



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

Public Hearing on the 2016-17 Tax Levy

Pledge to the Flag  
Public Comment

1. Accept minutes of the March 2016 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
66 E Fulton St  
Security camera
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report  
MVLS Annual meeting
12. President's Report  
Update Ad Hoc POS committee
13. Foundation
14. Old Business  
May 3<sup>rd</sup> election, 11 am-8pm
15. New Business
16. Adjourn

Next Meeting: May 17, 2016 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

March 15, 2016

The Gloversville Public Library Board of Trustees held a meeting on March 15, 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, Merry Dunn Brown, Robin Lair, Jay Ephraim, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor and Patricia Donovan 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 February 16, 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 Mrs. Prew, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Clark asked Mr. Frank to review the Financial Report for the month of February 2016 and the eight month period ending February 29, 2016. Mr. Frank informed the Trustees that our income for the first eight months of the year is up approximately \$4,700 from the same period of last year due primarily to the higher Tax Levy and the Medical Insurance Credit Refund from the Internal Revenue Service. 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 \$35,000 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, Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for March 2016 numbered 517 through 541 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.

Mrs. La Porta 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. Tickets for this event are available at the Library for \$8.00 each. The Friends will also be holding a container gardening fundraiser class on May 4, 2016. Mrs. La Porta also informed the Trustees that the Spring Book sale would be held on April 19<sup>th</sup> and 20<sup>th</sup>. Mrs. La Porta also informed the Trustees that an ice cream fundraiser would be held again this year during the summer and that a barbecue is being planned for September. Mrs. La Porta also informed the Trustees that there would probably not be a basket raffle this year with the expected startup of construction in the fall.

Mrs. Lair presented the following resolution: 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. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown to approve the above resolution. This was approved all voting aye.

Mrs. Pesses gave a report on the progress of the Steering Committee. As of meeting time we have raised approximately \$115,000 towards meeting the Winter Challenge organized by Ellen Wood with the hope of raising \$125,000 to match the amount promised by the challenge. The elementary schools in Gloversville held a coin drive for the Library Capital Campaign and raised over \$1,900 in support of the Library. Mr. Pesses also informed the Trustees that Senator Schumer is supporting our efforts with the New Markets Tax Credits. Mrs. Pesses informed the Trustees that if the Historic Tax Credits are approved by the National Parks Service we will need to proceed with legislative work towards getting things in place. Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to spend up to an additional \$6,000 for legal consultation services for this work. This was approved all voting aye. Mrs. Pesses also informed the Trustees that work is continuing on getting out the vote for the May trustees election and budget vote.

Ms. Madonna asked the Trustees if anyone had any additions or corrections to the Employee Handbook regarding Family Medical Leave that was presented for the first reading at the February 2016 meeting. No additions or changes were suggested. Mrs. Pesses made a motion, seconded by Mrs. Prew, to approve the Employee Handbook as presented. This was approved all voting aye.

Ms. Madonna distributed a calendar of events going on at the Library during the month of April 2016. Ms. Madonna informed the Trustees that the Income Tax Help program being put on by New York State had been going well with appointments being scheduled by patrons. Ms. Madonna also informed the Trustees that Sally Fancher will be holding a cupcake decorating class on March 22, 2016 and that she has also been making monthly visits to the infirmary with picture books, etc for the patients.

Ms. Madonna informed the Trustees that she and Mrs. Hauser will be working on reviewing our website information and design.

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. Mr. Clark informed the Trustees that he will not be running for reelection to the Board in May.

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. Clark informed the Trustees that the MVLS annual dinner would be held on May 11, 2016.

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. Prew, to adjourn the meeting at 7:40 P.M. This was approved all voting aye.

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

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MARCH 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	6.67	53.17	229.43	146.83
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	9,165.31	114,184.53	116,610.69	35,815.47
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	168.00	4,268.00	8,280.00	5,732.00
Government Affiliations	6,500.00	25.00	7,001.00	6,507.00	(501.00)
Fines & Miscellaneous Income	13,000.00	953.51	8,784.70	8,798.15	4,215.30
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
<b>TOTAL RECEIPTS</b>	<u>\$471,271.00</u>	<u>\$10,318.49</u>	<u>\$428,011.55</u>	<u>\$425,722.23</u>	<u>\$43,259.45</u>
	Income Cash Reconcilement				
Income Cash Balance on March 1, 2016	<u>\$415,666.49</u>				
Plus: Receipts Per Report	10,318.49				
Less: Expenses Per Report	<u>35,580.74</u>				
Income Cash Balance on March 31, 2016	<u>390,404.24</u>				
Accounts Payable as of 03/31/16	0.00				
Accrued Expenses as of 03/31/16	0.00				
Prepaid Expenses as of 03/31/16	<u>(5,249.96)</u>				
Actual Cash Balance on March 31, 2016	<u>\$385,154.28</u>				

**BUILDING FUND**

Balance on March 1, 2016	\$275,532.94
Plus: Receipts:	
Interest on Money Market Account	4.68
Less: Paid Outs:	
None	<u>0.00</u>
Balance on March 31, 2016	<u>\$275,537.62</u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Christine Pesses, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**MARCH 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	\$ 15,215.04	\$ 123,951.29	\$ 123,112.84	\$59,349.71
Salaries - Part Time Employees	62,910.00	4,152.30	38,518.86	38,980.38	24,391.14
Salaries - Custodians	25,007.00	2,083.92	18,755.28	17,617.86	6,251.72
F I C A & Medicare Tax	20,748.00	1,640.99	13,863.77	13,747.70	6,884.23
Unemployment Insurance	725.00	0.00	531.75	530.75	193.25
Disability Insurance	780.00	0.00	417.65	462.11	362.35
Medical Insurance	43,725.00	2,201.84	24,625.94	28,903.12	19,099.06
Pension Expense	42,000.00	0.00	6,057.25	29,924.00	35,942.75
Heat	9,000.00	1,225.64	4,452.92	3,157.10	4,547.08
Electricity	8,500.00	1,043.54	6,555.89	4,577.29	1,944.11
Telephone	2,880.00	233.95	2,159.81	2,082.20	720.19
Insurance	11,500.00	0.00	11,896.87	10,811.18	(396.87)
Books, Periodicals, etc.	46,500.00	3,321.53	35,074.60	33,494.32	11,425.40
Computer & Automation Services	16,000.00	833.75	7,599.23	13,326.70	8,400.77
Library, Building & Office Supplies	10,000.00	848.13	5,767.44	7,482.41	4,232.56
Maintenance & Repairs	9,000.00	422.04	2,974.66	1,634.47	6,025.34
Financial Secretary	8,200.00	700.00	6,150.00	6,150.00	2,050.00
Professional Fees	4,000.00	0.00	(297.50)	6,856.25	4,297.50
Election Expense	1,000.00	102.00	102.00	114.80	898.00
Professional Meetings & Travel	2,500.00	283.89	2,419.43	1,573.14	80.57
Events & Programming	4,500.00	125.00	1,907.99	2,349.18	2,592.01
Promotion Expense	2,500.00	1,087.48	3,476.48	2,184.75	(976.48)
General Expense	2,000.00	59.70	875.67	814.37	1,124.33
<b>TOTAL EXPENSE</b>	<b>\$517,276.00</b>	<b>\$35,580.74</b>	<b>\$317,837.28</b>	<b>\$349,886.92</b>	<b>\$199,438.72</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**MARCH 2016**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,701.72)	\$843.86	FICA & Medicare Expense
			1,857.86	Payroll
4958		NYS Child Support Processing Center	171.42	Child Support
4959		Gloversville Public Library	8,155.64	Payroll
4960	000517	Barbara J. Madonna	447.49	Petty Cash
4961	000518	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4962	000519	Frontier Communications	233.95	Telephone
4963	000520	National Grid (2,269.18)	1,225.64	Heat
			1,043.54	Electric
4964	000521	Baker & Taylor Books	1,701.69	Books
4965	000522	Unique Management Services, Inc.	59.70	G/E - Collection Expense
4966	000523	Gloversville True Value Hardware	8.04	Maintenance & Repairs
4967	000524	The Leader-Herald (608.00)	537.50	Promotion Expense
			70.50	Election Expense
4968	000525	Derby Office Equipment, Inc.	44.53	Library Supplies
4969	000526	Port Jackson Media, LLC	31.50	Election Expense
4970	000527	Audio Editions	351.93	A/V - DVDs
4971	000528	Johnstown Public Library	22.44	Fines, Lost Books, etc.
4972	000529	Barbara J. Madonna (261.94)	23.95	A/V - DVDs
			237.99	Professional Meetings & Travel
4973	000530	Quality Books, Inc.	27.59	Books
4974	000531	Bonnie Howard	45.90	Professional Meetings & Travel
4975	000532	A. Mormile & Son Plumbing & Heating, Inc.	225.00	Maintenance & Repairs
4976	000533	NYS Department of Labor-Boiler Safety Bureau	75.00	Maintenance & Repairs
4977	000534	Mohawk Valley Library System	813.75	Computer & Automation
4978	000535	Center Point Large Print	95.09	Books
4979	000536	Palmateer Trucking & Container Service	114.00	Maintenance & Repairs
4980	000537	Quill Corporation	534.14	Library Supplies
4981	000538	W M H T	50.00	Programming & Events
4982	000539	Adirondack Museum Membership	75.00	Programming & Events
4983	000540	C D P H P	2,497.31	Insurance - Medical
4984	000541	Business Card (1,654.97)	20.00	Computer & Automation
			148.20	Books
			537.58	A/V - DVDs
			129.75	Stewart's Grant Expense
			269.46	Library Supplies
			549.98	Promotion Expense
4985		NYS Child Support Processing Center	171.42	Child Support
4986		Gloversville Public Library	7,723.98	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	416.15	Pension - Withholdings
DM		E F T NYS Tax Department	835.60	Payroll
DM		E F T United States Treasury (2,516.32)	797.13	FICA & Medicare Expense
			1,719.19	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	494.29	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2016	<u>36,534.68</u>	
		PETTY CASH PAID OUTS - MARCH 2016		
		Newspapers (Books)	<u>435.50</u>	
		<b>TOTAL MARCH 2016 PAID OUTS</b>	<u><b>\$36,970.18</b></u>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Stewart's Grant	(129.75)	
		Less: Fines, Lost Books, etc.	(22.44)	
		Less: Petty Cash Check	<u>(447.49)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$35,580.74</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**LIONS CLUB - BRAILLE GRANT**

Balance as of March 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 March 31, 2016		\$1,005.75

**WGY CHRISTMAS WISH GRANT**

Balance as of March 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 March 31, 2016		\$405.00

**STEWART'S FOUNDATION GRANT**

Balance as of March 1, 2016		\$275.00
Grant Money Received		500.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card - 400 Maple keva planks	4984	Programming
Total Expenses		129.75
Balance of Grant Money Left at March 31, 2016		\$645.25

**WORKFORCE LITERACY GRANT**

Balance as of March 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 March 31, 2016		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of March 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 March 31, 2016		\$4,218.75

**RESTORATION FUNDS RECONCILEMENT**

Balance as of March 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 March 31, 2016		\$694.38



## Gloversville Public Library

Director's Report: March 2016

Barbara Madonna – Director

The month started off with Advocacy efforts down in Albany. The legislative priorities included awarding libraries the same state aid increase passed for schools, doubling public library construction aid from \$15 million to \$30 million annually,

In more disturbing news, Ed. Law 259 is under attack. This is the state law that allows association library to place tax levy initiatives on school district ballots. While this does not impact us as a school district public library, should the lawsuit prevail and if we found ourselves as an association library again, we could no longer have a tax levy for the operating budget. Read more here:

<https://www.nyla.org/max/donate/formnldf.html>

The staff is doing a great job of keeping the library humming along, maintaining relevant collection materials, increasing programming, expanding publicity and stepping up each day to help patrons with technology. The community is very fortunate to have such talented, dedicated and hard working staff.

### Meetings

- March 1<sup>st</sup>
  - 1) NYLA Continuing Education Committee meeting
  - 2) NYLA Leadership Academy Class – Dealing with the Media
  - 3) NYLA Sustainability Initiative meeting
- March 2<sup>nd</sup>
  - Library Advocacy Day in Albany
- March 3<sup>rd</sup>
  - 1) Becky Hatcher, Fulton County Center for Regional Growth
  - 2) \$10 million city CFA brainstorming meeting
  - 3) Friends of the Library meeting
- March 4<sup>th</sup>
  - 1) Staff meeting
  - 2) Kyle Learch and Stephen Pemberton, Allegion, and Lisa Hayes, Butler Rowland Mays Architects
- March 8<sup>th</sup>
  - 1) Rotary luncheon
  - 2) Conference call with aides from Senator Gillibrand's office
  - 3) Steering Committee meeting
- March 9<sup>th</sup>
  - Gareth Malagisi
- March 10<sup>th</sup>
  - Jean Engehofer, NYS Parks, Recreation and Historic Preservation
- March 11<sup>th</sup>
  - 1) Staff meeting
  - 2) Lisa Hayes, Butler Rowland Mays
  - 3) Walk through of temporary facility
- March 15<sup>th</sup>
  - 1) Captain Michael Scott, Gloversville Police Department
  - 2) Board of Trustees meeting
- March 17<sup>th</sup>
  - MVLS Board meeting
- March 18<sup>th</sup>
  - Staff meeting
- March 23<sup>rd</sup>
  - Brandon Meyers, Gloversville Building Inspector
- March 24<sup>th</sup>
  - 1) Brandon Meyers, Gloversville Building Inspector
  - 2) Mark Yost, Fulton County Buildings and Grounds
  - 3) Dan Breheny, Social Security Administration
  - 4) Program Committee meeting
  - 5) PR committee meeting
- March 29<sup>th</sup>
  - 1) Brandon Meyers, Gloversville Building Inspector
  - 2) MVLS Planning stakeholder's meeting, Johnstown Public Library
- March 30<sup>th</sup>
  - 1) Cynthia Morey
  - 2) Proctor exam
  - 3) Brandon Meyers, Gloversville Building Inspector
- March 31<sup>st</sup>
  - 1) Kali Angel, Palmieri, Rulyn Graves, RDG Designs, Lisa Hayes, Butler Rowland Mays Architects and Nicole Hauser
  - 2) Gloversville Housing and Neighborhood Improvement District fundraiser





## Gloversville Public Library

Children's Room Report: March 2016

Sally Fancher – Head of Children's Services

March began with Travelling Story Time to Park Terrace Elementary School for participation in the Read Across America Day. We also took our Travelling Story Time to the Fulton Rehabilitation Center and shared some Dr. Seuss and short stories by O'Henry and Shirley Jackson. We are working on a schedule for a regular visit. The Care-a-Lot Early Development Center is also scheduling a bi-monthly story hour.

I attended a webinar on new and popular teen graphic novels. It was informational and will help in the selection of some new titles and series.

The Cupcake bash was a great success. Kids and adults learned some basic decorating techniques and were able to create their own leprechaun cupcake. The age range was from 3-adult.

The Children's Room had a supervised eighth grade volunteer who was fulfilling Junior National Honor Society requirements. This young lady assisted with crafts, shelved books and helped at the Cupcake Bash for a total of 6 hours.

The featured author for March was Beatrix Potter and the kids enjoyed the tales and made their own "Bunny Bottoms Up" craft. After Story Hour, several visitors were interested in the craft, and we accommodated them by hosting the craft throughout the rest of the day.

We have had several requests for more themed "Story Time Kits" and we are currently working on: geography, dinosaurs, occupations, music and poetry, and the seasons. We have also purchased a set of 50 States reference books and [World Book Encyclopedia](#).

The [World Book](#) has been used several times for homework and we are anticipating the 50 States books to be a great resource when the 5<sup>th</sup> grade projects come up on the elementary calendar.

The programming for the Summer Reading is coming along. We have Daryl Baldwin's Balloon Extravaganza for the kick-off, and later in the season we have scheduled Jog with a Frog Marionette Show, and Mr. Matt with Turtle Dance Music. MiSci will host two sessions of the travelling planetarium and two sessions of Fun with Electricity. There will be two sessions of "Kid Zumba" and we are currently working on a date to have George Steele come and do an animal sing-along program.

The Children's Room is keeping very busy meeting the needs of our young patrons.