



Gloversville Public Library  
Meeting of the Board of Trustees  
October 20, 2015  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of the September 2015 meeting
2. Treasurer's Report  
990 report
3. Budget and Finance  
Warrant  
Health Insurance changes
4. Friends
5. Building and Grounds  
SAM  
Parking Lot bids – special board meeting
6. AD HOC Steering Committee  
Plan Q
7. AD HOC Policy  
Finance committee 2nd reading of Investment Policy  
Collection development policy 1<sup>st</sup> reading
8. Personnel Committee  
Civil Service  
Employee handbook
9. Program Committee
10. PR Committee  
MVLS workshop 11/5  
Next meeting
11. Director's Report
12. President's Report  
Plan of Service
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: November 17, 2015 6:30 (GESD vote)



Barbara Madonna  
Library Director

20152016  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

## Draft Minutes of the Groversville Public Library Board of Trustees Meeting

September 15, 2015

The Groversville Public Library Board of Trustees held a meeting on September 15, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 7:06 P.M. immediately following the annual meeting.

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Wanda Prew, Christine Pesses and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, Jean LaPorta, President of the Friends of the Groversville Public Library and John Blackmon, Claims Auditor for the Groversville Public Library, also attended the meeting. Jay Ephraim, Patricia Donovan and Vincent De Santis were 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 August 18 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Lair made a motion, seconded by Ms. Dunn Brown, 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 August 2015 and the fiscal year to date period through August 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first two months of the year is up approximately \$1,000 from the same period of last year due primarily to the higher Interest and Dividends and donations received from the Foundation this year. Expenses this year are up approximately \$300 from the prior year period 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 August 2015 and the fiscal year to date period ending August 31, 2015. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2015 numbered 370 through 391 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, 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 22 baskets had been donated for this year's fundraiser raffle. Tickets for the baskets will be able to be purchased at the front desk of the Library. Mrs. La Porta also reminded the Trustees that the chicken barbecue fundraiser is coming up on September 25, 2015 with a rain date of September 26, 2015 if necessary. Mrs. La Porta also informed the Trustees that the Friends made \$120 from the ice cream fundraiser at the Perfect Scoop ice cream shop in Mecoo held from August 24-26<sup>th</sup>. Mrs. La Porta informed the Trustees that the bus trip to the New York Public Library on September 30 is a go at this point but that there are still seats available for anyone that would like to go. Mrs. La Porta also informed the Trustees that the fall book and bake sale will be held on October 13<sup>th</sup> and 14<sup>th</sup> this year. Mrs. La Porta informed the Trustees that the Friends are working on an outreach program targeting nursery schools to get children started with a connection to the Library. Mrs. La Porta also reminded the Trustees that a wreath making program is scheduled for November 18, 2015 with limited space for the class. Mrs. La Porta also reminded the Trustees that the Friends are always looking for new members and volunteers to help with various events. The Friends meet on the first Thursday of the month at 6:00 P.M.

Ms. Madonna informed the Trustees that Mohawk Valley Library System has approved our Division of Library Development Grant application for 2016 for \$214,252. This still needs New York State approval and should be received in August 2016. This grant was for our new heating system.

Mrs. Pesses informed the Trustees that the appeal phone call to the National Parks Service today gave her and the other participants a positive feeling about the possibilities of getting them to change their mind regarding the original rejection of our application for Federal and State Historical Grant money. Some modifications will need to be done to the original plans and resubmitted soon. In addition to approval by the National Parks Service the Library would still need the approval of the State Legislature, Governor and Comptroller for the organizational changes that are necessary to monetize those tax credits. Mrs. Pesses also informed the Trustees that we had submitted a CFA Grant application and would be following up with the Mohawk Valley Regional Economic Council and state legislators asking for their support. Mrs. Pesses also informed the Trustees that Senator Farley is working on a sizeable line item for the Library renovation project.

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting however, Ms. Madonna did send out an Investment Policy for the first reading at this meeting. Mr. Clark asked if there were any changes or other suggestions to be discussed at this meeting. Hearing none, the Policy will be voted on at the October 2015 meeting.

Ms. Madonna informed the Trustees that according to Civil Service rules Nicole Hauser is requesting a leave of absence from her Library Clerk position during her probation period of Librarian I in order for her to be able to return to this position should the Librarian I training not work out. A motion was made by Mrs. Pesses, seconded by Mrs. Lair, to approve Nicole Hauser's request for a leave of absence. This was approved all voting aye.

Ms. Madonna informed the Trustees that a Financial Literacy Grant workshop will be held at Fulton Montgomery Community College for community partners. Due to his responsibilities in this grant project Michael Daly will not be able to do computer training at the Library during the period of time covered by the grant. Ms. Madonna asked if anyone knew of someone else that might be interested in teaching these classes to let her know.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on September 10, 2015 at 3:00 PM. Capital Campaign issues were discussed and Mr. Frank gave a report on the current financial condition of the Foundation. Mr. Wood explained to the Board that any bridge loan needed for the construction would need to be approved by the attorney general's office if it involved pledging our investment account assets as collateral.

Mr. Clark reviewed the Committee assignments that were passed out last month. Everyone was in agreement with the Committee appointments that were assigned to them. Mr. Clark also informed the Trustees that Ms. Madonna's evaluation had been completed and her review was very positive. Mr. Clark also informed the Trustees that we need to get a Plan of Service together soon regarding how we intend to provide library services during the period of construction and being out of the library building. More will need to be discussed regarding this at the October meeting.

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 Ms. Batchelor, to go into Executive Session at 8:10 PM. This was approved all voting aye. Mrs. Lair made a motion to come out of Executive Session at 8:30 PM. This motion was seconded by Mrs. Pesses and approved all voting aye. Ms. Madonna informed the Trustees that Sherry Gennett has put in for retirement effective October 8, 2015.

Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, 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 October 20, 2015 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS**

**SEPTEMBER 2015**

	Budget July 1, 2015 to June 30, 2016	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$276,321.00	\$0.00	\$0.00	\$0.00	\$276,321.00
Investment Income	200.00	3.98	13.04	17.58	186.96
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	13,615.57	38,683.47	36,435.84	111,316.53
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	340.00	1,020.00	850.00	8,980.00
Government Affiliations	6,500.00	4,815.90	4,815.90	4,551.30	1,684.10
Fines & Miscellaneous Income	13,000.00	1,180.62	3,173.62	2,432.70	9,826.38
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	0.00	0.00	5,250.00
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	0.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$471,271.00</u>	<u>\$29,956.07</u>	<u>\$57,706.03</u>	<u>\$44,287.42</u>	<u>\$413,564.97</u>
	Income Cash Reconcilement				
Income Cash Balance on September 1, 2015	<u>\$229,382.27</u>				
Plus: Receipts Per Report	29,956.07				
Less: Expenses Per Report	<u>35,708.01</u>				
Income Cash Balance on September 30, 2015	<u>223,630.33</u>				
Accounts Payable as of 09/30/15	14,715.75				
Accrued Expenses as of 09/30/15	0.00				
Prepaid Expenses as of 09/30/15	<u>(2,642.72)</u>				
Actual Cash Balance on September 30, 2015	<u>\$235,703.36</u>				

**BUILDING FUND**

Balance on September 1, 2015	\$125,721.87
Plus: Receipts:	
Interest on Money Market Account	2.05
Division of Library Development Grant	135,320.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Main Entrance Repairs	<u>3,192.46</u>
Balance on September 30, 2015	<u>\$257,851.46</u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Christine Pesses, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**SEPTEMBER 2015**

	Budget July 1, 2015 to June 30, 2016	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$183,301.00	\$ 12,801.70	\$ 38,102.61	\$ 42,745.14	\$145,198.39
Salaries - Part Time Employees	62,910.00	6,133.07	15,975.38	12,673.26	46,934.62
Salaries - Custodians	25,007.00	2,083.92	6,251.76	5,796.78	18,755.24
F I C A & Medicare Tax	20,748.00	1,607.95	4,615.24	4,682.91	16,132.76
Unemployment Insurance	725.00	0.00	180.25	175.25	544.75
Disability Insurance	780.00	0.00	219.95	286.70	560.05
Medical Insurance	43,725.00	2,915.71	11,948.92	11,265.79	31,776.08
Pension Expense	42,000.00	0.00	0.00	(9.16)	42,000.00
Heat	9,000.00	83.89	167.37	139.81	8,832.63
Electricity	8,500.00	900.23	1,676.14	1,130.86	6,823.86
Telephone	2,880.00	231.47	760.02	657.21	2,119.98
Insurance	11,500.00	4,641.99	11,182.38	5,716.69	317.62
Books, Periodicals, etc.	46,500.00	1,475.30	15,368.06	15,595.42	31,131.94
Computer & Automation Services	16,000.00	967.55	2,040.70	2,065.64	13,959.30
Library, Building & Office Supplies	10,000.00	426.35	1,889.93	1,380.21	8,110.07
Maintenance & Repairs	9,000.00	230.70	373.51	275.57	8,626.49
Financial Secretary	8,200.00	700.00	2,050.00	2,050.00	6,150.00
Professional Fees	4,000.00	0.00	0.00	0.00	4,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,500.00	107.53	107.53	602.10	2,392.47
Events & Programming	4,500.00	287.10	754.50	1,260.08	3,745.50
Promotion Expense	2,500.00	24.00	214.00	408.50	2,286.00
General Expense	2,000.00	89.55	427.42	356.67	1,572.58
<b>TOTAL EXPENSE</b>	<b><u>\$517,276.00</u></b>	<b><u>\$35,708.01</u></b>	<b><u>\$114,305.67</u></b>	<b><u>\$109,255.43</u></b>	<b><u>\$402,970.33</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**SEPTEMBER 2015**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,404.08)	\$759.04	FICA & Medicare Expense
			1,645.04	Payroll
4789		Gloversville Public Library	7,356.87	Payroll
4790		NYS Child Support Processing Center	171.42	Child Support
4791	000371	Barbara J. Madonna	391.50	Petty Cash
4792	000372	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4793	000373	American Patriot Pictures, LLC	19.99	A/V - DVDs
4794	000374	Fulton County Electrical	85.00	Maintenance & Repairs
4795	000375	Mohawk Valley Library System (1,153.23)	947.55	Computer & Automation
			205.68	Books
4796	000376	The Leader-Herald	24.00	Promotion Expense
4797	000377	Quill Corporation	371.45	Library Supplies
4798	000378	Palmateer Trucking & Container Service	128.00	Maintenance & Repairs
4799	000379	Center Point Large Print	93.69	Books
4800	000380	Unique Management Services, Inc.	89.55	G/E - Collection Expense
4801	000381	Galway Public Library	49.40	Fines, Lost Books, etc.
4802	000382	National Grid (984.12)	83.89	Heat
			900.23	Electric
4803	000383	Barbara J. Madonna	107.53	Professional Meetings & Travel
4804	000384	Warren Electric Supply	17.70	Maintenance & Repairs
4805	000385	Baker & Taylor Books	458.67	Books
4806	000386	Derby Office Equipment, Inc.	54.90	Library Supplies
4807	000387	Frontier Communications	231.47	Telephone
4808	000388	C D P H P	3,351.09	Insurance - Medical
4809	000389	Business Card (478.20)	133.43	Events & Programming
			20.00	Computer & Automation
			324.77	A/V - DVDs
4810	000390	Bonnie Howard	153.67	Events & Programming
4811	000391	Liberty Mutual Insurance Co. (6,417.90)	4,641.99	Insurance - General
			1,775.91	Prepaid Expense
4812		Gloversville Public Library	8,252.03	Payroll
4813		NYS Child Support Processing Center	171.42	Child Support
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	406.33	Pension - Withholdings
DM		E F T NYS Tax Department	758.70	Payroll
DM		E F T United States Treasury (2,705.79)	848.91	FICA & Medicare Expense
			1,856.88	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	873.21	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2015	38,860.91	
		PETTY CASH PAID OUTS - SEPTEMBER 2015		
		Newspapers (Books)	372.50	
		<b>TOTAL SEPTEMBER 2015 PAID OUTS</b>	<b>\$39,233.41</b>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Cobra Reimbursement Bucholtz	(518.83)	
		Less: Prepaid Expense	(1,775.91)	
		Less: Fines, Lost Books, etc.	(49.40)	
		Less: Petty Cash Check	(391.50)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$35,708.01</b>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**LIONS CLUB - BRAILLE GRANT**

Balance as of September 1, 2015		\$1,005.75
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2015		\$1,005.75

**WGY CHRISTMAS WISH GRANT**

Balance as of September 1, 2015		\$405.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2015		\$405.00

**STEWART'S FOUNDATION GRANT**

Balance as of September 1, 2015		\$325.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2015		\$325.00

**WORKFORCE LITERACY GRANT**

Balance as of September 1, 2015		\$193.73
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2015		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of September 1, 2015		\$718.75
Appropriation Provided For In 2014-2015		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at September 30, 2015		\$718.75

**RESTORATION FUNDS RECONCILEMENT**

Balance as of September 1, 2015		\$694.38
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at September 30, 2015		\$694.38



**Gloversville Public Library**  
Director's Report: September 2015  
Barbara Madonna – Director

This year's application to the NYS Public Library Construction Grant Program will assist with the new HVAC system. MVLS' committee reviewed all the libraries' applications and is recommending the state provide an award of \$214, 252 for Gloversville. The Division of Library Development and Dormitory Authority of the State of New York (DASNY) still need to review the applications. We should receive an award letter in August 2016.

Ninety percent of the 2014 construction award was received during the month. \$135,320 was added to the building fund. The remaining 10% will be distributed after we submit verification of completion of the elevator project. The Library also received the \$20,000 in Bullet Aid procured by Senator Hugh T. Farley. It has been allocated for the renovation.

Finally, 90% of our state aid arrived as well. The other 10% should be released before the end of the calendar year.

The Historic Tax Credit appeal conference call with the National Park Service to discuss design concerns went very well. The Library has been given an opportunity to submit detailed design modifications for consideration with the appeal and will be working with the architects, engineers and historic tax credit consultants to draft it.

Weeding continued in both departments. Bonnie Howard attended 4 school open houses during the month and visited with approximately 1,440 students and parents. Robin Lair has offered to attend the Mayfield Elementary Open House on behalf of the Library. The Thursday Storytime is facing an interesting challenge this year. With so many youngsters attending HeadStart and pre-K programs the former targeted age group of 3-4 year olds has shifted to 18-30 months. The Friends and Children's staff will be working together to make changes to Storytime to accommodate these younger patrons and their parents.

The Wednesday writer's group has steady attendance. The Bibliomaniac are still have approximately a dozen members. The Off Line & On Board gaming program will return in October. Spanish classes will expand to include sessions for children and adults. Use of the wireless network continues to rise, but circulation is dipping. And there was a sudden increase in use of the microfilm. The current reader printer is over 10 years old now and needs to be updated. Grant money is being sought as well as donations.

The Library has three part time staff members interested in the full time library clerk position. Nicole Hauser and I are working out new job duties for the position to cover some of the work Donna Kuhner performed as well as some of the tasks Nicole was responsible for as Library Clerk. Miss Sherry Gennett has also announced her retirement as Head of Childrens Services (Senior Library Clerk) and I'll be working with Civil Service to fill her position. I suspect there will also be existing staff interested in that position. Hiring from within, however, could leave a deficient in the part time staffing schedule.

## **Meetings**

- |                        |   |
|------------------------|---|
| Sept. 1                | M. Cornelia Cahill, Barclay Damon, Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna, Matt Blumenfeld, FDA, Nick Ratti, Cohen Resnick, Mark Limardo, Olshan |
| Sept. 3 <sup>rd</sup>  | Director's Council  |
| Sept. 4 <sup>th</sup>  | Craig Clark   |
| Sept 10 <sup>th</sup>  | 1) Gloversville Library Foundation Board meeting<br>2) Friends of the Gloversville Library meeting  |
| Sept. 11 <sup>th</sup> | 1) MVLS Library Services Committee meeting  |



Sept. 15<sup>th</sup> 2) Christine Pesses and Elizabeth Batchelor  
1) National Park Service conference call  
2) Craig Clark

Sept. 17<sup>th</sup> MVLS Board meeting

Sept 18<sup>th</sup> 1) Staff meeting  
2) Michael Frank

Sept. 21<sup>st</sup> Ellen Bach

Sept 22<sup>nd</sup> Steering Committee meeting

Sept. 23<sup>rd</sup> Bond Steering Committee meeting

**Gloversville Public Library  
2015 Statistical Report**

Statistics for September 2015 are as follows (figures in parentheses represent comparable figures for September 2014):

	<b>2015</b>	<b>2014</b>
<b>VISITORS</b>	7,525	(7,868)
 <b>CIRCULATION</b>		
Adult Circulation	2,070	(2,442)
Teen Circulation	216	(402)
Juvenile Circulation	1,246	(1,191)
Audiobooks	316	(305)
eBooks	253	(320)
Music	10	(51)
Periodicals	115	(114)
Videos	1,341	(1,425)
Museum Passes	4	(6)
Subtotal	5,571	(6,256)
In-House Use		
Adult	16	(385)
Juvenile	88	(528)
Other Materials	103	(1,056)
Subtotal	207	(1,969)
<b>Total Circulation</b>	<b>5,778</b>	<b>(8,225)</b>
 <b>REFERENCE QUESTIONS</b>	 283	 (533)
 <b>MEETINGS/PROGRAMS/OUTREACH</b>		
10 Adult programs and meetings with 50 people		(4 Adult programs and meetings with 35 people)
8 Juvenile programs with 1530 children		(6 Juvenile programs with 209 children)
4 Teen programs with 41 people		(4 Teen programs with 32 people)
 <b>INTERLIBRARY LOAN</b>		
Material Borrowed	673	(1,069)
Material Loaned	635	(664)
Total	1,308	(1,733)
 <b>COMPUTER USAGE</b>	 1,920	 (1,565) users
 <b>HISTORICAL ROOM</b>		
Visitors	15	
Books Used	45	
Reference Questions	3	