



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

April 19, 2016

The Gloversville Public Library Board of Trustees held a meeting on April 19, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:35 P.M.

The following trustees were present: Craig Clark, Vincent De Santis, Merry Dunn Brown, Robin Lair, Jay Ephraim, Wanda Prew, Elizabeth Batchelor, Patricia Donovan and Christine Pesses. Barbara J. Madonna, Director of the Gloversville Public Library, 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. There were also two Participation in Government students in attendance. Michael J. Frank, Treasurer and Recording Secretary, was 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.

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Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 15, 2016. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Lair, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Frank presented the following report ahead of the board meeting for the month of March 2016 and the nine month period ending March 31, 2016. Our income for the first nine months of the year is up approximately \$2,300 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 interest and dividends and 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 \$32,000 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. Some of these decreases were partially offset by higher heat and electricity expense, higher insurance expense, higher book expense and higher maintenance and repairs due to paying this year for snow removal. Ms. Madonna asked if there were any questions or corrections. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Prew, 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

Ms. Madonna distributed the Warrants list for April 2016 numbered 542 through 573 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 Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Clark presented an overview of the library's 2016-2017 budget including a review of the expense line items and explanation of the tax levy proposal.

Mrs. La Porta informed the Trustees that the Friends of the Public Library had a successful a pie sale fundraiser selling over 170 pies and netting over \$800. 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; there is one slot open. Mrs. La Porta also informed the Trustees that the Spring Book sale is underway. It will be the last booksale and the Friends are no longer accepting donations.

Ms. Madonna reported that bids are out for the parking lot drainage project at 66 E. Fulton Street. Bids are due early next week. To meet the grant deadline of June 30, 2016 for the expenditure of the grant funds associated with this project, the Board might need to hold a special meeting to award the bid and hire a contractor. Ms. Madonna is also talking to the City of Gloversville about installing another security camera which will show the parking lot. The Library would purchase the camera, the city would provide the infrastructure, software and install the camera.

Mrs. Pesses and Ms. Batchelor gave a report on the progress of the Steering Committee. The National Park Service has approved our application and our amended application for Historic Tax Credits. The stipulation is that the project be executed as described in the application. We still face the hurdle of monetizing the credits and members of the Steering Committee will be traveling to Albany on Wednesday, April 20 for a meeting with staff from the Division of Library Development, Senator Farley's office, Assemblymen Butler and Abinanti's offices, Assembly Majority Council, the Lt. Governor's office, the State Education Department, and NYLA. Committee members have had very good calls with representatives of the NYS Comptroller's Office, but they are very clear that association libraries are not eligible employers for the NYS and Local Employees Retirement System. The Library's tax levy vote is coming up in two weeks, May 3. Polls will be open from 11am-8pm. The levy amount is \$393,695. Two trustee seats are open with Elizabeth Batchelor running for re-election and Lisa Buggeln seeking her first term.

Mr. Clark raised the issue of Ms. Madonna's leave time. In addition to not being able to use the annual time granted, she has earned many weeks of comp time as a result of the campaign's workload. One idea suggested was to allow her to carry over sometime into the next fiscal year. It was suggested the Personnel Committee convene to discuss the issue and bring suggestions back to the board.

Ms. Madonna distributed a calendar of events going on at the Library during the month of May 2016. Ms. Madonna announced that the Spanish I class had their moving up ceremony at the beginning of April and will begin Spanish II. A new beginning Spanish class will be offered on Monday nights from 5:30-7:30.

Mr. Clark stated that the PR Committee met after the last board meeting and the focus was a review of errors of the website. Discussion also began about improvements for the site. This will be the topic of the next committee meeting.

Ms. Madonna informed of the process of obtaining Absentee Ballots for the election. She also thanked the Board for their generosity in sponsoring the staff's attendance at MVLS' annual dinner. All staff members are signed up to go. The Library will close at 4pm as a result.

Mr. Clark reminded the Trustees of the survey for service priorities for the period of time that we would be using temporary space for Library services.

Mr. Clark 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. Mr. DeSantis discussed the City's next public hearing here the City Council will hear comments from the community about suggestions for changes to the City Code related to building maintenance and blight enforcement. The hearing will be April 26 at 6pm at City Hall. Mr. De Santis made a motion, seconded by Mrs. Prew, to adjourn the meeting at 8:14 P.M. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on May 17, 2016 at 6:30 PM.

Barbara Madonna  
Library Director

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Robin Lair  
Secretary