



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

August 16, 2016

The Gloversville Public Library Board of Trustees held a meeting on August 16, 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: Lisa Buggeln, Robin Lair, Jay Ephraim, Wanda Prew, 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, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Vincent De Santis, Merry Dunn Brown and Elizabeth Batchelor 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. Hearing nothing, the regular meeting was convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Organizational Meeting and the Regular Meeting of the Trustees held on July 19, 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 Mrs. Buggeln, 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 July 2016. Mr. Frank informed the Trustees that our income for the month is up approximately \$1,200 from last year due primarily to higher interest and dividends passed through from the Foundation this year. Expenses this month are down approximately \$4,300 from the prior year period primarily due to the lower medical insurance expense due to the fact that one employee was not included in our statement for July or August and the fact that fewer employees are in the plan this year. This is being corrected on our September bill. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Lair, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2016 numbered 655 through 675 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. Buggeln, 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 will be having the final day of their ice cream fundraiser tomorrow at the Perfect Scoop in Meco. The Friends are also having a chicken barbecue on September 23rd with a rain date of the 24th 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 Friends of the Gloversville Public Library had provided the flowers outside of the Library building and were taking care of them.

Mrs. Pesses informed the Trustees that she would be sending out a report on the progress of the Steering Committee.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy and the Sale and Disposal Policy with some proposed changes noted for review. The first reading of these policies with changes will be done at the September Trustees meeting. Trustees were asked to review these recommended changes and to prepare any comments for the September meeting.

Mrs. Pesses informed the Trustees that the Personnel Committee will be meeting tomorrow with Ms. Madonna to review her evaluation.

Ms. Madonna distributed a list of programs that will be going on at the Library during September. Mrs. Prew informed the Trustees that the Children's Spanish classes were going well this summer and that the Adult classes, resuming this fall, have been split up in different groups based on the level of learning that the students have obtained.

Mrs. Pesses informed the Trustees that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that she had attended meetings on a self-checkout system that was demonstrated by several different vendors. This equipment is call a RFID or Radio Frequency Identifier and would be used for checking books in and out if we so desired. Ms. Madonna said that she felt that we should install the infrastructure to support it during the renovation but we should investigate it further before implementing it. Ms. Madonna also asked the Trustees how they felt about which patron classes should be allowed to borrow our Museum passes. The Trustees agreed that if a patron has a Library Card in good standing, from any library in MVLS/SALS, we should allow the Museum pass to be borrowed.

Mrs. Pesses reviewed a list of Committee assignments and asked if anyone desired to be on a Committee that she had not included. Mrs. Pesses also reviewed the function of each Committee and said that she would like each Committee to meet prior to the September Trustee's meeting. Mrs. Pesses also reminded the Trustees that we needed to complete a Plan of Service for the two years that the Library will be in our temporary space. Mrs. Pesses also informed the Trustees that the Library would be holding a garage sale on August 19th and 20th and that the Gloversville Enlarged School District boys' soccer team had helped with bringing furniture to the basement.

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 said that she was glad to see the suggestion box.

Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna discussed hours that the Library would normally be open on Christmas eve and New Year's eve until 1 PM pointing out that both of these days fall on Saturday this year. After some discussion, Mrs. Buggeln made a motion, seconded by Mrs. Prew, to close the Library on December 24th and December 31st this year. This was approved all voting aye.

Mr. Frank reviewed the Medical Insurance Credit that the Library has been receiving for the past five years from the Internal Revenue Service. During Philip Beckett's audit of the Library financial records and tax return he pointed out that in 2014 the law changed and that employers are only eligible to collect this credit for two years. Since the Library has already done this we will not be eligible to apply for this credit for the year ending June 30, 2016.

At 8:10 PM Mrs. Donovan made a motion to go into Executive Session. This motion was seconded by Mrs. Buggeln and passed all voting aye. At 8:18 PM Mrs. Donovan made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Lair made a motion to adjourn the meeting at 8:20 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 September 20, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary