

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

June 21, 2016

The Gloversville Public Library Board of Trustees held a meeting on June 21, 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, Elizabeth Batchelor, Patricia Donovan 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 Lisa Buggeln, Trustee Elect, also attended 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 May 17, 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. Donovan, 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 May 2016 and the eleven month period ending May 31, 2016. Mr. Frank informed the Trustees that our income for the first eleven months of the year is down approximately \$23,000 from the same period of last year due primarily to not having received the monthly income from the Foundation in May 2016. Mr. Frank explained that it would be received along with the income for June before the end of June 2016. The higher Tax Levy and the Medical Insurance Credit Refund from the Internal Revenue Service offset some of this decline. 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 \$27,500 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 increases were noted in heat and electricity and maintenance and repairs as we are now paying for snow removal. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for June 2016 numbered 599 through 621 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. Donovan made a motion, seconded by Mrs. Pesses, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Friends would not be meeting in July but that several fundraising events are in the works and others are being planned.

Ms. Madonna informed the Trustees that work on the parking lot at 66 East Fulton Street started on June 15th and was continuing and should be completed by next Monday or Tuesday.

Ms. Batchelor gave a report on the progress of the Steering Committee. As of meeting time we have raised approximately \$7.5 million including a new grant secured for the Library by Senator Farley for \$1.75 million. Ms. Batchelor informed the Trustees that we now have over 800 individual donors to the Capital Campaign. Ms. Batchelor informed the Trustees that these grants are reimbursement grants in most cases and that we will need to borrow to pay contractors and then get reimbursed. This will necessitate doing some short term borrowing. Ms. Batchelor also informed the Trustees that we will need to get an attorney's opinion letter as to the legality of our borrowing before we can pledge the Foundation's endowment as collateral. Ms. Batchelor also informed the Trustees that the Internal Revenue Service would not issue an opinion letter on the New Markets Tax Credits.

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

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Mrs. Lair informed the Trustees that she was still waiting on several Directors' evaluation forms and would appreciate receiving them by July 1, 2016.

Mrs. Hauser informed the Trustees that the adult summer reading program would be starting next Monday and that the program would be exercise oriented. A sidewalk art program will also be held on Friday July 8, 2016.

Mr. Clark informed the Trustees that the PR Committee would need to work on promoting our temporary relocation plans as soon as a contract is signed with a landlord.

Ms. Madonna informed the Trustees that she is working on tying up loose ends for the year by June 30, 2016.

Mr. Clark expressed his thanks to the Board and Staff for all their assistance during his tenure as board president and a trustee of the Gloversville Public Library. The Trustees thanked him for his service.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustees meeting but that a meeting was scheduled for July 5, 2016 at 4 PM.

Mr. Clark asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that we needed to certify the election results. Ms. Madonna reported that Ms. Batchelor and Ms. Buggeln had been elected as Trustees and that the Tax Levy of \$393,695 was approved with 247 yes votes and 152 no votes. Mrs. Pesses made a motion, seconded by Mrs. Lair, to certify the election results of May 3, 2016. This was approved all voting aye.

Mr. Clark asked if there was any new business to come before the meeting. Hearing none, Mrs. Lair made a motion to go into Executive Session at 7:30 PM. Mrs. Pesses seconded this motion and it was approved all voting aye. At 8:02 PM Mrs. Pesses made a motion to come out of Executive Session. Ms. Dunn Brown seconded this motion and it was approved all voting aye.

Mrs. Pesses made a motion to begin paying part time library clerks \$10.80 per hour effective July 1, 2016 in light of the minimum wage increase scheduled to happen effective January 1, 2017. Mr. De Santis seconded this motion and it was approved all voting aye.

Ms. Batchelor made a motion to adjourn the meeting at 8:10 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Robin Lair
Secretary