



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting October 17, 2017

The Gloversville Public Library Board of Trustees held a meeting on October 17, 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, 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.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustee, Brian Mazza, who was elected to a one year term.

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.

At this point in the meeting Mrs. Pesses introduced Christopher Hopf, the Construction Project Manager from U.W. Marx, Inc. who is responsible for the day to day overseeing of the Library Renovation Project. Mr. Hopf reviewed the status of where the project stands with the Trustees and said that at this point everything is pretty much on schedule.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 19, 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 September 2017 and the three month period ending September 30, 2017. Mr. Frank informed the Trustees that our income for the three month period is up approximately \$32,700 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. The Friends of the Gloversville Public Library also have given the Library their budget amount of \$10,000 this year which is earlier than last year. 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 and Utilities this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Lair made a motion, seconded by Mr. Mazza, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2017 numbered 1070 through 1097 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 Mr. Mazza, 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 fundraiser on October 12, 2017 at the Colonial Little Theater raised approximately \$5,300 this year. Mrs. LaPorta also informed the Trustees that the Friends are working on a special event for the Library's Grand Reopening. Mrs. LaPorta also informed the Trustees that the Friends will be hosting a Staff and Patron recognition day on Friday October 20, 2017.

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 for the first reading. Some corrections were noted and will be changed before the second reading at the November 2017 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 hired someone for the Account Clerk/Typist position for the Library and that she will be starting next week. She will be working approximately three hours per week or about twelve hours per month to start. Ms. Madonna also informed the Trustees that she had hired someone for the Library Clerk position and that she will be starting next Wednesday and working approximately seven hours a week. Ms. Madonna also informed the Trustees that the deadline for the Library Assistant testis October 31, 2017.

Ms. Dunn Brown informed the Trustees that tomorrow night at 5:30 PM a special program will be held entitled "Ghosts of the Sacandaga Valley". Mrs. Hauser also informed the Trustees that we are doing a lot of tech help on Tuesday afternoons.

Mrs. Pesses informed the Trustees that the Public Relations Committee is continuing to work on Advocacy Events for the Library.

Ms. Madonna informed the Trustees that Mrs. Hauser had been working on an application for a MVLS "Dream and Do Grant" for some technology money.

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 as part of our Plan of Service we have been having Focus Group meetings with Wade Abbott from Mohawk Valley Library System and that two more are planned with the General Public as part of raising awareness of what goes on at the Library and what the Library can do for the Community and the surrounding area.

Mrs. Pesses also informed the Trustees that we had two very good applications for the vacant Trustee's position and had decided that we should offer the position to Tammy Egan. A motion was made by Mr. Mazza, seconded by Mrs. Lair, to approve this recommendation. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that she felt that we should have a Disaster Emergency Plan in place. Mr. Mazza and Mr. Clark informed the Trustees that they will gather some sample ideas from other organizations and then put together a draft for the Board's consideration.

Mrs. Batchelor made a motion to go into Executive Session at 8:05 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye. Mrs. Lair made a motion to come out of Executive Session at 8:15 PM. This motion was seconded by Mr. Clark and approved all voting aye.

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. Hearing none Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:18 PM. This motion was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday November 21, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary