



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 21, 2020 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the March 2020 Meeting
Accept minutes of the March 26 2020 Special Meeting
Accept minutes of the March 29 2020 Special Meeting
Accept minutes of the April 16 2020 Special Meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Health Insurance
4. Friends
5. Foundation
6. Building and Grounds
7. Personnel Committee
8. Policy Committee
Investment Policy Review
Claims Auditor Policy Review
9. Program Committee
May Programs and Meetings
10. Director's Report
11. President's Report
12. Old Business
13. New Business
14. Adjourn

Next Meeting: May 19, 2020 at 6:30 pm



Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

March 17, 2020

The Gloversville Public Library Board of Trustees held a meeting on March 17, 2020 at 6:30 PM in the Carnegie Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078.

President Craig Clark called the meeting to order at 6:30 PM. Present were President Craig Clark, Interim Director Nicole Hauser, Treasurer Michael Frank, Christine Pesses, Richard Carlson, Frank Carangelo, Secretary Christian W. Rohrs, Gregory Niforos, Charles "Ren" Reed, Claims Auditor John Blackmon, Vice President Merry Dunn-Brown, and Susan Shrader.

When asked for public comment, there was none.

Mr. Clark asked for a motion to approve the February meeting minutes. Ms. Pesses made a motion, seconded by Mr. Reed, with an approval vote of "aye" from the board.

Mr. Clark asked Mr. Frank to review the Financial Report for the eight-month period ending February 29, 2020. Mr. Frank informed the Trustees that there was nothing in the February report except the usual payroll numbers and other routine expenses. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Dunn-Brown made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting "aye".

Mr. Frank distributed the Warrants list for March 2020 numbered 2036 through 2064 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. Pesses made a motion, seconded by Mr. Carangelo, 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. Dunn-Brown provided Mrs. LaPorta's report on behalf of the Friends of the Library. In her report, she indicated the Smith's pie delivery has been postponed with a date to be determined. If you have questions, contact Ginni Mazur. With that, the Colonial Little Theatre fundraiser was canceled as well due to the COVID-19 emergency. Sponsors and businesses were notified and a mention of thanks will be published in *The Leader Herald*.

Although closures are rampant across the state, The Friends of the GPL are hoping to have a book sale in May. They are also donating five baskets to be raffled toward the Library's summer reading program. The Friends also approved a donation of up to \$400 to be used for summer flowers, potting soil, and, possibly, crushed stone in an effort to help the summer landscaping around the library grounds. The Friends are also donating \$160 to FMCC's Early Childhood Literacy Class to make literacy kits for our children's room. Tentatively, the spaghetti dinner fund-raiser is planned for May 13 and a Chicken BBQ will be September 18th, 4-6:00, at Whitey's.

The Friends' Week in the fall will include a basket raffle and possibly a book sale. The Friends approved a \$10,000 donation to the library to help us with our budget, something they have been doing for several years. As a reminder, the Friends implore all board members and families to consider buying tickets for any of these events or fundraisers. The support means a lot to the organization.

Mr. Clark asked Mr. Frank to report on the Library Foundation, whereas Mr. Frank indicated there was no meeting.

Mr. Carangelo delivered the Buildings and Grounds Committee report. All of the electrical punch-list items have been completed. Mr. Carangelo thanked Mrs. Hauser for contacting all the contractors regarding the issues in and around the building.

Regarding the damage to the book drop, a police report was filed, the police followed up and asked that the library provide a cost to replace the damaged flaps, a process on which Mrs. Hauser is working. A contractor was here from PASCO to provide training on how to log in and manage the software for the heating and air conditioning system. All of the heating and cooling points have been reset; therefore, there should be more stability to temperature control. It seems all of the temperatures were set so closely together that it created some confusion. The staff has also been having difficulty with the handicap accessible doors. Staff had noticed that when hitting the handicap button when the door was locked, the door would, in fact, unlock and open. Bunkhoff suggested reviewing closeout documents to check for warranty information to remediate some fix to this issue.

Mr. Carangelo also discussed the two dilapidated properties that were recently razed and potential use for the future. Mr. Clark inquired when this property might go up for auction, and Mrs. Hauser indicated either May or June. Mrs. Pesses indicated purchasing this property might preclude the need for a retaining wall, which might prove more financially feasible. Mrs. Hauser indicated that drainage would be required; however, Mr. Carlson indicated this could be tied in, and having this property could provide more options. Mrs. Hauser also indicated grants could be applied to offset the cost of this property. Mr. Clark requested the board discuss this further in April in order to inquire more about this property from the county.

Mrs. Pesses delivered an update from the Policy Committee. There was a second reading on the "Purchasing Policy and Procedures" policy the "Budget Development and Expenditure Policy". When asked to make a motion to accept these policies, Mrs. Dunn-Brown made a motion, seconded by Mrs. Shrader. The board approved with "aye".

Mr. Clark asked Mrs. Dunn-Brown to report on the Outreach Committee. Mrs. Dunn-Brown indicated that the Outreach Committee postponed the meeting scheduled for 3/19. However, she reported that three members of the Outreach Committee met with two members from the Friends of the Library to discuss another Book Drop and Swap tentatively scheduled for Saturday, 5/2 during Gloversville's 100 in 1 Day event. Again, this is all dependent upon state and local orders regarding social distancing during the COVID-19 emergency.

When asked to discuss the Personnel Committee, Mrs. Hauser discussed the Interim Director's leave of absence. When asked to approve the Interim Director's leave of absence, Mr. Rohrs made a motion, seconded by Mrs. Pesses. The board approved with "aye".

Mr. Clark asked for discussion regarding programming during the COVID-19 crisis. It was announced by Mrs. Hauser that programs have been cancelled thru the end of this week. Based on her recommendation, the board has approved the continued closure of the library through March 31st. There was no opposition to closing through March 31st. Mr. Reed made a motion to approve, with a second motion made by Mrs. Pesses. Limited services will be available during this closure such as WiFi access from the parking lot and the library answering service.

In the President's Report, Mr. Clark asked for a motion to accept the NYS Annual Report. Mrs. Pesses made a motion, with a second motion made by Mrs. Dunn-Brown. The board approved with all voting "aye."

Mr. Clark asked for a motion to adjourn the meeting at 8:16 PM. Mr. Carlson made a motion to adjourn, with a second motion made by Mrs. Shrader. The board approved with "aye".

Respectfully submitted,

Christian Rohrs, Secretary



Draft Minutes of the Gloversville Public Library Special Board of Trustees Meeting
March 26, 2020

The Gloversville Public Library Board of Trustees held a special meeting on March 26th at 1:00PM via Zoom Video Conferencing. Present were President Craig Clark, Vice President Merry Dunn-Brown, Secretary Christian W. Rohrs, Frank Carangelo, Christine Pesses, Charles “Ren” Reed, Susan Shrader, Gregory Niforos, and Richard Carlson.

Mr. Clark called the meeting to order at 1:02 PM, after which he asked for a motion to go into executive session. Mrs. Pesses made a motion, with a second motion made by Mrs. Dunn-Brown.

Mr. Clark requested a motion to leave executive session at 1:52 PM. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. Immediately afterward, Mr. Clark asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. All board members voted in favor with “aye”.

Respectfully submitted,

Christian Rohrs, Secretary

Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader



Draft Minutes of the Gloversville Public Library Special Board of Trustees Meeting
March 29, 2020

The Gloversville Public Library Board of Trustees held a special meeting on March 29th at 4:30 PM via Zoom Video Conferencing. Present were President Craig Clark, Vice President Merry Dunn-Brown, Secretary Christian W. Rohrs, Christine Pesses, Charles “Ren” Reed, Susan Shrader, Gregory Niforos, and Richard Carlson.

Mr. Clark called the meeting to order at 4:33 PM, after which he asked for a motion to go into executive session. Mrs. Pesses made a motion, with a second motion made by Mr. Reed.

Mr. Clark requested a motion to leave executive session at 5:15 PM. Mr. Reed made a motion, with a second motion made by Mrs. Pesses. Immediately afterward, Mr. Clark asked for a motion to adjourn. Mrs. Dunn-Brown made a motion, with a second motion made by Mr. Rohrs. All board members voted in favor with “aye”.

Respectfully submitted,

Christian Rohrs, Secretary

Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting
April 16, 2020

The Gloversville Public Library Board of Trustees held a special meeting on April 16th at 4:00 PM via Zoom Video Conferencing. Present were Interim Director Nicole Hauser, President Craig Clark, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Frank Carangelo, Christine Pesses, Charles “Ren” Reed, Susan Shrader, Gregory Niforos, and Richard Carlson.

Nicole Hauser
Interim Director

Mr. Clark called the meeting to order at 4:01 PM, after which he asked for a motion to go into executive session. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader.

2019-2020
Board of Trustees

Mr. Clark requested a motion to leave executive session at 5:30 PM. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown.

Merry Dunn Brown

Upon leaving executive session, Mr. Clark asked for a motion to approve to continue to pay Nicole Hauser's full salary while out on New York Short-Term Disability and New York State Paid Family Leave and to seek available reimbursement from both programs. Mr. Reed made a motion, with a second motion made by Mrs. Pesses. All board members voted in favor with “aye”.

Frank Carangelo

Immediately afterward, Mr. Clark asked for a second motion to approve Linda Conroy and Sally Fancher to sign purchase orders until a new library director is in place. Mr. Rohrs made a motion, with a second motion made by Mrs. Pesses. All board members voted in favor with “aye”.

Richard Carlson

Craig Clark

With no further topics for discussion, Mr. Clark asked for a motion to adjourn at 5:33 PM. Mrs. Shrader made a motion, with a second motion made by Mr. Niforos. All board members voted in favor with “aye”.

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Respectfully submitted,

Christian Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATION

MARCH 2020

	Budget July 1, 2019 to June 30, 2020	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$453,695.00	\$0.00	\$453,695.00	\$423,695.00	\$0.00
Investment Income	200.00	838.79	2,102.57	630.14	(1,902.57)
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,756.00	6,070.00	7,244.00
Government Affiliations	7,000.00	1,400.00	21,207.98	7,960.01	(14,207.98)
Fines & Miscellaneous Income	9,000.00	463.06	8,640.06	8,442.20	359.94
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>\$2,701.85</u>	<u>\$498,401.61</u>	<u>\$520,797.35</u>	<u>(\$8,506.61)</u>
	Income Cash Reconciliation				
Income Cash Balance on March 1, 2020	\$372,423.96				
Plus: Receipts Per Report	2,701.85				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>45,205.26</u>				
Income Cash Balance on March 31, 2020	<u>329,920.55</u>				
Cobra Reserve Balance	(18.98)				
Accounts Payable as of 03/31/20	0.00				
Prepaid Expenses as of 03/31/20	<u>(5,340.26)</u>				
Actual Cash Balance on March 31, 2020	<u>\$324,561.31</u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2020

	Budget July 1, 2019 to June 30, 2020	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$283,378.00	\$ 16,704.04	\$ 181,216.22	\$ 173,277.32	\$102,161.78
Salaries - Part Time Employees	77,177.00	7,716.16	50,621.68	33,727.36	26,555.32
Salaries - Custodians	29,329.00	2,444.10	21,996.90	21,041.28	7,332.10
F I C A & Medicare Tax	29,826.00	2,041.94	19,359.36	17,326.48	10,466.64
Unemployment Insurance	800.00	0.00	622.00	551.00	178.00
Disability & Family Leave Insurance	1,000.00	0.00	1,326.89	850.97	(326.89)
Medical Insurance & Reimbursements	48,600.00	2,385.68	31,590.44	28,178.39	17,009.56
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	3,254.21	(643.53)
Pension Expense	32,500.00	0.00	25,655.00	21,278.50	6,845.00
Heat	4,000.00	446.78	1,875.96	1,891.80	2,124.04
Electricity	20,000.00	1,536.30	13,733.21	6,904.30	6,266.79
Telephone	6,720.00	530.20	4,825.51	3,772.95	1,894.49
Insurance	16,300.00	0.00	21,663.01	16,073.94	(5,363.01)
Books, Periodicals, etc.	46,500.00	3,371.09	35,748.35	35,898.90	10,751.65
Computer & Automation Services	11,400.00	1,060.88	8,909.00	23,426.09	2,491.00
Library, Office Supplies & Postage	9,500.00	2,097.18	5,504.41	10,391.71	3,995.59
Maintenance, Repairs & Bldg. Supplies	3,000.00	213.36	6,902.49	2,351.06	(3,902.49)
Maintenance Contracts	10,000.00	2,100.00	12,881.96	6,200.00	(2,881.96)
Treasurer	8,600.00	750.00	6,450.00	6,450.00	2,150.00
Professional Fees	8,000.00	0.00	0.00	80.00	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	0.00	820.51	364.58	2,379.49
Events & Programming	5,500.00	757.60	2,754.85	3,288.80	2,745.15
Promotion Expense	4,500.00	996.25	4,568.75	4,106.49	(68.75)
General Expense	1,300.00	53.70	970.50	4,008.32	329.50
TOTAL EXPENSE	\$665,280.00	\$45,205.26	\$463,640.53	\$424,694.45	\$201,639.47

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

MARCH 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,813.22)	\$959.61	FICA & Medicare Expense
			1,853.61	Payroll
6354		Gloversville Public Library	9,989.44	Payroll
6355	2036	Nicole Hauser	446.00	Petty Cash
6356	2037	Michael J. Frank	750.00	Treasurer
6357	2038	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6358	2039	United Health Care	17.40	Medical Insurance
6359	2040	M V P Health Care, Inc.	3,479.34	Medical Insurance
6360	2041	Derby Office Equipment, Inc.	27.31	Library Supplies
6361	2042	National Grid (1,983.08)	1,536.30	Electricity
			446.78	Natural Gas
6362	2043	Gloversville True Value Hardware	19.48	Maintenance & Repairs
6363	2044	Frontier Communications	530.20	Telephone
6364	2045	Unique Management Services, Inc.	53.70	G/E-Collection Expense
6365	2046	Destroyer Escort Historical Museum	75.00	Events & Programming
6366	2047	The Leader-Herald	863.00	Promotion Expense
6367	2048	Kingsboro Lumber Co., Inc.	50.21	Maintenance & Repairs
6368	2049	Business Card (1,825.78)	20.00	Computer & Automation
			414.93	A/V - DVDs
			502.60	Events & Programming
			755.00	Library Supplies
			133.25	Promotion Expense
6369	2050	Baker & Taylor Books	183.28	Books
6370	2051	Central Programs, Inc. (Gumdrop Books)	463.88	Books
6371	2052	Ingram Library Services	1,019.07	Books
6372	2053	James Esper Landscaping	2,100.00	Maintenance Contracts
6373	2054	Erin Eckler	180.00	Events & Programming
6374	2055	Mohawk Valley Library System	1,040.88	Computer & Automation
6375	2056	Canajoharie Public Library	12.99	Fines, etc.
6376	2057	Waterford Public Library	40.95	Fines, etc.
6377	2058	Center Point Large Print	77.61	Books
6378	2059	Brodart Co.	137.34	Library Supplies
6379	2060	Blackstone Publishing	537.46	A/V - DVDs
6380	2061	Kids Reference Company, Inc.	256.86	Books
6381	2062	Quill, LLC (1,143.98)	1,000.31	Library Supplies
			143.67	Maintenance & Repairs
6382	2063	Kent Adhesive Products Co.	167.22	Library Supplies
6383		Gloversville Public Library	11,281.28	Payroll
		E F T NYS & Local Retirement System	468.08	Pension - Withholdings
		E F T NYS Tax Department	882.70	Payroll
		E F T United States Treasury (3,175.58)	1,082.33	FICA & Medicare Expense
			2,093.25	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	567.59	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2020	46,938.45	
		PETTY CASH PAID OUTS - MARCH 2020		
		Library Supplies	10.00	
		Newspapers (Books)	418.00	
		TOTAL MARCH 2020 PAID OUTS	<u>\$47,366.45</u>	
		Less: Fines, etc.	(53.94)	
		Less: Medical Insurance Rebate - Larry Johnson	(579.89)	
		Less: Cobra Reimbursement - Madonna	(1,081.36)	
		Less: Petty Cash Check	(446.00)	
		NET TO BALANCE TO EXPENSES	<u>\$45,205.26</u>	

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on March 1, 2020	\$345,944.09
Plus: Receipts:	
Interest on Money Market Account	104.90
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>45,000.00</u>
Balance on March 31, 2020	<u><u>\$301,048.99</u></u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on March 1, 2020	\$799,161.73
Plus: Receipts:	
Interest on Money Market Account	390.82
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on March 31, 2020	<u><u>\$799,552.55</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2020	\$150,777.88
Plus: Receipts:	
Interest Earned	2.41
Grant Money Received	0.00
Less: Paid Outs:	
DLC Electric, LLC - Final Payment	<u>31,292.20</u>
Balance on March 31, 2020	<u><u>\$119,488.09</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on March 1, 2020	\$252.15
Plus: Receipts:	
Interest Earned	0.01
Donations _ Amazon Smile	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on March 31, 2020	<u><u>\$252.16</u></u>

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of March 1, 2020			\$60.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2020			\$60.47

W G Y CHRISTMAS WISH GRANT

Balance as of March 1, 2020			\$371.62
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2020			\$371.62

ADVOCACY GRANT

Balance as of March 1, 2020			\$110.91
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2020			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2020			\$3,325.00
Appropriation Provided For In 2019-2020 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at March 31, 2020			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2020			\$2,507.18
Funds Received - Garage Sale			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at March 31, 2020			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of March 1, 2020			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorton Funds Left at March 31, 2020			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2020

NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619

Balance Per Bank Statement \$ 13,115.91

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/18/20	6339	James Esper Landscaping	3,500.00	
03/17/20	6357	The Paul Revere Life Insurance Company	278.54	
03/17/20	6358	United Health Care	17.40	
03/17/20	6365	Destroyer Escort Historical Museum	75.00	
03/17/20	6372	James Esper Landscaping	2,100.00	
03/17/20	6375	Canajoharie Public Library	12.99	
03/17/20	6376	Waterford Public Library	40.95	
		Total Outstanding Checks		<u>6,024.88</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 7,091.03

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606

Balance Per Bank Statement \$ 9,437.77

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/13/20	5277	Kathy Van Volkenburg	53.81	
03/31/20	5283	Nicole L. Hauser	1,594.76	
03/31/20	5285	Sally A. Fancher	1,135.58	
03/31/20	5286	Linda B. Conroy	1,198.74	
03/31/20	5288	Shari L. Peto	775.15	
03/31/20	5291	Sally L. Ostrander	626.81	
03/31/20	5292	Kathy Van Volkenburg	181.22	
03/31/20	5293	Christine T. Prokopiak	391.13	
03/31/20	5294	Kimberly A. Collar	498.44	
03/31/20	5295	Patricia A. Devereaux	754.20	
03/31/20	5296	Kelly S. Lawlor	602.16	
03/31/20	5297	Bailey J. Darling	625.77	
		Total Outstanding Checks		<u>8,437.77</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 1,000.00

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement \$ 301,048.99

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 301,048.99

NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428

Balance Per Bank Statement \$ 799,552.55

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 799,552.55

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 119,488.09

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 119,488.09

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement \$ 252.16

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 252.16

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed
Vice President of Finance



Gloversville Public Library

Director's Report: March 2020

Nicole Hauser – Interim Director

This month began with our spring buyback of leased titles from Baker & Taylor. We reduced our inventory by 250 titles: keeping 31 for free, purchasing 57 at a reduced rate, returning 156 and marking 6 as lost and not paid for. We do this twice a year, usually March and September, to help keep our inventory of leased books low.

We also made contact with Kristopher Cherny who is replacing Discovery Books as a source to pick up our discarded books. He has already picked up more than 2 dozen boxes of books and has plans to return after the Friends' book sale and Drop and Swap events happen.

This month we had to make the decision, for the health of our community and staff, to close the Library beginning March 17 for an indefinite amount of time due to the COVID-19 pandemic. This pandemic has put many things on hold, including our election plans. We will not be able to move forward with the election until we receive word from the state about what our next steps can be. We have placed our newspaper subscriptions on hold, turned the heat down in the building, and all meetings and programs thru April 30 have been cancelled, for the moment.

While it is disheartening that we've had to close the physical library, we are still providing patrons with electronic resources and many restrictions have been lifted from these resources for the time being. During this period anyone can access our Overdrive collection of eBooks, eAudiobooks, and eMagazines. All they need is their library card, even if they were restricted before, or a cell phone number. We are providing links on our Facebook page and website to various other online resources, many opened up for free access during the pandemic shutdown. Sally Fancher has also been busy posting story times on Facebook which have been very popular. In addition, no fines for physical items will be assessed during this period of time.

I have also been working on preparing staff, as best I can, for my upcoming maternity leave. Training and assigning essential tasks, from both of the positions I am currently filling, to certain staff. Creating lists, procedures and directions, and making sure the right people have them. Despite these efforts, this will be a bare bones operation and some things will need to be done by Board of Trustee Members. As my maternity leave will span the end of our fiscal year, I also have plans in place with staff at MVLS to help support us. In addition, we are also coping with an unprecedented pandemic, and don't know when things will go back to normal. I have complete confidence in the staff and know they will do a fine job getting the Library up and running again, but if they don't have a Director to guide them, there will be times when they need to turn to the Board for direction.

Meetings & Programs

1. 3/2/20 – Staff Meeting
2. 3/3/20 – PASCO, Matt RE: March Service Visit & Training
3. 3/4/20 – Personnel Committee Meeting
4. 3/4/20 – Sally Fancher & Linda Conroy RE: Library Assistant Position
5. 3/5/20 – DLC Electric: Keith RE: Finish punch list items
6. 3/5/20 – Bunkoff: Mike
7. 3/5/20 – Friends' of the Library Board Meeting
8. 3/6/20 – Bunkoff: Mike RE: Finish Tasks
9. 3/6/20 – Barb Madonna
10. 3/9/20 – Staff Meeting
11. 3/9/20 – Mike Frank

12. 3/9/20 – Craig Clark
13. 3/11/20 – Buildings & Grounds Committee Meeting
14. 3/11/20 – Kristopher Cherny RE: Pick up of withdrawn books
15. 3/11/20 – Chris Pesses RE: Policies and HRR
16. 3/11/20 – Craig Clark RE: Board Meeting Agenda
17. 3/12/20 – Barb Madonna RE: Election
18. 3/12/20 – Chris Pesses
19. 3/12/20 – Trevor Evans (Leader Herald Publisher) RE: Microfilm for 2019 & forward
20. 3/16/20 – Staff Meeting
21. 3/17/20 – Board Meeting
22. 3/18/20 – Staff meeting RE: COVID Shutdown
23. 3/19/20 – Sally Fancher
24. 3/23/20 – PASCO, Matt RE: Finishing up March Service Visit
25. 3/25/20 – Commercial Door Specialties, Robert Lee RE: Handicap Door
26. 3/31/20 – PFP RE: Sprinkler inspection & back flow test



Gloversville Public Library

Children's Room Report: March 2020

Sally Fancher – Head of Children's Services

Happy Birthday Dr. Seuss! March 2 saw the Library represented at "Read Across America" day, at Park Terrace Elementary school. This nationwide event brings readers from many backgrounds into schools to share stories with children. It is wonderful for the kids to see adults, other than teachers and parents, read!

The members of the Children's Literature class from FMCC were able to visit, take in our collection and do some research for their classes. This class is also working on a community service project, and with a donation from the Friends of the Library, will be creating and donating literacy/story time kits for circulation to our families. We are very excited to be partnering with the students at FMCC and their professor.

A Lexington Adult Learner class visited for a tour and private story session. This group was very interested in the history of the building and the renovation process.

The Bright Futures visit this month had about 40 children! We continue with the 3 and 4 year olds, coordinating their curriculum with the stories and activities we share.

The children's collection has new AV2 books. These fiction and non-fiction books have links to e-content, which can be downloaded in several different languages, and links to videos that enhance the subject matter. They are very popular with the homeschool families and public school teachers. We are keeping these shelved together for convenience.

Youth Center staff continues to re-spine the picture books. This process is going better than expected and patrons are very happy with the change. Easy readers will be next.

Due to our closure because of the COVID-19 shutdown, Sonny has lent his tech genius to allow us to do "virtual story time" and this has been a big success. All this being done while maintaining the social distancing recommendations by Governor Cuomo.

"Beware the Ides of March". We are closed. Some staff are taking turns checking on the building, taking care of the bookdrop and processing books. Business items are being taken care of and there is general cleaning going on in the Youth Center, at least once/week. On March 31, I was present when the library sprinkler system was checked. We passed. Maintenance schedules are being kept in spite of being closed. Library staff is working every day at home, and coming in to help keep things going smoothly, in anticipation of reopening.

Statistics for March 2020 are as follows (figures in parentheses are comparable figures for 2019)

LIBRARY CLOSED MARCH 17 - 31, 2020, Governor's Executive Order due to Covid 19 virus

	2020	2019
VISITORS	4,156	(5,587)
CIRCULATION		
Adult Circulation	929	(1,836)
Teen Circulation	67	(140)
Juvenile Circulation	777	(1,248)
Audiobooks	250	(354)
eBooks	628	(574)
Music	14	(17)
Periodicals	70	(96)
Videos	926	(1,543)
Museum Passes	1	(0)
Subtotal	3,662	(5,808)
In-House Use		
Adult	4	(15)
Juvenile	27	(118)
Other Materials	669	(1,328)
Subtotal	700	(1,461)
Total Circulation	4,362	(7,269)
 REFERENCE QUESTIONS	 107	 (220)
 MEETINGS/PROGRAMS/OUTREACH		
27 Adult programs and meetings with 170 people		(41 Adult programs and meetings with 374 people)
17 Juvenile programs and meetings with 1665 people		(18 Juvenile programs and meetings with 337 people)
2 Teen programs and meetings with 9 people		(3 Teen programs and meetings with 18 people)
 INTERLIBRARY LOAN		
Material Borrowed	464	(697)
Material Loaned	355	(710)
Total	819	(1,407)
 COMPUTER USAGE	 986	 (1,608) ***

*** New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3/17 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.

HISTORICAL ROOM *	Temporarily Closed
Visitors	1
Books Used	4
Reference Questions	4

*The local history room is still boxed up, though staff have limited access.

Statistics for January, February, and March 2020 are as follows:

	January	February	March
VISITORS	5,635	5,571	4,156
CIRCULATION			
Adult Circulation	1,822	1,674	929
Teen Circulation	157	102	67
Juvenile Circulation	1,238	1,461	777
Audiobooks	353	380	250
eBooks	586	589	628
Music	24	19	14
Periodicals	85	83	70
Videos	1,588	1,436	926
Museum Passes	2	2	1
Subtotal	5,855	5,746	3,662
In-House Use			
Adult	10	11	4
Juvenile	46	29	27
Other Materials	1,310	1,191	669
Subtotal	1,366	1,231	700
Total Circulation	7,221	6,977	4,362
REFERENCE QUESTIONS	236	153	107
MEETINGS/PROGRAMS/OUTREACH			
January	52 Adult programs and meetings with 324 people 18 Juvenile programs and meetings with 307 people 6 Teen programs and meetings with 17 people		
February	41 Adult programs and meetings with 235 people 18 Juvenile programs and meetings with 273 people 7 Teen programs and meetings with 56 people		
March	27 Adult programs and meetings with 170 people 17 Juvenile programs and meetings with 1665 people 2 Teen programs and meetings with 9 people		
INTERLIBRARY LOAN			
Material Borrowed	960	828	464
Material Loaned	760	654	355
Total	1,720	1,482	819
COMPUTER USAGE	1,790	1,598	986
*HISTORICAL ROOM (in storage)			
Visitors	0	0	1
Books Used	0	0	4
Reference Questions	0	0	4

*The local history room is still boxed up, though staff have limited access.

April Building Committee Report

1) Matt from PASCO was here on 3/3 to complete our spring maintenance and provided training to some of the staff and board as well. He returned on 3/23 to finish our spring maintenance. (Still waiting on report/still not receiving alarm emails)

2) I tracked down the company info on our book return in order to get a replacement flap for the interior of the drop which had been destroyed due to vandalism in February. A new flap was ordered, for \$28, and received.

3) I spoke with Garth Wager about our handicap door unlocking when the button was pushed. He directed me to the person who installed the handicap door, Robert Lee from Commercial Door Specialties. Robert came out on 3/25 and worked on the door. The problem seems to be resolved but we need to keep an eye on it for a while to make sure it truly is. Robert said that if the door acts up again we will need to replace the switch.

4) PFP (Professional Fire Protection) came out on 3/31 for our semi-annual sprinkler inspection and annual back flow test. Everything passed.

5) During the COVID-19 closure, 1 staff member is checking on the building on Mondays, Wednesdays and Fridays. We have also changed the heating schedule so the building is only considered occupied on MWF from 8 am-12 pm and should see a reduction in our heating bill because of that.

6) In an effort to provide physical maintenance for our HVAC system I have contacted several companies with varying results:

A) Mormile Plumbing & Heating: did not respond after several attempts to contact them.

B) Adirondack Mechanical Corporation: Thanked us for thinking of them and trying to use a local company, but declined because our system is beyond their expertise.

C) Mazone Plumbing and Heating Inc: Responded that they will not service the system.

D) TBS (Technical Building Systems): We received a recommendation for this company through the Schenectady County Public Library, who uses them for their system. On 4/1 Sally Fancher and I met with Travis from TBS for a site evaluation. He completed a thorough examination of our system and we discussed the need for a service call, due to the leak in November, as well as a maintenance contract. I have set up a service call to have the tower inspected and fixed because of the leak in November and to get it up and running for the spring. TBS came out for the service call on 4/9 and found that the leak in November didn't seem to cause any damage. The tower is filled but TBS needs to come out again to finish the service call because they didn't have all of the parts they needed. They also discovered that when the tower is drained it goes through the mechanical room, and that the pipe stops a few inches above the floor, not quite over a drain and causes some flooding. They will be fixing this when they come back out with the parts they were missing. We anticipate they will be out to finish up the week of

4/20. We received a quote for the Preventative Maintenance contract on 4/3 for \$6,277 which runs from 5/1/20-4/30/21. After speaking with the Buildings and Grounds Committee, we have decided to move forward and accept the TBS proposal, feeling we have done our due diligence in contacting 4 companies.

The Gloversville Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer ~~moneys~~ monies are safeguarded. The Board of Trustees has adopted a resolution establishing the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims.

The Claims Auditor is a voluntary appointment and will not receive compensation.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board.
- The Clerk or Treasurer of the Board.
- An employee or volunteer responsible for purchasing or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- ~~Has no-An~~ interested party in any other contracts of the library ~~and/or does not~~ provides any goods or services to the library.
- ~~The Claims Auditor is not required to be a resident of the Library's service area.~~

The Claims Auditor is not required to be a resident of the Library's service area.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

- a) Examine all claims to determine they are valid claims against the library.
- b) Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
- c) Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- ~~A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.~~

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York [State and Local Retirement System as billed by the State Comptroller](#).

~~• State and Local Retirement System as billed by the State Comptroller.~~

These types of payments should not be included on the abstract of audited claims.

~~These types of payments should not be included on the abstract of audited claims.~~

~~• Payments Allowed in Advance of Audit~~

~~• The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.~~

The Board of Trustees may, by resolution [at the annual organizational meeting](#), authorize payment in advance for public utility services, postage, freight, and express charges.

Approval of Claims

At its regular monthly meeting or special meeting, the Board may approve by resolution the payment of claims based on the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting where claims are presented for approval.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular monthly meeting or special meeting.

Approved: December 16, 2014

Revised: December 20, 2016

Revised: [May 19, 2020](#)

Scope

This investment policy applies to all monies and other financial resources available for investment on Gloversville Public Library's behalf.

Objectives

The primary objectives of Gloversville Public Library's investment activities are, in priority order:

1. conform with all applicable federal, state and other legal requirements;
2. adequately safeguard principal;
3. provide sufficient liquidity to meet all library operating requirements; and,
4. obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees' responsibility for administration of the investment program may be delegated to the President and the VP of Finance, who shall solicit advice from the Board Treasurer, and who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Gloversville Public Library to operate effectively.

Investments shall be made with judgment and care, under **prevailing** circumstances ~~then prevailing~~, which persons of prudence, discretion, and intelligence **would** exercise in the management of their own affairs; not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

Permitted Investments

As authorized by General Municipal Law §11 (Appendix B), Gloversville Public Library authorizes the President and the Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. special time deposit accounts
2. certificates of deposit
3. obligations of the United States of America

Internal Controls

All monies collected by any officer or employee of Gloversville Public Library shall be deposited within thirty (30) days of receipt; a record of such deposit shall be conveyed to the Treasurer.

The President and/or VP of Finance is responsible for supervising an internal control structure to provide assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition.

Designation of Depositories

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are set forth by the Trustees at the annual Organizational Meeting. Maximum Amount: \$10 million

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law §10 (Appendix A), all deposits of Gloversville Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law §10, equal to the aggregate amount of deposits from the categories designated in Section F of General Municipal Law §10.

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Approved: October 20, 2015

Revised: February 1, 2017

Revised: May 19, 2020