



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting May 16, 2017

The Gloversville Public Library Board of Trustees held a meeting on May 16, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Robin Lair, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Craig Clark, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Frank Carangelo, Trustee Elect, 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 April 18, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Dunn Brown, 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 April 2017 and the ten month period ending April 30, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$59,800 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 \$32,200 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. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year and lower utilities due to a change in our provider. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln 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 May 2017 numbered 905 through 939 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 Mr. Mazza, 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 Board of Trustees needed to repeal the Tax Cap Override Resolution previously passed since we did not ask for an increase in the Tax Levy. The Trustees agreed to Table this until the June 2017 meeting.

In Mrs. LaPorta's absence, Mrs. Pesses reminded the Trustees that the Friends will be having their barbecue on May 19, 2017 with a rain date of May 20, 2017 and that help would be appreciated between 5 and 7 PM. Anyone willing to help should contact Jean directly.

At this point in the meeting, Ms. Madonna introduced Lisa Hayes and Steve Rowland from Butler Rowland Mays Architects, LLP and Jeff West from UW Marx. Mrs. Hayes reviewed the bids received for the Master Renovation Plan and presented the low bidders for each of the five contracts for approval. Ms. Batchelor made a motion, seconded by Ms. Dunn Brown to authorize Mrs. Pesses, President of the Gloversville Public Library Board of Trustees, to sign and execute contracts for the Additions and Renovations to the Gloversville Public Library building, 58 East Fulton Street, Gloversville, New York 12078 with: Rozell East, Inc. for Contract No. 2 for Plumbing for a total lump sum of \$270,000.00, SRI Fire Sprinkler for Contract No. 3 for Fire Protection for a total lump sum of \$129,600.00, and with DLC Electric, LLC for Contract No. 5 for Electric for a total lump sum of \$592,000.00 effective May 1, 2017, the date of the letters of intent, and to sign contracts with Bunkoff General Contracting, Inc. for Contract No. 1 for General Construction for a total lump sum of \$5,120,000.00 and Mazone Plumbing and Heating for Contract No. 4 for HVAC for a total lump sum of \$732,178.00, but to wait to execute them until the Library receives the next round of approvals from NYS pertaining to the NYS Consolidated Funding

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ gpl@sals.edu ■ www.gloversvillelibrary.org

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

*Serving Gloversville
Since 1880*

Application awards with the New York State Office of Parks, Recreation and Historic Preservation, #151270 and #163451. This motion was approved all voting aye.

Ms. Batchelor informed the Trustees that the Steering Committee would be sending out a newsletter to all donors reporting on the progress of the Campaign and the start of the construction work at the Library. Ms. Batchelor also reminded the Trustees about the Kick-Off Celebration planned at the Library for 6 PM on Thursday. Ms. Dunn Brown informed the Trustees that the Alumni Committee had now gone over the \$101,000 mark in raising funds for the project.

Ms. Madonna informed the Trustees that she has found a good candidate to work as a Summer Assistant for the summer. Ms. Madonna informed the Trustees that Natalia Umaña from Northville will be starting on June 6, 2017 and will be working approximately 9 1/2 to 12 hours per week. She also informed the Trustees that she would be offering a position as a part-time Library Clerk to Barbara Hemstreet from Johnstown to work afternoons and evenings at the Adult Circulation Desk.

Ms. Dunn Brown informed the Trustees that she has people lined up to help with the next two adult craft programs.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move and that most regular users of the Library had been returning. The Committee also is planning to keep the Public informed as construction progresses. Mr. Ephraim also informed the Trustees that the Committee had done a patron survey and that it appeared that free advertising seemed to work better than paid advertising for the Library. Mr. Ephraim also informed the Trustees that pictures of the renovation work as it progresses will be posted on Facebook.

Ms. Madonna handed out a schedule of Summer Programming to be held at the Library with the main program theme being "Build a Better World".

Mrs. Pesses thanked Mr. Ephraim and Ms. Dunn Brown for taking over the garage sale in her absence. Ms. Dunn Brown reported that over \$700 was raised from the sale. Ms. Dunn Brown commented that six football players from the High School and their coach had helped with furniture moving, etc. Mr. Mazza said that he felt this was a good community project for the help received with cleaning out the Library.

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

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 we needed to certify the Election Results. The results were as follows: Chris Pesses 83 votes – 5 year term, Frank Carangelo 79 votes – 5 year term, Craig Clark 66 votes – 3 year term, Brian Mazza 59 votes – 1 year term and Wanda Prew 56 votes – not elected. A motion was made by Mrs. Lair, seconded by Mr. Mazza, to approve the election results. This motion was approved all voting aye.

Ms. Dunn Brown made a motion to adjourn the meeting at 7:30 PM. This motion was seconded by Mr. Mazza and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on June 20, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary