



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.

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 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.

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.

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.

Barbara Madonna
Library Director

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Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Ms. Batchelor gave a report on the progress of the Steering Committee. To date we are about halfway thru the Winter Challenge organized by Ellen Wood with the hope of raising \$125,000 to match the amount promised by the challenge. Ms. Batchelor reminded the Trustees that 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.

Ms. Madonna distributed a proposed addition to the Employee Handbook regarding Family Medical Leave for the first reading. No changes were suggested and it will be presented for the second reading at the March meeting. Ms. Madonna mentioned that additional revisions will probably be needed addressing the combining of the Leave Time categories found in previous versions of the Employee Handbook.

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

Mr. Clark informed the Trustees that the Public Relations Committee had a meeting scheduled for March 15, 2016 at 4:30 PM.

Ms. Madonna informed the Trustees that Trustee Packets will be available for the two vacancies on the Board of Trustees up for election in May. The trustees whose terms are up this year are Craig Clark and Elizabeth Batchelor. Ms. Madonna also informed the Trustees that it was time to renew the Joint Automation Agreement with the Mohawk Valley Library System. Ms. Batchelor made a motion, seconded by Mrs. Pesses, to have President Clark sign the agreement on behalf of the Gloversville Public Library. This was approved all voting aye. Ms. Madonna also informed the Trustees that the State Annual Report had been completed and the filing needed to be approved. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to approve the filing of the State Annual Report. This was approved all voting aye. Ms. Madonna also informed the Trustees that she had prepared a list of items for review to do with various Library services that can be offered while we are using our temporary space during the renovation period. Mrs. Madonna asked the Trustees to mark the services that they feel are essential during the period of renovation.

Mr. Clark informed the Trustees that the next "Plan of Service" committee meeting would be focusing on the suggestions made for the period of time that we would be using temporary space for Library services.

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.

The next regular meeting of the Board of Trustees will be held on March 15, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary