



Gloversville Public Library  
Meeting of the Board of Trustees  
December 15, 2015  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment  
Eric Trahan, MVLS Director

1. Accept minutes of the November 2015 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Review 2016-17 levy proposal
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee  
Employee handbook meeting
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report  
Adopt Plan of Service  
Establish Ad Hoc POS committee
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: December 15, 2015 6:30 pm



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

November 17, 2015

The Gloversville Public Library Board of Trustees held a meeting on November 17, 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: Patricia Donovan, Vincent De Santis, Robin Lair, Jay Ephraim, Elizabeth Batchelor, Merry Dunn Brown, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, John Blackmon, Claims Auditor for the Gloversville Public Library, and Stephanie Bollen, a member of the Alumni Fundraising Capital Campaign Committee, also attended the meeting. Craig Clark was excused from the meeting.

Barbara Madonna  
Library Director

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

20152016  
Board of Trustees

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 20, 2015 and the minutes of the Special Meeting of the Trustees held on November 4, 2015. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. De Santis made a motion, seconded by Ms. Batchelor, to approve the minutes of both meetings as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Merry Dunn Brown

Ms. Dunn Brown asked Mr. Frank to review the Treasurer's Report for the month of October 2015 and the fiscal year to date period through October 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first four months of the year is up approximately \$12,800 from the same period of last year due primarily to receiving the \$10,000 from the Friends of the Gloversville Public Library, Inc. earlier this year than last year. Income this year is also higher due to higher interest and dividends from the Foundation this year of approximately \$1,000. Expenses this year are down approximately \$4,500 from the prior year period primarily due to lower total salaries of approximately \$3,800 due to an unplanned retirement and lower professional fees. These decreases were partially offset by higher insurance expense. Mr. Frank asked if there were any questions or comments on the financials for the month of October 2015 and the fiscal year to date period ending October 31, 2015. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Donovan, to accept the Treasurer's Report as presented. This was approved all voting aye.

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for November 2015 numbered 419 through 446 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 Mr. De Santis, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna reviewed the need for the Board of Trustees to pass an override resolution for our Tax Levy request for next year's budget in case we need to go over the State Imposed Limit. Mr. Frank read the resolution to the Board. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the resolution as presented. This was approved all voting aye.

Ms. Madonna, Mrs. Pesses and Mr. Frank reviewed the progress that the Finance Committee had made on preparing a budget for the fiscal year 2016-2017. Ms. Madonna explained that the Committee had prepared the budget projection assuming everything with the Library operations would remain the same for this fiscal year. No expenses related to moving out of the building or anything else related to the renovation was included in the budget as it is too early to know just when that will start there are also line items in the renovation budget for temporary quarters. Total expenses were budgeted at approximately \$505,000 with a 2% salary increase for staff and a \$2,000 increase for the Library Director. Most operating overhead expenses were projected to remain the same as the current year. Trustees will need to approve the expense budget at the December meeting.

Ms. Madonna informed the Trustees that a report from the Friends of the Library had been emailed to the Trustees.

Ms. Madonna informed the Trustees that Don Blanchard was no longer doing snow removal and that we would need to look for another outfit to not only plow and snow blow the walks but remove snow from the parking lot if it got to where it was taking up too many parking spots.

Mrs. Pesses distributed copies of a report from the Steering Committee. Mrs. Pesses and Ms. Batchelor reviewed the report with the Trustees and informed them that a meeting would be held at 4 PM on November 19, 2015 to review the improvement awareness issues of the renovation plan and to help with identifying the "yes" people going forward with the vote for Library funding.

Ms. Madonna asked the Trustees if anyone had any additional comments or changes to be made to the Collection Development Policy before it was presented for a vote. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve the Collection Development Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that Sally Fancher has been named the new Head of Children's Services and Linda Conroy has been made full time Library Clerk. With these changes Shari Peto is now working mornings and Linda Callahan is working Tuesdays 3:30 PM to 7:00 PM.

Ms. Madonna informed the Trustees that she had noticed that there was nothing in the Employee Handbook regarding a maternity policy. The Personnel Committee will address this and present their thoughts on it to the Trustees.

Mr. Ephraim informed the Trustees that he had attended a program entitled "Branding the Library" put on by Mohawk Valley Library System. Mr. Madonna informed the Trustees that MVLS has received grant money to be used to encourage reading to young children before Kindergarten. MVLS has given 5 bags to each member library containing 10 books to be loaned out for reading to young children. The Trustees thought this was a great idea and felt that we should consider adding some bags of our own.

Ms. Madonna informed the Trustees that Mr. Clark would like to have a Public Relations Committee meeting on December 3<sup>rd</sup> at 4:15 PM.

Ms. Madonna informed the Trustees that she 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 Library Trustees meeting but that a meeting was scheduled for December 10<sup>th</sup> at 4 PM.

Ms. Madonna distributed an updated Plan of Service for 2015-2016 prepared by Mr. Clark. It was noted that the numbers on the front page needed to be updated.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Hearing none, Ms. Dunn Brown asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that a meeting would be held at the Library on December 2<sup>nd</sup> at 4:30 PM with Paul Mayes to review the current status of the renovation project designs, etc. A special meeting will also be scheduled in January for all three boards to attend regarding the most current updates to the Master Renovation Plan.

Mrs. Pesses made a motion, seconded by Mrs. Prew, to adjourn the meeting at 7:45 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on December 15, 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**

**NOVEMBER 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	\$276,321.00	\$276,321.00	\$270,509.00	\$0.00
Investment Income	200.00	7.81	24.71	31.34	175.29
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	20,480.95	69,378.99	70,239.64	80,621.01
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	550.00	1,920.00	3,490.00	8,080.00
Government Affiliations	6,500.00	0.00	6,240.90	5,082.00	259.10
Fines & Miscellaneous Income	13,000.00	739.30	4,949.01	4,638.39	8,050.99
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	0.00	10,000.00	0.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$471,271.00</u>	<u>\$298,099.06</u>	<u>\$368,834.61</u>	<u>\$353,990.37</u>	<u>\$102,436.39</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2015	<u>\$206,682.61</u>				
Plus: Receipts Per Report	298,099.06				
Less: Expenses Per Report	<u>38,292.17</u>				
Income Cash Balance on November 30, 2015	<u>466,489.50</u>				
Accounts Payable as of 11/30/15	0.00				
Accrued Expenses as of 11/30/15	0.00				
Prepaid Expenses as of 11/30/15	<u>(2,642.72)</u>				
Actual Cash Balance on November 30, 2015	<u>\$463,846.78</u>				

**BUILDING FUND**

Balance on November 1, 2015	\$276,150.38
Plus: Receipts:	
Interest on Money Market Account	4.54
Less: Paid Outs:	
None	<u>0.00</u>
Balance on November 30, 2015	<u>\$276,154.92</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**

**NOVEMBER 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	\$ 15,048.38	\$ 63,507.78	\$ 67,725.40	\$119,793.22
Salaries - Part Time Employees	62,910.00	3,442.63	24,537.71	21,993.28	38,372.29
Salaries - Custodians	25,007.00	2,083.92	10,419.60	9,661.30	14,587.40
F I C A & Medicare Tax	20,748.00	1,573.97	7,532.56	7,602.59	13,215.44
Unemployment Insurance	725.00	0.00	360.50	350.50	364.50
Disability Insurance	780.00	0.00	219.95	286.70	560.05
Medical Insurance	43,725.00	1,853.69	16,146.84	17,763.82	27,578.16
Pension Expense	42,000.00	6,057.25	6,057.25	29,924.00	35,942.75
Heat	9,000.00	264.92	495.73	359.65	8,504.27
Electricity	8,500.00	718.12	2,863.85	2,126.75	5,636.15
Telephone	2,880.00	232.91	1,226.09	1,131.30	1,653.91
Insurance	11,500.00	0.00	11,188.38	10,102.69	311.62
Books, Periodicals, etc.	46,500.00	2,754.57	22,072.10	21,073.99	24,427.90
Computer & Automation Services	16,000.00	964.19	4,212.78	4,720.12	11,787.22
Library, Building & Office Supplies	10,000.00	654.00	3,212.03	3,455.44	6,787.97
Maintenance & Repairs	9,000.00	419.02	827.93	826.29	8,172.07
Financial Secretary	8,200.00	700.00	3,400.00	3,400.00	4,800.00
Professional Fees	4,000.00	0.00	(297.50)	6,856.25	4,297.50
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,500.00	919.60	1,557.09	1,015.06	942.91
Events & Programming	4,500.00	525.00	1,683.49	1,475.21	2,816.51
Promotion Expense	2,500.00	30.00	774.00	941.05	1,726.00
General Expense	2,000.00	50.00	576.92	505.92	1,423.08
<b>TOTAL EXPENSE</b>	<b><u>\$517,276.00</u></b>	<b><u>\$38,292.17</u></b>	<b><u>\$182,575.08</u></b>	<b><u>\$213,297.31</u></b>	<b><u>\$334,700.92</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**NOVEMBER 2015**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,543.60)	\$805.30	FICA & Medicare Expense
			1,738.30	Payroll
4845		NYS Child Support Processing Center	171.42	Child Support
4846		Gloversville Public Library	7,788.81	Payroll
4847	000420	Barbara J. Madonna	390.50	Petty Cash
4848	000421	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4849	000422	Frontier Communications	232.91	Telephone
4850	000423	National Grid (983.04)	264.92	Heat
			718.12	Electric
4851	000424	Board of Water Commissioners	117.32	Maintenance & Repairs
4852	000425	Gloversville True Value Hardware	28.20	Maintenance & Repairs
4853	000426	Palmateer Trucking & Container Service	142.00	Maintenance & Repairs
4854	000427	The Leader-Herald	131.50	Maintenance & Repairs
4855	000428	Unique Management Services, Inc.	50.00	G/E - Collection Expense
4856	000429	W M H T	50.00	Events & Programming
4857	000430	NYS & Local Retirement System (16,273.00)	10,215.75	Accounts Payable
			6,057.25	Pension Expense
4858	000431	Ebsco Subscription Services	1,152.72	Serials
4859	000432	Baker & Taylor Books	584.85	Books
4860	000433	Circe I. Johnson	36.23	Professional Meetings & Travel
4861	000434	Barbara J. Madonna (653.24)	180.55	Professional Meetings & Travel
			375.00	Ins. - Medical Reimbursement
			97.69	A/V - DVDs
4862	000435	Mohawk Valley Library System	896.29	Computer & Automation
4863	000436	Quill Corporation	548.90	Library Supplies
4864	000437	Galway Public Library	3.99	Fines, Lost Books, etc.
4865	000438	Saratoga Springs Public Library	27.99	Fines, Lost Books, etc.
4866	000439	Mohawk Valley Library System	90.72	Fines, Lost Books, etc.
4867	000440	Business Card (954.29)	67.90	Computer & Automation
			105.10	Postage
			702.82	Professional Meetings & Travel
			78.47	A/V - DVDs
4868	000441	Audio Editions	308.30	A/V - DVDs
4869	000442	Book Page	30.00	Promotion Expense
4870		void	-	
4871	000444	James Maurer	475.00	Events & Programming
4872	000445	Baker & Taylor Books	105.00	Books
4873	000446	Center Point Large Print	52.29	Books
4874		Gloversville Public Library	7,462.90	Payroll
4875		NYS Child Support Processing Center	171.42	Child Support
4876	000443	C D P H P	2,497.31	Insurance - Medical
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	414.31	Pension - Withholdings
DM		E F T NYS Tax Department	793.10	Payroll
DM		E F T United States Treasury (2,403.34)	768.67	FICA & Medicare Expense
			1,634.67	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	289.97	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2015	<u>49,954.46</u>	
		PETTY CASH PAID OUTS - NOVEMBER 2015		
		Newspapers (Books)	<u>375.25</u>	
		<b>TOTAL NOVEMBER 2015 PAID OUTS</b>	<b><u>\$50,329.71</u></b>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Cobra Reimbursement Bucholtz	(518.83)	
		Less: Fines, Lost Books, etc.	(122.70)	
		Less: Accounts Payable	(10,215.75)	
		Less: Petty Cash Check	<u>(390.50)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$38,292.17</u></b>	

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

**LIONS CLUB - BRAILLE GRANT**

Balance as of November 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 November 30, 2015		\$1,005.75

**WGY CHRISTMAS WISH GRANT**

Balance as of November 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 November 30, 2015		\$405.00

**STEWART'S FOUNDATION GRANT**

Balance as of November 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 November 30, 2015		\$325.00

**WORKFORCE LITERACY GRANT**

Balance as of November 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 November 30, 2015		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of November 1, 2015		\$4,218.75
Appropriation Provided For In 2015-2016		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 November 30, 2015		\$4,218.75

**RESTORATION FUNDS RECONCILEMENT**

Balance as of November 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 November 30, 2015		\$694.38



## **Gloversville Public Library**

Director's Report: November 2015

Barbara Madonna – Director

November did not feel as productive as it could have been. I think there were 4 contributing factors. 1. We were closed for Veterans' Day and Thanksgiving. 2. I broke my wrist (not at work) and it is making normal tasks a challenge. 3. We have two new people in new positions and it has been important to give time and attention to get them acclimated. Finally, with the move of part time folk to those full time positions and staff vacations around the holiday schedule I spent more time working at the front desk than is typical. Therefore I participated more in the projects that are happening downstairs rather than of my own making. It is all good, important work, just not necessarily noteworthy.

The bid submissions for the parking lot project at 66 E Fulton Street were due in November. Unfortunately only one contractor submitted and was \$30,000 over the available budget. It is a bad time of year because contractors who perform this type of work also perform a lot of paving and they are trying to complete projects before the asphalt plants close for the season. Upon the recommendations of both the engineer and the architect we will rebid this project in late winter to increase the number of bidders and obtain more competitive bids.

Michael Frank and I met to pull together figures for the 2016-17 draft budget. The Finance committee met to review it and it was presented to the Board at the November meeting. The Trustees passed the tax cap override resolution as a precautionary measure, as they have in the past.

### **Meetings**

- Nov. 3<sup>rd</sup>
  - 1) Tom Mason, Mullen Brothers Moving and Storage
  - 2) Ruly Graves, R. Design Resources
  - 3) Parking lot bid opening
- Nov. 4<sup>th</sup>
  - 1) Special Board of Trustees meeting
  - 2) Michael Frank
- Nov. 5<sup>th</sup>
  - 1) Marketing workshop, Schenectady
  - 2) Friends of the Library meeting
- Nov. 10<sup>th</sup>
  - Steering Committee meeting
- Nov. 12<sup>th</sup>
  - Finance Committee meeting
- Nov. 13<sup>th</sup>
  - Jubilee celebration hosted by the Fulton County Center for Regional Growth
- Nov. 17<sup>th</sup>
  - 1) Sue Rokos and Sharon O'Brien, MVLS staff
  - 2) Board of Trustees meeting
- Nov. 19<sup>th</sup>
  - 1) MVLS Board of Trustees meeting
  - 2) Bond Steering Committee meeting
- Nov. 24<sup>th</sup>
  - Ruly Graves, R. Design Resources





## Gloversville Public Library

Children's Room Report: November 2015

Sally Fancher – Head of Children's Services

With the retirement of Sherry Gennett, the Children's Room has a noticeable void. Many people have expressed their well-wishes for Sherry and we are working to maintain the standards which she established. Any accomplishments that have occurred since I have been in the room are due to the great foundation that was in place, and the help and patience of every one of my Library colleagues.

The month began with an outreach to local pre-school and day care providers. We are offering a "Traveling Story Time" to help bring books to places that might not have the ability to travel for a story time. We have several local day cares that are working with us to schedule a regular story time. We will also incorporate promotion for the 1000 Books before Kindergarten program, a program in which we partner with MVLS.

The 1000 Books before Kindergarten program encourages the reading of books to the pre-school age crowd (birth to kindergarten). The goal is to read 1000 books in an effort to increase vocabulary, attention span, language skills, etc. We have signed up many families and are circulating the 1000 book bags.

As another component to our early literacy services, we have created several "Story Time Kits" that contain books, lesson plans and activities based on a particular theme. These are to be circulating items available to patrons who wish to have their own story time. They are great for homeschoolers, daycares, teachers, and college students doing practice teaching. While we are in the process of cataloging these, we have enlisted the critique of a home school parent- we got two thumbs up!

The Children's Room has also added a homework binder, complete with MLA and APA guide sheets, math and scientific formulae, and the regents Earth Science reference table, to assist patrons with their school work. We have reached out to the local schools for any relevant materials that they would like to include also. Slope intercept has already come up, and we successfully conquered it! There are a great many projects in the wings, and I see a great deal of success due to the energy and dedication of all of the staff here at the Library.

**Gloversville Public Library  
November 2015 Statistical Report**

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

	<b>2015</b>	<b>2014</b>
<b>VISITORS</b>	6,752	(7,582)
 <b>CIRCULATION</b>		
Adult Circulation	1,635	(2,071)
Teen Circulation	237	(353)
Juvenile Circulation	1,269	(1,361)
Audiobooks	288	(285)
eBooks	254	(328)
Music	5	(24)
Periodicals	74	(97)
Videos	1,362	(1,320)
Museum Passes	-	-
Subtotal	5,124	(5,839)
In-House Use		
Adult	14	(329)
Juvenile	78	(315)
Other Materials	1,069	(1,504)
Subtotal	1,161	(2,148)
<b>Total Circulation</b>	<b>6,285</b>	<b>(7,987)</b>
 <b>REFERENCE QUESTIONS</b>	 253	 (511)
 <b>MEETINGS/PROGRAMS/OUTREACH</b>		
9 adult programs and meetings with 111 people		(6 Adult programs and meetings with 50 people)
9 Juvenile programs with 40 people		(4 Juvenile programs with 81 children)
4 Teen programs with 26 people		(0 Teen programs with 0 people)
.		
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	690	(841)
Material Loaned	591	(642)
Total	1,281	(1,483)
 <b>COMPUTER USAGE</b>	 1,939	 (1,377)
 <b>HISTORICAL ROOM</b>		
Visitors	7	
Books Used	58	
Reference Questions	20	