



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

January 19, 2016

The Gloversville Public Library Board of Trustees held a meeting on January 19, 2016 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, Vincent De Santis, Robin Lair, Elizabeth Batchelor, Merry Dunn Brown and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Patricia Donovan, Jay Ephraim and Wanda Prew 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 December 15, 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 of the meeting as presented. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Financial Report for the month of December 2015 and the six month period ending December 31, 2015. Mr. Frank informed the Trustees that our income for the first six months of the year is up approximately \$16,200 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 and the Medical Insurance Credit Refund from the Internal Revenue Service. The additional money from the IRS is due to the credit based on our Medical Insurance payments for our employees being increased from 25% to 35% for 2015. Expenses this year are down approximately \$35,600 from the prior year period primarily due to the lower pension expense of approximately \$23,900, the lower professional fees of approximately \$7,200 and lower Medical Insurance premiums due to fewer employees in the Plan and lower Computer and Automation expense. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. De Santis, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2016 numbered 466 through 491 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. Clark reviewed the discussion held at last month's meeting about the need to increase the Tax Levy in order to allow the Gloversville Library Foundation to be able to pay back needed borrowings for the Master Renovation Project borrowed against the Foundation's endowment from the income earned on the endowment. Ms. Madonna informed the Trustees that the Tax Levy Cap amount could not be determined yet as the State calculation was not yet available. A resolution was passed by the Board at the November 2015 meeting to exceed this cap if necessary.

Ms. Madonna informed the Trustees that the Friends of the Library had met in January and had put together a list of possible fundraisers for 2016.

Ms. Madonna informed the Trustees that John Esper has agreed to take care of snow removal for the Library this winter.

Ms. Batchelor gave a report on the progress of the Steering Committee. To date \$5.5 million has been raised for the Capital Campaign including pledges, grants and regular donations. Ms. Batchelor also informed the Trustees that Ellen Wood is organizing a matching \$125,000 pledge to run from now through March 15, 2016 to match dollar for dollar amounts given during this period. Ms. Batchelor also emphasized the need to get the yes vote out on May 3, 2016 for the Tax Levy proposal. Follow up calls will need to be made to supporters of the Library during the day of the election to remind them to be sure to 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

Ms. Madonna distributed a proposed addition to the Employee Handbook regarding Family Medical Leave. Some changes were suggested and Ms. Madonna will incorporate them and present it again for a first reading at the February Trustee's meeting.

Ms. Madonna distributed a calendar of events going on at the Library during the month of February 2016.

Mr. Clark informed the Trustees that the Public Relations Committee had met and that they were working on an update to our ways of communicating events and other activities going on at the Library.

Ms. Madonna informed the Trustees that she had received correspondence from the Empire State Development Agency regarding our plans for the renovation. This was follow-up to be sure we had not changed our intentions for use of their funds. Ms. Madonna also informed the Trustees that she is still working on temporary space for the renovation period and that final cost estimates were still in the works between Butler Rowland Mays Architects and our construction manager, UW Marx.

Mr. Clark informed the Trustees that our next "Plan of Service" would focus on the period of time that we would be using temporary space for Library services and that a survey would be going out to the Board of Trustees, Library Employees and members of the Friends of the Library to ask for what they considered to be essential services that must be available to patrons during the construction period.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustees 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. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Lair, to adjourn the meeting at 7:30 P.M. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on February 16, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary