



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

Minutes of the Gloversville Public Library Board of Trustees Meeting

December 20, 2016

The Gloversville Public Library Board of Trustees held a meeting on December 20, 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, Elizabeth Batchelor, Merry Dunn Brown, Lisa Buggeln, Craig Clark, Brian Mazza 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 I, Sally Fancher, Head of Children's Services and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Wanda Prew 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 November 15, 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 Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mr. Frank, a notary public, administered the Oath of Office to the newly-appointed trustees, Craig Clark and Brian Mazza, who were approved by the Board of Trustees at the November 15, 2016 meeting to fill the vacancies created by the resignation of Vincent De Santis and Patricia Donovan.

Mrs. Fancher reviewed various children's programs that had been going on at the Library with the Trustees. The Trustees thanked her for her efforts on behalf of the Library.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2016 and the five month period ending November 30, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$114,200 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$19,300 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 pension costs 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, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for December 2016 numbered 761 through 789 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. Buggeln made a motion, seconded by Mrs. Lair, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This 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. The Trustees agreed at the November meeting 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 had asked for an increase in the Promotional Expense line which was included in the revisions made to the proposed budget. The current proposed budget shows a shortfall of \$46,513 which will be discussed further at the January meeting.

Mrs. LaPorta informed the Trustees that the Friend's had decorated the Library lobby for the holidays on November 28, 2016. Mrs. LaPorta also informed the Trustees that the Friends had approved \$694 to support the advertising of the Library moving into a temporary space during the renovation project. Mrs. LaPorta also informed the Trustees that the Friend's latest newsletter has been sent out. The Friends next meeting will be on January 5, 2017.

Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth had put out the renovation work for bids and that it appears that Kucel Contractors was the low bidder for the project. Ms. Madonna also informed the Trustees that the bid packets for the renovation work have been completed but before they can go out for bids SHPO needs to review them to approve the portion related to Grants that we have been awarded. Also a review will need to be done to be sure we offer the bid packets to minority or women owned businesses. Ms. Madonna also informed the Trustees that the hot water heater had died and that George Emden, our custodian, had fixed the plumbing to get water to the handicap entrance restroom. Ms. Madonna also informed the Trustees that due to the cost of moving the Library we are required to put it out to bid.

Ms. Batchelor reviewed the progress of the Steering Committee. Ms. Batchelor informed the Trustees that we have currently raised approximately \$9 million for the Master Renovation Project. Ms. Batchelor also informed the Trustees that NBT Bank had some issues with the Legal Opinion regarding the Foundation's borrowing against its assets and that Jeremiah Wood is working with Ellen Bach, our attorney in Albany, to rectify and clarify these issues.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting four Finance Policies for the second reading by the Board of Trustees. These policies include External Audit Policy, Budget Development and Expenditure Policy, Claims Auditor Policy, General Accounting Policy and Payment Authorization Policy. Mrs. Pesses asked if there were any additions or corrections needed to these policies. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Lair, to approve the policies as presented. This was approved with 7 votes to approve, 0 votes not to approve and 2 abstentions.

Ms. Madonna reviewed the staffing needs and requirements as a condition of receiving some grant money with the Trustees. The Library will need to staff all three levels in the building after the renovation work is completed and one of the grants that we received requires the Library to add 160 hours of staffing per week by January 2019. Ms. Madonna informed the Trustees that she has been working on what our needs will be after we move back into the Library building including reaching out to the County's Civil Service Office. Ms. Madonna also distributed a January calendar of events to be held at the Library and informed the Trustees that craft programs have been well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee appreciated the increase in the budget line item for Promotion Expense in the 2017-2018 budget and that the 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.

Ms. Madonna informed the Trustees that she will be away on vacation for the January board meeting. Ms. Madonna also informed the Trustees that she would be sending out a breakdown of what the Book Budget line item includes.

Mrs. Pesses asked the Trustees if they had reviewed the Plan of Service that she had sent out for the period of our temporary relocation for the Trustees to review. Mr. Clark made a motion, seconded by Ms. Batchelor, to approve the Plan of Service as presented. This was approved all voting aye. Mrs. Pesses also thanked Ms. Madonna for all her Grant Writing work over the past couple of years.

Mrs. Pesses also distributed a contact list for the Trustees and also a list of Committees for the Trustees to review. The new list changes Craig Clark to Vice President of Finance and Lisa Buggeln to Secretary. The Trustees agreed to these changes without exception.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board and the Finance Committee had met on December 8, 2016. Financial Reports were reviewed and Trustees and Officers were elected for 2017. At their meeting Mr. Wood also read the page being questioned by NBT Bank's attorney regarding approval of the Foundation's borrowing against its assets written by Ellen Bach from Whiteman Osterman and Hanna and informed the Trustees that he would get in touch with her to clarify some of the wording.

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. Ms. Madonna informed the Trustees that since we could only write three checks a month out of our Money Market account that we should probably open a new checking account for construction expenditures. Mrs. Lair made a motion, seconded by Mr. Mazza, to approve opening a new construction checking account. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that Craig Clark had agreed to replace her as a liaison to the Foundation Board of Trustees. Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to approve this change. This was approved all voting aye.

Ms. Batchelor made a motion to adjourn the meeting at 8:30 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on January 17, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary