



Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 18, 2017

The Gloversville Public Library Board of Trustees held a meeting on July 18, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:45 P.M. immediately following the Organizational Meeting.

The following trustees were present: Lisa Buggeln, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Jay Ephraim, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, 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. Brian Mazza 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 Regular Meeting of the Trustees held on June 20, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Lair, 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 2017 and the twelve month period ending June 30, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$32,500 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 \$32,900 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage 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 utilities due to a change in our provider. Mr. Frank informed the Trustees that our Income Cash balance was up approximately \$30,000 from the end of the prior fiscal year due mainly to expenses coming in below budget. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown 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 July 2017 numbered 968 through 1000 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. Clark 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.

Mrs. LaPorta informed the Trustees that the Friends had helped the Library Staff with the Library's Ice Cream Social last Friday. Mrs. LaPorta reported that the Friends made approximately \$1,000 on their barbecue that was held on May 19, 2017. Mrs. LaPorta also reported that The Friends will also be having their ice cream fundraiser at the Perfect Scoop in Mecum from August 14<sup>th</sup> to 16<sup>th</sup>. Mrs. LaPorta also informed the Trustees that the Friends will be serving apple crisp at the Library on Friday August 18, 2017. Mrs. LaPorta also reminded the Trustees that the next Friend's Newsletter would be out in August. Mrs. LaPorta also informed the Trustees that the Friends really appreciate the publicity that the Library Staff does for their organization.

Ms. Madonna informed the Trustees that the fencing around the Library construction site is being put up this week and that the asbestos abatement is posted and they are working on the removal. Ms. Madonna also informed the Trustees that the new sanitation line was installed in the basement and tested and that the drilling for the elevator pit is scheduled for next week. Ms. Madonna also informed the Trustees that the grant for the elevator has been extended to September.

Mrs. Pesses informed the Trustees that the Steering Committee would be continuing to meet but on a lower key than in the time leading up to the start of construction.

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 she wrote a letter to the County Supervisors about the lack of response from Civil Service when we have applied for a list of possible candidates to fill Library positions. A part time library clerk list has been received and Ms. Madonna was informed that the account clerk position that we wish to fill is a noncompetitive position because of how few hours per week we need. Ms. Madonna also informed the Trustees that she received a draft copy of the Library Assistant position from Civil Service today.

Ms. Madonna distributed a list of the programming scheduled for the Library for July and August and Ms. Dunn Brown informed the Trustees that programs at the Library are going well and are being well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move and that as soon as some construction pictures are available they will be used in promoting the renovation project. Mr. Ephraim also informed the Trustees that at the next meeting of the PR Committee on August 4<sup>th</sup> the focus of the meeting will be on the Grant money received for Advocacy for the Library.

Ms. Madonna distributed Advocacy Flashcards to the Trustees to be used when talking about the Library.

Mrs. Pesses reminded the Trustees that a Trustee training session would be held tomorrow evening July 19<sup>th</sup> at 6:30 PM at the Library's temporary location. Mrs. Pesses also asked the Trustees to be thinking about what various groups might like to see the Library doing to be more involved with the Community. Mrs. Pesses also reminded the Trustees that we need to be thinking of other sources of funding for the Library as our budget will be increasing when we move back into the Library building with the additional staffing that will be needed.

Mrs. Pesses informed the Trustees that Rick Ruby had approached her about a Charity Concert to benefit the Library to be done by the Caroga Lake Music Festival at 6:30 PM on August 17<sup>th</sup> at the Concordia Club Pavilion. Mrs. Pesses suggested that if any of the Board members know Rick that she would appreciate them thanking him for thinking of the Library.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library 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. Mrs. Lair informed the Trustees that she and Ms. Batchelor had attended a City Focus Group meeting and that one of the main topics was to develop a more residential downtown for the City of Gloversville. Mr. Ephraim reviewed his joys of working with the Board of Trustees over his time on the Board and also his love of libraries and his feelings of their importance in today's world. Mr. Ephraim informed the Trustees that he will be moving to Saratoga Springs soon and will need to resign from the Board at that time.

Mrs. Buggeln made a motion to adjourn the meeting at 7:55 PM. This motion was seconded by Mr. Clark and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on August 15, 2017 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary