



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting August 15, 2017

The Gloversville Public Library Board of Trustees held a meeting on August 15, 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, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Craig Clark, Brian Mazza, Frank Carangelo and Jay Ephraim 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 18, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Dunn Brown 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 2017. Mr. Frank informed the Trustees that our income for the month is up approximately \$52,300 from last year due primarily to the increase in the income received from the Gloversville Library Foundation. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. Expenses this month are up approximately \$4,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage and higher benefit costs in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2017 numbered 1001 through 1034 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. Lair made a motion, seconded by Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

In Mrs. LaPorta's absence Mrs. Pesses informed the Trustees that the Friends Annual Meeting would be held on September 7, 2017. Mrs. Pesses also reminded the Trustees that The Friends ice cream fundraiser at the Perfect Scoop in Mecco will be ending tomorrow evening. Mrs. Pesses also reminded the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater with show time at 7:00 P.M.

Ms. Batchelor informed the Trustees that things are moving right along with the renovation project at the Library building with demolition being done on the handicap entrance, the old furnace and the asbestos have been removed, the old plumbing has been removed, and the old tin ceiling in the Children's room has been removed. Also the basement has been opened up to allow for access for the elevator shaft and various other rooms have been gutted to allow for renovation work. Also, the new roof materials have been chosen that will match the color of the new windows when done. Ms. Batchelor also informed the Trustees that many pictures of the work will be posted on the Library website.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Steering Committee.

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

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

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Ms. Madonna informed the Trustees that she had prepared a draft for the Account Clerk/Typist position for the Library that needs to be advertised. Ms. Madonna also informed the Trustees that she had interviewed someone on the Civil Service List for the Library Clerk position but they declined the position due to the rate of pay. She will be getting a new list after the test is given in September. Ms. Madonna also informed the Trustees that the Library Assistant test has been announced and that Sally Fancher will be taking it. Ms. Madonna distributed a worksheet containing the various salary and pay rate information for the staff. A discussion followed in which the Trustees agreed that each position should have a range of pay determined and that increases would occur after a probationary time to be determined by the Director. The Trustees also agreed that the salary range for new part time Library Clerks would be \$9.70 to \$11.50 per hour to start.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting but that the summer programming had been going well.

Ms. Madonna informed the Trustees that the Public Relations Committee was working on spending the Advocacy Grant money with outreach programs working on getting support for the Library from surrounding school districts and surrounding communities. Ms. Madonna also informed the Trustees that our first issue of the New York Trustees Newsletter was received in the mail today.

Ms. Madonna also informed the Trustees that she was working on another DLD Grant for \$500,000 for the Sprinkler System, New Network Cabling, New Computer Equipment, New Telephone System and the New Roof.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustee's meeting but the Finance Committee had met on August 10<sup>th</sup> and that they had done some repositioning in the portfolio to improve income.

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. Nothing was brought up at this time. Mrs. Lair made a motion to adjourn the meeting at 8:05 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next meeting will be the Annual Meeting at 6:30 PM on September 19, 2017 followed by the regular meeting of the Board of Trustees.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary