



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

October 18, 2016

The Gloversville Public Library Board of Trustees held a meeting on October 18, 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, Patricia Donovan, Merry Dunn Brown, Elizabeth Batchelor 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, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Lisa Buggeln 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 September 20, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of September 2016 and the three month period ending September 30, 2016. Mr. Frank informed the Trustees that our income for the year to date is down approximately \$6,500 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 \$3,800 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher book expense in the current year. 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 Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2016 numbered 704 through 729 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. Batchelor made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank also reviewed an Audit Engagement Letter received from our auditing firm, Philip Beckett, CPA, P.C. with the Trustees. Mr. Frank reviewed the terms of the letter and the proposed services to be rendered in connection with an audit of our books and records for each of the next three years beginning with the year ending June 30, 2017. Mr. Beckett is proposing an estimated fee of approximately \$4,500 for each year which is comparable to the fee for the year ending June 30, 2016. Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to have Mrs. Pesses sign the Audit Engagement Letter on behalf of the Board of Trustees. This was approved all voting aye.

Ms. Madonna distributed a worksheet detailing the effect of a 2% salary increase for the part time employees in conjunction with beginning to work on a budget for the fiscal year ending June 30, 2018. Also included in this worksheet is an increase of \$.70 per hour for the part time employees 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.

Mrs. LaPorta expressed her thanks to the Trustees and Staff of the Library for their support of the various programs sponsored by the Friends of the Library. The most recent fundraiser with the Colonial Little Theater in Johnstown raised \$8,000. Mrs. LaPorta reminded the Trustees that this was Friends week and that a book raffle for children would be held on Friday. Also Wednesday will be Staff recognition day and Friday will be Patrons recognition day. Mrs. LaPorta also reminded the Trustees that a wreath making workshop with a limit of 15 people will be held later this fall at a cost of \$20 for each attendee. Also another barbecue is being planned for May 2017 which will feature chicken and ribs. Mrs. LaPorta also expressed her thanks to Mary Ephraim for her help with this year's barbecue.

Ms. Madonna also informed the Trustees that she has been getting estimates from moving companies regarding moving into our temporary space but nothing had been finalized yet. Mrs. Pesses informed the Trustees that some garage sale items that did not sell would be put out on Craig's list when she returns after November 1<sup>st</sup>. Ms. Madonna also informed the Trustees that the Planning Board and Historical Review Board have given their approval for our building project. Ms. Madonna also informed the Trustees that repair to the stone work around the front entrance and roof line will need to be done as a separate part of the renovation work. Butler Rowland Mays Architects LLP has given us a quote of \$37,900 to do the architect and engineering work in conjunction with these repairs. Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve going ahead with this proposal. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the New Markets Tax Credits will not work as part of the funding for the Master Renovation Plan. After considerable review the Steering Committee and U W Marx, the project manager, felt that the next step is to put the project out for bids as soon as possible to get a firm figure on the cost of the project. Lisa Hayes at Butler Rowland Mays Architects said that the bid packets would be ready by the first week in November and that we should give potential bidders three weeks to respond. This should give Butler Rowland Mays Architects time to evaluate the bids and present to the Trustees at the December meeting. Mrs. Donovan made a motion, seconded by Mrs. Lair, to put out the bid packets as soon as they are ready. This was approved all voting aye. Ms. Batchelor also informed the Trustees that Lisa Buggeln is planning an open house in the new temporary location and also another one for the renovated Library after we move back into the building.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy for the second reading. Mrs. Pesses asked if there were any corrections or questions regarding this Policy. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Prew, to approve the Policy as presented. This was approved all voting aye. Mrs. Pesses also presented the Sale and Disposal Policy for the second reading. Mrs. Pesses asked if there were any corrections or questions regarding this Policy. Hearing none, Mrs. Prew made a motion, seconded by Mr. Ephraim, to approve the Policy as presented. This was approved all voting aye. Mrs. Pesses also informed the Trustees that Financial Policies will be sent out prior to the November meeting for review.

Ms. Madonna informed the Trustees that Nicole Hauser had taken the Civil Service test for the position of Librarian 1 and had finished second on the list so we are able to keep her without interviewing anyone else for the position. Ms. Madonna also informed the Trustees that Cathy Ellis and Bonnie Howard had taken the Library Clerk Test. No results have been made available yet for this test.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Board of Trustees meeting. Ms. Madonna distributed a calendar of programs scheduled for the month of November 2016.

Mr. Ephraim informed the Trustees that the Public Relations Committee had met on October 6, 2016. Mr. Ephraim informed the Trustees that the Steering Committee had approved \$694 for one month of advertising the Library's move to temporary quarters during the renovation. Mr. Ephraim also informed the Trustees that we have applied for a \$400 Grant from Mohawk Valley Library System for advertising. A suggestion was also made that we have signing for our new temporary quarters. This will be reviewed as we get closer to moving.

Ms. Madonna informed the Trustees that since Linda Conroy has taken over compiling use statistics for at the Library and the number of attendees at these meetings the numbers reported this month more accurately reflect what is actually going on at the Library.

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 by December 31, 2016. Mrs. Pesses also reviewed a request that we help to support a 259 Fund that would support any action taken to overturn a previously approved Education Law 259 that allows Association Libraries to put tax levy votes before their communities for approval. The consensus was that we cannot use Public Funds to support this fund.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of Trustee's meeting.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Donovan announced that we have four Letters of Interest for the Board of Trustees vacancy created by Vincent De Santis' resignation last month. Each candidate will be interviewed and recommendations will be brought to the meeting in November.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, at 8:21 PM Mrs. Lair made a motion to go into Executive Session to discuss real estate. This motion was seconded by Ms. Dunn Brown and approved all voting aye. At 8:38 PM Mrs. Prew made a motion to come out of Executive Session. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

Mrs. Donovan tendered her resignation at this time. The Trustees accepted it with regret and thanked her for her services to the Library.

Ms. Batchelor made a motion, seconded by Mrs. Prew, to allow the Executive Committee to approve the temporary quarters lease with a limit of \$100,000 on costs for needed renovations for this space. This was approved all voting aye.

Mr. Ephraim made a motion to adjourn the meeting at 8:45 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 November 15, 2016 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary