



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 September 19, 2017

The Gloversville Public Library Board of Trustees held a meeting on September 19, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:50 P.M. immediately following the Library's Annual Meeting.

The following trustees were present: Craig Clark, Frank Carangelo, 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, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian I and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Lisa Buggeln and Brian Mazza 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 August 15, 2017. 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 Mr. Carangelo, 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 August 2017 and the two month period ending August 31, 2017. Mr. Frank informed the Trustees that our income for the two month period is up approximately \$51,400 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 for this year-to-date are approximately the same as the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 being offset by lower Library Supplies this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2017 numbered 1035 through 1069 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. Dunn Brown, to approve the Warrants and 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 Annual Meeting was held on September 7, 2017 at which officers were elected for the coming year. Mrs. LaPorta also informed the Trustees that The Friends Fall News and Views had been published. Mrs. LaPorta 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. Madonna informed the Trustees that things are moving right along with the renovation project at the Library building and passed around pictures of various rooms, etc. Ms. Batchelor informed the Trustees that at this time she is scheduling tours of the Carnegie Library during its renovation for major donors and members of the Steering Committee.

Ms. Madonna informed the Trustees that she had put together a resolution for the 2017 Division of Library Development Grant to include work on the roof replacement, a sprinkler system, network cabling, computers and audio-visual equipment for some of the new meeting rooms. Mr. Clark made a motion, seconded by Ms. Batchelor, to have Ms. Madonna proceed with the application on behalf of the Library. This motion was approved all voting aye.

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

Mr. Clark presented the following Policies, as reviewed by the AD HOC Policy Committee, with changes noted: Behavior and Environmental Policy, Donations, Bequests and Gifts Policy and the Patron Borrowing Policy. The first reading will be at the October 2017 board meeting.

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Ms. Madonna informed the Trustees that she was working on an ad for the newspaper for the Account Clerk/Typist position for the Library. Ms. Madonna also informed the Trustees that she had interviewed some people on the Civil Service List for the Library Clerk position and was waiting for them to accept or decline the position. 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 also informed the Trustees that she is waiting on Bonnie Howard's decision as to whether or not she will be able to return to work.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that the Public Relations Committee had met and 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 informed the Trustees that she had nothing else to report on for this meeting.

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

Mrs. Pesses informing the Trustees that the Traveling Story Time was going well and that the Library had received three letters of interest for the vacant trustee's position and those interviews would be starting shortly. Mrs. Pesses also informed the Trustees that Community meetings had started.

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. Mr. Frank informed the Trustees that he had completed our 990 Non Profit Tax Return and reviewed same with the Trustees. Ms. Batchelor made a motion, seconded by Mr. Carangelo, to have Mr. Frank file the return on behalf of the Library.

Ms. Dunn Brown made a motion to adjourn the meeting at 7:48 PM. This motion was seconded by Mrs. Lair and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary