



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 Gloversville Public Library Board of Trustees Meeting

December 15, 2015

The Gloversville Public Library Board of Trustees held a meeting on December 15, 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: Craig Clark, 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, and Eric Trahan, Director of the Mohawk Valley Library System also attended 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 November 17, 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Prew, 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 November 2015 and the fiscal year to date period through November 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first five months of the year is up approximately \$14,800 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 the higher Tax Levy. Expenses this year are down approximately \$30,700 from the prior year period primarily due to the lower pension expense of approximately \$23,900 and the lower professional fees of approximately \$7,200. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2015 and the fiscal year to date period ending November 30, 2015. Hearing none, Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to accept the Treasurer's Report as presented. This was approved all voting aye.

At this point in the meeting, Mr. Clark introduced Eric Trahan, the Director of the Mohawk Valley Library System. Mr. Trahan distributed a handout entitled "Mohawk Valley Library System Present & Future" and reviewed the five bullet items in the handout. Mr. Trahan explained to the trustees the scope of the MVLS five year planning process and that MVLS would be looking for input from the member library boards and member library staffs as the process proceeds. Mr. Trahan informed the Trustee that the MVLS Plan of Service for 2017-2021 has to be submitted to the New York State Education Department in October 2016.

Mr. Frank distributed the Warrants list for December 2015 numbered 447 through 465 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.

Ms. Madonna reviewed the possible tax levy proposal and the amount that could be borrowed by the Gloversville Library Foundation if approximately 75% of the income earned by the Foundation was used to repay a term loan for the Capital Project and the remaining earnings of the Foundation would still be passed up to the Library to fund the operating budget. Ms. Madonna also informed the Trustees that the final submission to the National Parks Service would be done this week and that they then have 30 days to respond to our changes. If we become eligible for these Historic Grants there will still be several obstacles to deal with before we could utilize them.

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 she had nothing else to report on Building and Grounds.

Mrs. Pesses informed the Trustees that we had been awarded \$1,000,000 by the State of New York, \$500,000 from Environmental Protection Fund administered by the New York State Office of Parks, Recreation and Historic Preservation and \$500,000 from the Empire State Development Corporation for our Master Renovation Plan. Both of these grants are reimbursement style programs. This brings our total pledges, donations and grants to \$5.3 million. Ms. Madonna informed the Trustees that we are still waiting on a total construction estimate to know where we stand with borrowing needs. Mrs. Pesses also informed the Trustees that the next campaign newsletter is at the printer and should be available soon.

Mr. Clark informed the Trustees that there was no report from the AD HOC Policy Committee.

Mr. Clark informed the Trustees that the Personnel Committee meeting to review the Employee Handbook had to be rescheduled.

Mr. Ephraim distributed a calendar of events for the Library for the month of January 2016. Mrs. Prew informed the Trustees that she has had sizeable classes for her Spanish classes at the Library.

Mr. Clark informed the Trustees that the Public Relations Committee meeting would need to be rescheduled to sometime in January 2016.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Clark asked if there were any changes to the Plan of Service presented at the November meeting. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the Plan as presented. This was approved all voting aye.

Mr. Clark informed the Trustees that a committee needed to be established to work on a Plan of Service during the period that the Library will need to function while out of the Library building. The Committee chairs agreed to be this committee.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on December 10, 2015 and had approved an appropriation for the Library for 2016 of \$153,000 plus any donations received pending the final outcome of the budget vote and construction project needs.

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. Mr. Ephraim informed the Trustees that he had been taking pictures at some of the programs at the Library and that staff have posted them out on Facebook.

Mrs. Lair made a motion, seconded by Mr. De Santis, to adjourn the meeting at 8:25 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on January 19, 2016 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary