



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

July 19 2016

The Gloversville Public Library Board of Trustees held a meeting on July 19, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Organizational Meeting.

The following trustees were present: Lisa Buggeln, Vincent De Santis, Merry Dunn Brown, Jay Ephraim, 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, Sally Fancher, Head of Children's Services, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library, also attended the meeting. Robin Lair and Wanda Prew were 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. Mr. Blackmon informed the Trustees that Assemblyman James Tedisco had been here and was given a tour of the Library building. He was very interested in the boiler in the basement which is over 100 years old. 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 June 21, 2016. Mrs. Pesses 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. Donovan, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of June 2016 and the twelve month period ending June 30, 2016. Mr. Frank informed the Trustees that our income for the year is down approximately \$3,100 from last year due primarily to lower donations passed through from the Foundation this year. 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 \$33,200 from the prior year period primarily due to the lower pension expense of approximately \$27,300, the lower professional fees of approximately \$7,500 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 promotion expense as compared to the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Buggeln made a motion, seconded by Mr. De Santis, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for July 2016 numbered 622 through 654 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. Mr. De Santis 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.

Mrs. LaPorta informed the Trustees that the Friends will be having an ice cream fundraiser from August 15<sup>th</sup> to the 17<sup>th</sup> at the Perfect Scoop in Meco. The Friends are also having a chicken barbecue on September 23<sup>rd</sup> with a rain date of the 24<sup>th</sup> if needed. The Friends are also sponsoring a show at the Johnstown Colonial Theater on October 6, 2016.

Ms. Madonna informed the Trustees that the work on the parking lot at 66 East Fulton Street was completed and that she was very pleased with the outcome and wrote a letter to the president of Callanan Industries complementing his company and crew on an excellent job.

Ms. Batchelor gave a report on the progress of the Steering Committee. Ms. Batchelor reported that Matt Blumenfeld is working on the New Markets Tax Credits and our needed bank borrowings. Ms. Batchelor also reported that Ms. Buggeln is working on celebrations for a ground breaking for the project and an open house for the temporary space. Ms. Batchelor also informed the Trustees that the Gloversville High School Class of 2016 had donated \$1,600 for the Capital Campaign. Several Trustees felt that we should contact the school and provide the class with some sort of recognition for this gift. Ms. Batchelor also informed the Trustees that another newsletter will be coming out in September with updates on the Campaign.

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

Mrs. Pesses informed the Trustees that the Personnel Committee was still waiting on some Directors' evaluation forms and would appreciate receiving them ASAP.

Ms. Madonna distributed a list of programs that will be going on at the Library during August and September. Sally Fancher talked about various outreach programs that are being done by the Children's room staff and various uses of the children's room facilities.

Mrs. Donovan informed the Trustees that she felt that we should list our programs on our web site for better visibility. Ms. Madonna agreed with this suggestion and Mrs. Donovan agreed to learn how to add them to the website.

Ms. Madonna informed the Trustees that she had received the payment for grant work from the Capital Campaign as recommended by the Trustees.

Mrs. Pesses informed the Trustees that the Library would be holding a garage sale on August 19<sup>th</sup> and 20<sup>th</sup> and was hoping to get some help from high school groups with moving furniture, etc.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on July 5, 2016 at 4 PM. and had approved Ms. Madonna's payment as discussed above. The Finance Committee also met on June 30<sup>th</sup> and did some repositioning in the portfolio at Ronald Zimmerman's suggestion. Ron is the investment advisor for the Foundation. Mr. Frank also reported that the Foundation will be asking Craig Clark to stay on as a member of the Foundation Board.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Donovan said that she has had several people inquire as to our relocation plans during the renovation. Ms. Madonna informed her that nothing was in place at this point and that as soon as we have a lease agreement in place we will announce our plans for Library use during the renovation period. Mrs. Donovan also asked if it might be possible to have a patron suggestion box somewhere in the Library.

Mr. De Santis made a motion to adjourn the meeting at 7:45 PM. This motion was seconded by Mrs. Donovan and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on August 16, 2016 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary