



Gloversville Public Library
Meeting of the Board of Trustees
March 15, 2016
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the February 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Resolution for CFA grants
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Employee handbook – maternity leave final reading
9. Program Committee
10. PR Committee
11. Director's Report
Trustee packets for vacancies
12. President's Report
Update Ad Hoc POS committee
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: April 19, 2016 6:30 pm



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting February 16, 2016

The Gloversville Public Library Board of Trustees held a meeting on February 16, 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, 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. Robin Lair, Patricia Donovan, Jay Ephraim and Wanda Prew were excused from the meeting.

Barbara Madonna
Library Director

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.

20152016
Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 19, 2016. 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. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Merry Dunn Brown

Mr. Clark asked Mr. Frank to review the Financial Report for the month of January 2016 and the seven month period ending January 31, 2016. Mr. Frank informed the Trustees that our income for the first seven months of the year is up approximately \$7,300 from the same period of last year due primarily to the higher Tax Levy the Medical Insurance Credit Refund from the Internal Revenue Service and the income received from the Foundation. These increases were partially offset by lower donations passed through from the Foundation this year. 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 \$39,300 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. Batchelor made a motion, seconded by Mr. De Santis, to approve the Financial 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 February 2016 numbered 492 through 516 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.

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. After considerable discussion, a motion was made by Mr. De Santis to set the 2016-2017 Budget Tax Levy amount at \$393,695 to be voted on by the voters of the Gloversville Enlarged School District on May 3, 2016. This motion was seconded by Ms. Batchelor and approved all voting aye. A motion was also made by Mrs. Pesses to set the expenditure budget for 2016-2017 at \$505,098. This motion was seconded by Mr. De Santis and approved all voting aye.

Ms. Dunn Brown informed the Trustees that the Friends of the Public Library were having a pie sale fundraiser with orders to be in by March 23, 2016. A spaghetti dinner fundraiser will also be held on April 20, 2016 at the Italian Bistro in Gloversville. The Friends will also be holding a container gardening fundraiser class on May 4, 2016.

Mr. De Santis made a motion to approve the following resolution. We now certify that the 2015 CFA Environmental Protection Fund Grant was applied for with the full authorization of this Board at the time

of submission and we therefore resolve nunc pro tunc granting to the executive director authorization to so apply. This motion was seconded by Mrs. Pesses and approved all voting aye.

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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, Mrs. Pesses made a motion, seconded by Ms. Batchelor, to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

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Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 2016

	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	6.64	46.50	223.60	153.50
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	13,601.46	105,019.22	105,201.01	44,980.78
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	825.00	4,100.00	8,280.00	5,900.00
Government Affiliations	6,500.00	0.00	6,976.00	6,482.00	(476.00)
Fines & Miscellaneous Income	13,000.00	1,078.86	7,831.19	7,554.79	5,168.81
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	7,399.15	4,787.96	(2,149.15)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$471,271.00</u></u>	<u><u>\$15,511.96</u></u>	<u><u>\$417,693.06</u></u>	<u><u>\$413,038.36</u></u>	<u><u>\$53,577.94</u></u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2016	<u>\$434,203.82</u>				
Plus: Receipts Per Report	15,511.96				
Less: Expenses Per Report	<u>34,049.29</u>				
Income Cash Balance on February 29, 2016	<u><u>415,666.49</u></u>				
Accounts Payable as of 02/29/16	0.00				
Accrued Expenses as of 02/29/16	0.00				
Prepaid Expenses as of 02/29/16	<u>(5,249.96)</u>				
Actual Cash Balance on February 29, 2016	<u><u>\$410,416.53</u></u>				

BUILDING FUND

Balance on February 1, 2016	\$276,164.30
Plus: Receipts:	
Interest on Money Market Account	4.39
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP	<u>635.75</u>
Balance on February 29, 2016	<u><u>\$275,532.94</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

FEBRUARY 2016

	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	\$ 15,131.71	\$ 108,736.25	\$ 109,043.32	\$74,564.75
Salaries - Part Time Employees	62,910.00	3,196.45	34,366.56	34,298.34	28,543.44
Salaries - Custodians	25,007.00	2,083.92	16,671.36	15,609.76	8,335.64
F I C A & Medicare Tax	20,748.00	1,561.52	12,222.78	12,159.67	8,525.22
Unemployment Insurance	725.00	171.25	531.75	530.75	193.25
Disability Insurance	780.00	0.00	417.65	462.11	362.35
Medical Insurance	43,725.00	2,145.64	22,424.10	26,817.58	21,300.90
Pension Expense	42,000.00	0.00	6,057.25	29,924.00	35,942.75
Heat	9,000.00	1,348.42	3,227.28	2,304.83	5,772.72
Electricity	8,500.00	1,000.28	5,512.35	3,671.40	2,987.65
Telephone	2,880.00	233.95	1,925.86	1,838.92	954.14
Insurance	11,500.00	0.00	11,896.87	10,811.18	(396.87)
Books, Periodicals, etc.	46,500.00	3,472.72	31,753.07	31,861.25	14,746.93
Computer & Automation Services	16,000.00	842.66	6,765.48	12,436.58	9,234.52
Library, Building & Office Supplies	10,000.00	626.53	4,919.31	6,061.66	5,080.69
Maintenance & Repairs	9,000.00	1,158.04	2,552.62	1,237.55	6,447.38
Financial Secretary	8,200.00	700.00	5,450.00	5,450.00	2,750.00
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	185.00	2,135.54	1,253.14	364.46
Events & Programming	4,500.00	0.00	1,782.99	1,830.79	2,717.01
Promotion Expense	2,500.00	131.50	2,389.00	2,105.75	111.00
General Expense	2,000.00	59.70	815.97	734.77	1,184.03
TOTAL EXPENSE	<u>\$517,276.00</u>	<u>\$34,049.29</u>	<u>\$282,256.54</u>	<u>\$317,299.60</u>	<u>\$235,019.46</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,467.54)	\$783.27	FICA & Medicare Expense
			1,684.27	Payroll
4930		Gloversville Public Library	7,593.89	Payroll
4931		NYS Child Support Processing Center	171.42	Child Support
4932	000493	Barbara J. Madonna	385.38	Petty Cash
4933	000494	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4934	000495	Frontier Communications	233.95	Telephone
4935	000496	National Grid (2,348.70)	1,348.42	Heat
			1,000.28	Electric
4936	000497	C D P H P	2,497.31	Insurance - Medical
4937	000498	Baker & Taylor Books	1,255.10	Books
4938	000499	Unique Management Services, Inc.	59.70	G/E - Collection Expense
4939	000500	The Leader-Herald	53.50	Promotion Expense
4940	000501	First Nonprofit Unemployment Program (421.25)	250.00	Cash Reserve
			171.25	Unemployment Insurance
4941	000502	Image Integrator, LLC (924.00)	474.63	Library Supplies
			449.37	Prepaid Expense
4942	000503	Jaeger & Flynn Associates, Inc.	2.50	Insurance - Medical
4943	000504	NYLA/Youth Services Section	150.00	Professional Meetings & Travel
4944	000505	Gloversville True Value Hardware	24.25	Maintenance & Repairs
4945	000506	Apple Books	372.13	Books
4946	000507	Demco	25.93	Library Supplies
4947	000508	Gloversville Little League	125.00	Promotion Expense
4948	000509	James Esper Landscaping	1,100.00	Maintenance & Repairs
4949	000510	Quality Books, Inc.	16.95	Books
4950	000511	Children's Plus, Inc.	117.60	Books
4951	000512	Business Card (483.27)	20.00	Computer & Automation
			98.39	Books
			35.00	Professional Meetings & Travel
			317.98	A/V - DVDs
			11.90	Library Supplies
4952	000513	Mohawk Valley Library System (1,204.66)	822.66	Computer & Automation
			382.00	A/V - DVDs
4953	000514	Center Point Large Print	91.43	Books
4954	000515	Quill Corporation	58.37	Library Supplies
4955	000516	Audio Editions	463.14	A/V - DVDs
4956		Gloversville Public Library	7,539.82	Payroll
4957		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	397.21	Pension - Withholdings
DM		E F T NYS Tax Department	782.80	Payroll
DM		E F T United States Treasury (2,449.50)	778.25	FICA & Medicare Expense
			1,671.25	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	435.59	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2016	<u>35,523.31</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2016		
		Maintenance & Repairs	33.79	
		Postage	44.90	
		Library Supplies	10.80	
		Newspapers (Books)	<u>358.00</u>	
		TOTAL FEBRUARY 2016 PAID OUTS	<u>\$35,970.80</u>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Promo Reimbursement	(47.00)	
		Less: Cash Reserve	(250.00)	
		Less: Prepaid Expenses	(449.37)	
		Less: Petty Cash Check	<u>(385.38)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$34,049.29</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of February 1, 2016		\$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 February 29, 2016		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of February 1, 2016		\$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 February 29, 2016		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of February 1, 2016		\$275.00
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 February 29, 2016		\$275.00

WORKFORCE LITERACY GRANT

Balance as of February 1, 2016		\$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 February 29, 2016		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 1, 2016		\$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 February 29, 2016		\$4,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of February 1, 2016		\$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 February 29, 2016		\$694.38



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Michael J. Frank
Recording Secretary

Robin Lair
Secretary



Gloversville Public Library

Director's Report: February 2016

Barbara Madonna – Director

The Evans Library and Learning Commons at FMCC was awarded a three year grant last year to teach financial literacy to not only students attending FMCC but to the greater community. The college has found a serious gap in understanding with regard to financial assistance and the costs of college with an excessively large default percentage on student loans by FMCC students.

During the first year the staff at the Evan Library compiled resources and wrote curriculum for training sessions. As that year winds down and year two begins they are ready to offer trainings throughout the community. We are working with them to offer training at our library in an effort to broaden the materials beyond students at FMCC. It is important that high school students and their parents understand the costs and risks to college costs. This program also includes simple and more general financial literacy. We hope to connect these resources with the school district's Parent Involvement Coordinators to reach parents throughout the district. We even have plans to include fun finance programs into the summer reading program thus expanding the elementary, teen, and adult themes around health ("On Your Mark, Get Set, Read," "Exercise Your Mind," and "Get in the Game, Read") to include healthy finances.

We had a whirlwind visit by Senator Charles Schumer during the month. He visits Fulton County about once a year and chose to spend all of his time this year in our library. Four television stations and print media joined a variety of county and city officials for a press conference after the Senator was given a full tour of the building. He has pledged continue support with both the New Market Tax Credits for the renovation and the Historic Tax Credits.

I also met with the architects and all of the engineers on the project. The level of coordination and detail has been an eye opening experience. At times it feels like the planning is dragging on forever, but the more exact the plan, the fewer delays and change orders once the project starts.

Nicole, Bonnie, Linda Conroy and I worked on the State Annual Report. This experience has led the staff to developing some new statistical record keeping sheets and methods.

The Winter Challenge has raised the community's awareness to our project and the staff if fielding more questions about our temporary quarters. Until we have a formal agreement the answer has been that we are staying in downtown.

The staff celebrated many anniversaries in February. Shari Peto completed 1 year. Circe Johnson and Nicole Hauser celebrated their fifth. And I marked off 18. (I don't feel old enough for it to be true.)

Our partnership with the NYS Department of Taxation and Finance is going smoothly this year. For some reason we have two preparers each Tuesday instead of the one we had last year. They will assist anyone with income under \$62,000 per year in preparing their online returns for both state and federal income tax filing. Their last appointments will be on April 12th.

Meetings

- Feb. 3rd
 - 1) Jeff West, UW Marx
 - 2) Mary Donahue, Director, Evans Library and Learning Commons, FMCC
- Feb. 4th
 - 1) Carson Block, Carson Block Consulting Services
 - 2) Friends of the Library meeting
- Feb. 8th
 - Steve Mann, aide to Senator Schumer
- Feb. 9th
 - 1) Steve Mann, aide to Senator Schumer
 - 2) Steering Committee meeting
- Feb. 11th
 - Craig Clark

Feb. 15th Visit by Senator Charles Schumer
Feb. 16th 1) Kyle Adams, Daily Gazette
2) Paul Mays, Butler Rowland Mays Architects
3) Board of Trustees meeting
Feb. 18th 1) MVLS Board meeting
2) Butler Rowland Mays Architects
Feb. 19th Jean Egenhofer, NYS Parks, Recreation, and Historic Preservation, grants division

Gloversville Public Library

Children's Room Report: February 2016

Sally Fancher – Head of Children's Services

February began with a great Groundhog's Day. The children had made special projects the week before and sang some groundhog songs with us, using their groundhog puppets on Tuesday.

Nicole, Bonnie and I attended a Summer Reading workshop and got some great ideas for summer reading, as well as programing and recording keeping information.

Take Your Child to the Library day was a big success, we had two story times, and craft making all day. Over a dozen children attended and made multiple crafts. During this time the Children's Room staff promoted upcoming programs and library services to the adults. We distributed many calendars and added people to the e-mail list. Children were also given a book to take home.

On February 13 WMHT sponsored a "Birthday Party for Clifford the Big Red Dog". The kids saw a short video and had the opportunity to create three different crafts. Many children then proceeded downstairs to check out Clifford books. There was a special visit from Clifford (aka Sonny) which was a great hit and a great example of the staff going the extra mile.

Keva Planks were borrowed from MVLS's materials collection and were a big hit during school break. Parents as well as children enjoyed building. This is a great product for STEM, teamwork and creativity. The Children's Room has purchased a set for in house use.

We have been asked to participate in the Read Across America event at Park Terrace Elementary school and will be doing so.

The Children's Room is working with the English department at the GHS to acquire titles on the honors required reading list. It is our hope to support the required summer reading and attract more teenagers into the Library.

During winter break we hosted three days of crafts. We had 37 participants for bracelets, 17 for picture frames and 29 for bird feeders.

During all of our events and programs the staff promotes the 1000 Books before Kindergarten Program and continues to sign-up new participants and to issue Library cards.

Gloversville Public Library
February 2016 Statistical Report

Statistics for February 2016 are as follows (figures in parentheses represent comparable figures for February 2015):

	2016	2,015
VISITORS	6,743	(7,586)
CIRCULATION		
Adult Circulation	1,872	(1,851)
Teen Circulation	119	(242)
Juvenile Circulation	1,295	(1,052)
Audiobooks	306	(221)
eBooks	238	(270)
Music	35	(50)
Periodicals	76	(77)
Videos	1,410	(1,281)
Museum Passes	-	0
Subtotal	5,351	(5,044)
In-House Use		
Adult	48	(345)
Juvenile	41	(350)
Other Materials	285	(1,751)
Subtotal	374	(2,446)
Total Circulation	5,725	(7,490)
 REFERENCE QUESTIONS	 262	 (866)
 MEETINGS/PROGRAMS/OUTREACH		
35 Adult programs and meetings with 119 people		(27 Adult programs and meetings with 186 people)
13 Juvenile programs with 274 children		(14 Juvenile programs with 199 children)
4 Teen programs with 41 people		(2 Teen programs with 17 people)
 INTERLIBRARY LOAN		
Material Borrowed	888	(833)
Material Loaned	674	(812)
Total	1,562	(1,645)
 COMPUTER USAGE	 2,057	 (1,076) users
 HISTORICAL ROOM		
Visitors	17	
Books Used	42	
Reference Questions	3	

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

I, Robin Lair, the duly elected and qualified secretary of the Gloversville Public Library of Gloversville, New York, corporation subject to the Not-for-Profit Corporation Law of New York State and qualified for tax exempt status under the federal internal revenue code, do hereby certify that the following resolution was adopted at a regular meeting of the Gloversville Public Library Board of Trustees held on March 15, 2016, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Barbara Madonna
Library Director

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RESOLVED:

That Barbara Madonna, as Director of Gloversville Public Library, is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and enter into and execute a project agreement with the State for such financial assistance to this Gloversville Public Library for replacement of the Library's 1904 heating system and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

Signature of Secretary

Seal of Organization