



Gloversville Public Library
Meeting of the Board of Trustees
January 19, 2016
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2016 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
Update Ad Hoc POS committee
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: February 16, 2016 6:30 pm



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

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

DECEMBER 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	\$276,321.00	\$270,509.00	\$0.00
Investment Income	200.00	7.71	32.42	38.06	167.58
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	10,263.21	79,642.20	78,332.92	70,357.80
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	270.00	2,190.00	6,485.00	7,810.00
Government Affiliations	6,500.00	735.10	6,976.00	6,482.00	(476.00)
Fines & Miscellaneous Income	13,000.00	902.28	5,851.29	5,578.39	7,148.71
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	7,399.15	7,399.15	4,787.96	(2,149.15)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	0.00	0.00
TOTAL RECEIPTS	<u><u>\$471,271.00</u></u>	<u><u>\$19,577.45</u></u>	<u><u>\$388,412.06</u></u>	<u><u>\$372,213.33</u></u>	<u><u>\$82,858.94</u></u>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2015	<u>\$466,489.50</u>				
Plus: Receipts Per Report	19,577.45				
Less: Expenses Per Report	<u>33,497.51</u>				
Income Cash Balance on December 31, 2015	<u><u>452,569.44</u></u>				
Accounts Payable as of 12/31/15	0.00				
Accrued Expenses as of 12/31/15	0.00				
Prepaid Expenses as of 12/31/15	<u>(4,018.38)</u>				
Actual Cash Balance on December 31, 2015	<u><u>\$448,551.06</u></u>				

BUILDING FUND

Balance on December 1, 2015	\$276,154.92
Plus: Receipts:	
Interest on Money Market Account	4.69
Less: Paid Outs:	
None	<u>0.00</u>
Balance on December 31, 2015	<u><u>\$276,159.61</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Christine Pesses, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 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	\$ 78,556.16	\$ 81,639.70	\$104,744.84
Salaries - Part Time Employees	62,910.00	3,801.25	28,338.96	26,708.87	34,571.04
Salaries - Custodians	25,007.00	2,083.92	12,503.52	11,593.56	12,503.48
F I C A & Medicare Tax	20,748.00	1,601.49	9,134.05	9,175.43	11,613.95
Unemployment Insurance	725.00	0.00	360.50	350.50	364.50
Disability Insurance	780.00	0.00	219.95	462.11	560.05
Medical Insurance	43,725.00	1,944.99	18,091.83	22,039.38	25,633.17
Pension Expense	42,000.00	0.00	6,057.25	29,924.00	35,942.75
Heat	9,000.00	435.08	930.81	745.94	8,069.19
Electricity	8,500.00	762.58	3,626.43	2,567.22	4,873.57
Telephone	2,880.00	232.91	1,459.00	1,366.90	1,421.00
Insurance	11,500.00	0.00	11,188.38	10,102.69	311.62
Books, Periodicals, etc.	46,500.00	4,421.19	26,493.29	24,178.67	20,006.71
Computer & Automation Services	16,000.00	852.16	5,064.94	10,554.83	10,935.06
Library, Building & Office Supplies	10,000.00	414.59	3,626.62	3,694.55	6,373.38
Maintenance & Repairs	9,000.00	200.00	1,027.93	965.24	7,972.07
Financial Secretary	8,200.00	700.00	4,100.00	4,100.00	4,100.00
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	56.47	1,613.56	1,108.02	886.44
Events & Programming	4,500.00	0.00	1,683.49	1,523.45	2,816.51
Promotion Expense	2,500.00	892.50	1,666.50	1,396.40	833.50
General Expense	2,000.00	50.00	626.92	585.52	1,373.08
TOTAL EXPENSE	\$517,276.00	\$33,497.51	\$216,072.59	\$251,639.23	\$301,203.41

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

DECEMBER 2015

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,601.06)	\$822.03	FICA & Medicare Expense
			1,779.03	Payroll
4877		Gloversville Public Library	7,983.30	Payroll
4878		NYS Child Support Processing Center	171.42	Child Support
4879	000447	Barbara J. Madonna	375.25	Petty Cash
4880	000448	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4881	000449	Frontier Communications	232.91	Telephone
4882	000450	National Grid (1,197.66)	435.08	Heat
			762.58	Electric
4883	000451	Baker & Taylor Books	11.71	Books
4884	000452	Nicole Hauser	55.77	Professional Meetings & Travel
4885	000453	Unique Management Services, Inc.	50.00	G/E - Collection Expense
4886	000454	The Leader-Herald	28.50	Promotion Expense
4887	000455	Commissioner of Finance	200.00	Maintenance & Repairs
4888	000456	W C S S / Radio Services	169.00	Promotion Expense
4889	000457	Derby Office Equipment, Inc.	55.12	Library Supplies
4890	000458	Plymouth Rocket	475.00	Promotion Expense
4891	000459	Mohawk Valley Library System (3,583.49)	832.16	Computer & Automation
			1,375.67	E Books
			1,375.66	Prepaid Expense
4892	000460	Quill Corporation	74.96	Library Supplies
4893	000461	Audio Editions	184.46	A/V - DVDs
4894	000462	Center Point Large Print	598.27	Books
4895	000463	C D P H P	2,497.31	Insurance - Medical
4896	000464	Business Card (657.17)	319.43	A/V - DVDs
			220.00	Promotion Expense
			20.00	Computer & Automation
			97.74	Library Supplies
4897	000465	Quality Books, Inc. (1,537.40)	1,256.00	Books
			281.40	A/V - DVDs
4898		Gloversville Public Library	7,574.74	Payroll
4899		NYS Child Support Processing Center	171.42	Child Support
DM		NBT Bank	178.77	Office Supplies - New Checks
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	403.66	Pension - Withholdings
DM		E F T NYS Tax Department	789.60	Payroll
DM		E F T United States Treasury (2,439.84)	779.46	FICA & Medicare Expense
			1,660.38	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	237.44	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2015	35,635.23	
		PETTY CASH PAID OUTS - DECEMBER 2015		
		Professional Meetings & Travel	0.70	
		Library Supplies	8.00	
		Newspapers (Books)	394.25	
		TOTAL DECEMBER 2015 PAID OUTS	<u>\$36,038.18</u>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Prepaid Expenses	(1,375.66)	
		Less: Petty Cash Check	(375.25)	
		NET TO BALANCE TO EXPENSES	<u>\$33,497.51</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of December 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 December 31, 2015		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of December 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 December 31, 2015		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of December 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 December 31, 2015		\$325.00

WORKFORCE LITERACY GRANT

Balance as of December 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 December 31, 2015		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of December 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 December 31, 2015		\$4,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of December 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 December 31, 2015		\$694.38



Gloversville Public Library

Director's Report: December 2016

Barbara Madonna – Director

December was an odd month. Between the holidays and some time off it doesn't look like much was accomplished.

The staff finished weeding the entire collection by New Year's Eve. The Jolly Reader's Book Discussion group held their holiday gathering at Mohawk Harvest on a Sunday for tea, cookies and conversation. The holiday collection filled the display space behind the desk and we found that items were still circulating after Christmas because folks didn't have time to enjoy them before. We experienced a number of problems with the public computers during the month, but hopefully Joint Automation has resolved them. And the staff's holiday pot luck party was very enjoyable. Everyone pitches in, but Nicole puts in extra effort to create fun and quirky games for us to play. We also invite retirees and Nancy Woodruff and Paula DeSantis joined in the festivities.

I had the opportunity to speak to a career class up at the high school during December to talk about college and careers. The kids asked a lot of good questions. We also saw the return of Carly Washburn, a Museum Studies student at RIT. She will be completing the internship hours she started over the summer by digitizing the Palmer Postcard collection.

The campaign had a big month with the awarding of \$1,000,000 from the 2015 CFA application, a \$75,000 donation, a promise of a \$100,000 pledge and the Library may have found a temporary home just down the road; more on that, hopefully, in February.

2015 was a big year with a lot of staff changes and big strides by the campaign. The new funds realized in December make moving in the fall of 2016 real and there is a lot to do before we get there. With everyone working together, staff, trustees, Friends and volunteers, I am confident we'll get there.

Meetings

- Dec. 1st Paul Mays, Butler Rowland Mays Architects
- Dec. 2nd
 - 1) ALA Facebook webinar
 - 2) Board Retreat with architects
- Dec. 3rd PR Committee
- Dec. 7th Lt. Gov. Hochul
- Dec. 8th Personnel Committee
- Dec. 10th
 - 1) Gloversville Library Foundation Finance Committee meeting
 - 2) Gloversville Library Foundation Board meeting
 - 3) Craig Clark
- Dec. 15th
 - 1) Finance Committee
 - 2) Board of Trustees meeting
- Dec. 18th Glove to Glove GHS mentoring presentation
- Dec. 29th
 - 1) Lois Gordon, MVLS
 - 2) Carly Washburn, intern
 - 3) Mike Frank
 - 4) Elizabeth Batchelor

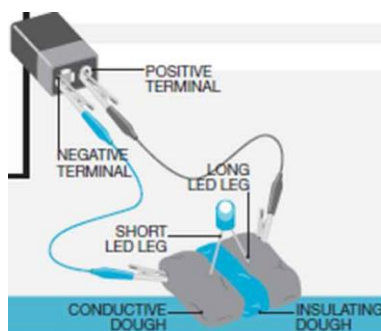
December was a very busy month. Kingsborough Elementary school graced us with their presence. Bonnie Howard and I were able to give 12 tours in three days and introduce over 100 children to the Library and what it has to offer. The new traveling story hour has booked several sessions at local daycares and we are using these opportunities to promote the "1000 Books Before Kindergarten" campaign.

Nicole Hauser and I attended a "Maker Space" workshop at the Albany Public Library. Here we learned about the different ways we can incorporate maker spaces without having an actual physical space or special equipment. I am looking into the purchase of "Keva Planks," which can be stored on a cart and used any place in the Library. Clean-up and supervision are a minimum.

Our first foray into Maker Spaces was with "Squishy Circuits," on loan from MVLS. "Squishy Circuits" week was a great success! We had several drop-ins along with families that visited especially for Squishy fun. There was a great deal of giggling and laughter when the kids found out that they could make very loud buzzers and alarms with the right connections. We learned about the properties of electricity and that you can run 13 LEDs, 2 buzzers and a motor with only 4 AA batteries and conductive play dough. A highlight of this program was when a child phoned her dad to tell him about the circuits, he responded by dropping everything, coming to the Library and playing with his child for half an hour.

Special craft days were very successful. We had nearly 60 children visit and create holiday crafts. The children's room is planning to incorporate more "make and take" crafts each month with seasonal themes. Sonny Dross continued the holiday tradition of reading "The Polar Express" and we had a good crowd of children and adults who very much enjoyed the story and the sing-along activity. The children all received a special silver bell presented in an origami box. Sonny was invaluable in making and filling these boxes for the kids.

Acquisitions are coming along with the help of Nicole Hauser. We have been looking at the collection with an eye to making sure that we have a good balance of subjects that appeal to boys and girls, pre-readers and beyond.



**Gloversville Public Library
November 2015 Statistical Report**

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

	2015	2,014
VISITORS	7,780	(6,584)

CIRCULATION

Adult Circulation	1,877	(2,102)
Teen Circulation	212	(233)
Juvenile Circulation	1,101	(950)
Audiobooks	266	(255)
eBooks	247	(300)
Music	9	(53)
Periodicals	58	(90)
Videos	1,388	(1,369)
Museum Passes	1	(1)
Subtotal	5,159	(5,353)
In-House Use		
Adult	11	541
Juvenile	40	779
Other Materials	1,438	1,187
Subtotal	1,489	2,507
Total Circulation	6,648	(2,846)

REFERENCE QUESTIONS	215	(680)
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MEETINGS/PROGRAMS/OUTREACH

15 Adult programs and meetings with 189 people	(18 Adult programs and meetings with 88 people)
27 Juvenile programs with 379 children	(13 Juvenile programs with 150 children)
3 Teen programs with 26 people	(3 Teen programs with 23 people)

INTERLIBRARY LOAN

Material Borrowed	662	(859)
Material Loaned	588	(718)
Total	1,250	(1,577)

COMPUTER USAGE	1,922	(1,342) users
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HISTORICAL ROOM

Visitors	12
Books Used	25
Reference Questions	2