliance with New York State requirements.

Mr. Clark distributed Committee assignments for the Trustees to review.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last meeting of the Trustees but that a meeting is scheduled for September 10, 2015 at 3:00 PM.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Ms. Madonna asked to go into Executive Session to discuss a personnel issue. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to go into Executive Session at 8:05 PM. This was approved all voting aye. Mrs. Pesses made a motion to come out of Executive Session at 8:20 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye. Mr. De Santis made a motion to approve the salary schedule presented by Ms. Madonna for Nicole Hauser which increases her salary to \$34,000 effective immediately and increases her salary to \$36,000 after a successful completion of her probationary period. This motion was seconded by Mrs. Lair and approved all voting aye.

Mr. Clark asked if there was any other new business to come before the meeting. Mrs. Donovan expressed her concern about being away for three months this winter and Mr. Ephraim also said that he will be away this winter. Ms. Madonna said that she thought we might be able to SKYPE them into the meeting if needed for a quorum but that they will need to be located in a publicly accessible location and the library needs to include that location in its advertisement of the meeting.

Mr. De Santis made a motion, seconded by Mrs. Donovan, to adjourn the meeting at 8:30 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on September 15, 2015 at 6:30 PM. The Annual Meeting will precede the Regular Board Meeting.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary