



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Minutes of the Gloversville Public Library Board of Trustees Meeting

November 15, 2016

The Gloversville Public Library Board of Trustees held a meeting on November 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: Robin Lair, Jay Ephraim, Wanda Prew, Merry Dunn Brown, Lisa Buggeln and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian 1, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor was excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 18, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

At 6:33 PM Mrs. Buggeln made a motion to go into Executive Session. This motion was seconded by Mr. Ephraim and approved all voting aye. At 6:41 PM Ms. Dunn Brown made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of October 2016 and the four month period ending October 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is down approximately \$8,700 from last year due primarily to not having received the funds from the Friends of the Gloversville Public Library yet this year that were received in September 2015. This was partially offset by receipts from the garage sale held in August 2016. Expenses this year are up approximately \$5,100 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2016 numbered 730 through 760 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. Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna introduced a resolution for the Trustees to consider regarding overriding the Tax Cap established by the State of New York. Mrs. Prew mad a motion, seconded by Ms. Dunn Brown, to approve the following resolution; RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Gloversville Public Library overrides, for the 2017-2018 year, the tax levy limit imposed by Municipal Law § 3-c(3). This motion was approved all voting aye.

Ms. Madonna distributed a worksheet detailing the effect of a 2% salary increase for the full time employees and also included an increase of \$.70 per hour for the full time employees in conjunction with preparing the budget for 2017-2018. This comparison was done as a comparison to the overall cost to the Library on an annual basis with the fact that the minimum wage is going up another \$.70 per hour effective December 31, 2017. The Trustees agreed that we should put together a proposed budget with the \$.70 per hour increase for full and part time employees. Ms. Madonna also distributed a worksheet which includes the \$.70 per hour increase for all employees along with the other preliminary figures for next year's budget. Mr. Ephraim commented that he felt that the Promotional Expense line should be higher in the Budget. Mrs. Pesses asked him to put together an estimate of what he felt the figure should be for the next Finance Committee meeting.

Mrs. LaPorta informed the Trustees that Friend's Week was very successful. Mrs. LaPorta also informed the Trustees that many memberships were being received for the Friends and that hopefully more would be coming in soon. Mrs. LaPorta also informed the Trustees that the Friends would be decorating the Library for Christmas on the Monday after Thanksgiving. Mrs. LaPorta also informed the Trustees that the Friends had approved \$10,000 for the Library's operating budget for the 2017-2018 fiscal year and also had approved \$694 for publicity for the move to the temporary quarters during the renovation project. The Friends next meeting will be on January 5, 2017.

Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth's board had approved the lease for our use of their space during the renovation project. Our position is that the renovation work must stay within the cap of \$90,000 for our share. Ms. Madonna also informed the Trustees that the bid packets for the renovation work have still not gone out as some details are still being finalized. Ms. Madonna also informed the Trustees that Butler Rowland Mays Architects have sent us a resolution to be approved regarding door hardware. Mrs. Lair made a motion, seconded by Mrs. Buggeln, to approve the following resolution. Due to the unique characteristics and particular project suitability, specifically the coordination of door hardware for existing doors to be reused and to match the same hardware with new doors, Butler Rowland Mays Architects advises standardization of these pieces of Finish Hardware for the Gloversville Public Library, as per their hardware consultant's recommendation. After investigating available product offerings, we recommend that proprietary specifications be written to accommodate this unique situation. This was approved all voting aye.

Mrs. Pesses read Ms. Batchelor's report from the Steering Committee meeting. The Steering Committee currently feels that the Foundation will need to set up a Line of Credit with NBT Bank for \$5,000,000 during the construction phase of the renovation project. Ms. Dunn Brown reported that the Alumni Committee has raised approximately \$96,000 to date from classes at Gloversville High School and Bishop Burke High School from the years 1932 through 2016. Ms. Dunn Brown also reported that the Committee has set a goal to reach \$100,000 by December 31, 2016.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting four Finance Policies for the first reading by the Board of Trustees. These policies include Audit Policy, Budget Development and Expenditure Policy, Claims Auditor Policy and Investment Policy. Mrs. Pesses reviewed these policies with the Trustees. Mr. Frank mentioned two misspellings in the policy headings. These will be corrected for the second readings and approval at the December meeting.

Ms. Madonna informed the Trustees that there was no report from the Personnel Committee.

Ms. Dunn Brown informed the Trustees that the staff is doing a fine job offering a variety of programs and Mrs. Prew commented that the Spanish classes were still going well and that they were being well attended. Ms. Dunn Brown reported that the Program Committee hasn't met because she is not sure what the Committee should be doing at this point in time.

Mr. Ephraim informed the Trustees that the Public Relations Committee is ready to start advertising the move to temporary quarters for the Library during construction as soon as everything is in place and ready to begin. Mr. Ephraim also thanked the Friends and the Steering Committee for providing funds to advertise the move and new location.

Ms. Madonna informed the Trustees that since we have several new Trustees that she talked to Eric Trahan the Executive Director of Mohawk Valley Library System about an orientation session to be put on by him for our Trustees. The Trustees felt that this would be a good idea and helpful for knowledge to learn about the responsibilities and expectations of a Public Library Trustee. Ms. Madonna also asked the Trustees if we could replace three computers in the Children's Room to do with Early Literacy. We have interested parties in buying the existing ones and the cost of the new ones would be approximately \$11,000. The Trustees approved Ms. Madonna's recommendation to purchase the new computers.

Mrs. Pesses informed the Trustees that she will be sending out a new Plan of Service for the period of our temporary relocation for the Trustees to review. This must be completed and approved by the Board of Trustees by December 31, 2016.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of Trustee's meeting but that a Finance Committee and full Board meeting are being planned for early December 2016.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Pesses announced that we had four Letters of Interest for the Board of Trustees vacancies created by Vincent De Santis' resignation in September and Patricia Donovan's resignation last month. Each candidate was interviewed by Elizabeth Batchelor and Patricia Donovan and their recommendations are Craig Clark and Brian Mazza to fill the vacancies until the next election of Trustees in May 2017. Ms. Dunn Brown made a motion, seconded by Mrs. Prew to accept their recommendations to fill the vacancies. This was approved all voting aye. The new Trustees will be sworn in at the December 2016 meeting.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none a motion to adjourn was entertained.

Mrs. Buggeln made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Mrs. Prew and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on December 20, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary