



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
August 20, 2019 6:30pm

Pledge to the Flag
Public Comment
Oath of Office

1. Accept minutes of the July 2019 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
Patron Borrowing Policy 1st reading
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
Plan of Service – how to use this
Committee assignments
14. Old Business
15. New Business
16. Adjourn

Next Meeting: September 17, 2019 at 6:30 pm – Annual meeting followed by monthly meeting



Barbara Madonna
Library 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

July 16, 2019

The Gloversville Public Library Board of Trustees held a meeting on July 16, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:50 P.M. immediately following the Organizational Meeting.

The following trustees were present: Susan Shrader, Greg Niforos, Christian Rohrs, Frank Carangelo, Craig Clark, Christine Pesses, Charles Reed and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean La Porta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting.

Mr. Clark, President of the Board of Trustees, opened the regular meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Clark asked if there was anything anyone from the public wished to present at this time. Mr. Blackmon mentioned that the noise from the air conditioning in the Carnegie Room is overpowering when someone is trying to speak. Ms. Madonna stated that the architect and engineer would be visiting at the end of the month to assess the issue. Ms. Madonna also said that there was little that could be done except to try to make the volume louder on the microphone if being used or set the set point temperature so high that the system does not start, but that will mean that the room is too warm. The Regular Meeting was then convened.

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 18, 2019. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mr. Carangelo, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Financial Report for the month of June 2019 and the fiscal year ending June 30, 2019. Mr. Frank informed the Trustees that our income for the year was down approximately \$17,800 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$50,000. In the prior fiscal year, the Foundation gave the Library an additional amount that was not budgeted in order for the Library to pay current expenses. This was partially offset by the increase in the tax levy. Expenses for the fiscal year ending June 30, 2019 are up approximately \$97,700 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Telephone Expense, higher Maintenance and Repairs and higher General Expense which have been offset by lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed 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 July 2019 numbered 1811 through 1839 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. Ms. Dunn Brown made a motion, seconded by Mr. Rohrs, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

At this point in the meeting Mrs. Pesses asked to be excused.

Mrs. La Porta informed the Trustees that the Friends had chosen a scholarship recipient from this year's senior class at Gloversville High School and that the scholarship had been awarded. Mrs. La Porta also informed the Trustees that the Friends would be holding an ice cream social at the Library on July 19th, a chicken barbeque at Whitey's on September 20th and a basket raffle in September with the drawing at the end of Friends week on October 26, 2019. Baskets to be raffled will be taken in from August 19th to August 23rd. Mrs. La Porta also informed the Trustees that the Friends would provide money for a concert during Friends week in October. Mrs. La Porta also informed the Trustees that the Friends will be holding a book sale from October 3rd to October 5th. Mrs. La Porta also informed the Trustees that the Friends next meeting will be on August 1, 2019.

Mr. Frank informed the Trustees that the Foundation Finance Committee held a meeting on June 19, 2019 at Jay Wood's office and that the Foundation held a regular Board meeting on June 26, 2019 in the large meeting room at the Library.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had submitted the plan for the new parking to the City Planning Board which would give us approximately 26 additional parking spaces for patrons and employees. Mr. Carangelo informed the Trustees that the City had approved the plan prepared by architect Steve Smith. Mr. Carangelo also informed the Trustees about several other issues that are being attended to with the building and grounds.

Ms. Madonna informed the Trustees that Mr. Carangelo had submitted some additional changes for the Patron Borrowing Policy and that the AD HOC Policy Committee will review and make these suggested changes and present it again at the August 2019 Trustee's meeting for the second reading.

Ms. Dunn Brown informed the Trustees that the Outreach Committee had three events planned in August and that the Committee was working on purchasing an Event Tent which would make a nice visible spot for our attendance at the various events that are held outdoors.

Ms. Madonna informed the Trustees that there was nothing new to report from the Personnel Committee.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustees meeting but that a busy summer was going on with good attendance at programs.

Ms. Dunn Brown reported that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that NBT Insurance Agency had been able to get our insurance coverage switched to match our fiscal year which will make budgeting easier for the Finance Committee.

Mr. Clark informed the Trustees that he had nothing to report for the President's Report.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Mr. Rohrs and Mr. Clark informed the Trustees that Richard Carlson had applied and been interviewed for the vacant Trustees position and that the Committee felt that he would be a good addition to the Board of Trustees. Ms. Dunn Brown made a motion, seconded by Mr. Carangelo, to approve Richard Carlson as a Board member to serve until the next election in May 2020. This motion was approved all voting aye.

Mr. Clark asked if there was any other new business to come before the meeting. Hearing none, Mr. Reed made a motion to adjourn the meeting at 7:50 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday August 20, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Christian Rohrs
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JULY 2019

	<u>Budget July 1, 2019 to June 30, 2020</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$453,695.00	\$0.00	\$0.00	\$0.00	\$453,695.00
Investment Income	200.00	106.26	106.26	1.11	93.74
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	0.00	125.00	10,000.00
Government Affiliations	7,000.00	414.98	414.98	323.18	6,585.02
Fines & Miscellaneous Income	9,000.00	1,085.94	1,085.94	729.77	7,914.06
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>\$1,607.18</u>	<u>\$1,607.18</u>	<u>\$65,179.06</u>	<u>\$488,287.82</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on July 1, 2019	<u>\$295,458.47</u>				
Plus: Receipts Per Report	1,607.18				
Less: Capital Expenditures - Furniture	0.00				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>52,386.02</u>				
Income Cash Balance on July 31, 2019	<u><u>244,679.63</u></u>				
Accounts Payable as of 07/31/19	14,349.00				
Prepaid Expenses as of 07/31/19	<u>0.00</u>				
Actual Cash Balance on July 31, 2019	<u><u>\$259,028.63</u></u>				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on July 1, 2019	\$800,945.44
Plus: Receipts:	
Interest on Money Market Account	510.19
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on July 31, 2019	<u><u>\$801,455.63</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on July 1, 2019	\$139,977.61
Plus: Receipts:	
Interest Earned	2.38
Grant Money Received	0.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	0.00
ACCENT	0.00
Gloversville Public Library, Inc. - Bldg Fund MM Acct	0.00
	<hr/>
Balance on July 31, 2019	<u><u>\$139,979.99</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on July 1, 2019	\$178.45
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on July 31, 2019	<u><u>\$178.45</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2019

	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	\$ 21,491.54	\$ 21,491.54	\$ 16,404.66	\$261,886.46
Salaries - Part Time Employees	77,177.00	4,469.32	4,469.32	4,393.64	72,707.68
Salaries - Custodians	29,329.00	2,444.10	2,444.10	2,337.92	26,884.90
F I C A & Medicare Tax	29,826.00	2,159.74	2,159.74	1,756.69	27,666.26
Unemployment Insurance	800.00	193.00	193.00	179.00	607.00
Disability & Family Leave Insurance	1,000.00	473.24	473.24	377.73	526.76
Medical Insurance & Reimbursements	48,600.00	6,215.02	6,215.02	4,917.67	42,384.98
Worker's Compensation Insurance	3,000.00	3,002.21	3,002.21	3,129.62	(2.21)
Pension Expense	32,500.00	0.00	0.00	0.00	32,500.00
Heat	4,000.00	0.00	0.00	0.00	4,000.00
Electricity	20,000.00	0.00	0.00	0.00	20,000.00
Telephone	6,720.00	528.36	528.36	237.78	6,191.64
Insurance	16,300.00	5,667.02	5,667.02	2,882.40	10,632.98
Books, Periodicals, etc.	46,500.00	3,286.05	3,286.05	3,267.16	43,213.95
Computer & Automation Services	11,400.00	913.69	913.69	883.47	10,486.31
Library, Office Supplies & Postage	9,500.00	195.74	195.74	1,027.94	9,304.26
Maintenance, Repairs & Bldg. Supplies	13,000.00	14.10	14.10	0.00	12,985.90
Treasurer	8,600.00	700.00	700.00	700.00	7,900.00
Professional Fees	8,000.00	0.00	0.00	0.00	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	0.00	0.00	3,200.00
Events & Programming	5,500.00	400.00	400.00	40.28	5,100.00
Promotion Expense	4,500.00	0.00	0.00	90.50	4,500.00
General Expense	1,300.00	232.89	232.89	216.67	1,067.11
TOTAL EXPENSE	\$665,280.00	\$52,386.02	\$52,386.02	\$42,843.13	\$612,893.98

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,016.64)	\$978.82	FICA & Medicare Expense
			2,037.82	Payroll
6118		Gloversville Public Library	9,743.89	Payroll
6119	1811	Nicole Hauser	453.41	Petty Cash
6120	1812	Michael J. Frank	700.00	Treasurer & Rec, Sec.
6121	1813	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6122	1814	M V P Health Care, Inc.	2,899.45	Medical Insurance
6123	1815	United Health Care	17.40	Medical Insurance
6124	1816	Frontier Communications	528.36	Telephone
6125	1817	Barbara J. Madonna	71.34	Accounts Payable
6126	1818	Business Card (109.76)	89.76	Accounts Payable
			20.00	Computer & Automation
6127	1819	National Grid	1,360.66	Accounts Payable
6128	1820	First Nonprofit Unemployment Program (393.00)	200.00	Cash Reserve
			193.00	Unemployment Insurance
6129	1821	The Leader-Herald	307.00	Accounts Payable
6130	1822	WALDO	269.22	Data Base
6131	1823	Gloversville True Value Hardware	25.37	Accounts Payable
6132	1824	Peter Fletcher	400.00	Events & Programming
6133	1825	Scotty Nut Nut Entertainment	350.00	Accounts Payable
6134	1826	Mohawk Valley Library System	893.69	Computer & Automation
6135	1827	Psychic Autumn	50.00	Accounts Payable
6136	1828	Baker & Taylor Books	120.05	Accounts Payable
6137	1829	Johnstown Public Library	11.70	Accounts Payable
6138	1830	Mohawk Valley Library System	26.00	Accounts Payable
6139	1831	Merry Dunn Brown	484.83	Advocacy Grant
6140	1832	Miller Printing	14.63	Advocacy Grant
6141	1833	Margaret Reaney Memorial Library	14.95	Fines, etc.
6142	1834	Town of Chester Public Library	4.50	Fines, etc.
6143	1835	Schenectady County Public Library	19.95	Fines, etc.
6144	1836	Department of the Treasury	9.56	G/E - IRS Fee
6145	1837	Unique Management Services, Inc.	35.80	Accounts Payable
6146	1838	Quill Corporation (200.99)	186.89	Library Supplies
			14.10	Maintenance & Repairs
6147	1839	Reptile Adventure	240.00	Stewart's Grant
6148		Gloversville Public Library	11,963.58	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	349.31	Pension - Withholdings
DM		E F T NYS Tax Department	1,093.50	Payroll
DM		E F T United States Treasury (3,561.84)	1,180.92	FICA & Medicare Expense
			2,380.92	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	416.12	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2019	40,975.04	
		PETTY CASH PAID OUTS - JULY 2019		
		Library Supplies	8.85	
		Advocacy Grant	40.00	
		Newspapers (Books)	508.00	
		TOTAL JULY 2019 PAID OUTS	\$41,531.89	
		Less: Accounts Payable	(2,447.68)	
		Plus: Prepaid Expenses	14,774.08	
		Less: Cash Reserve	(200.00)	
		Less: Advocacy Grant	(539.46)	
		Less: Stewart's Grant	(240.00)	
		Less: Fines, etc.	(39.40)	
		Less: Petty Cash Check	(453.41)	
		NET TO BALANCE TO EXPENSES	\$52,386.02	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of July 1, 2019		\$645.47
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Reptile Adventure	6147	Programming
Total Expenses		240.00
		240.00
Balance of Grant Money Left at July 31, 2019		\$405.47

W G Y CHRISTMAS WISH GRANT

Balance as of July 1, 2019		\$336.62
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		
Total Expenses		0.00
		0.00
Balance of Grant Money Left at July 31, 2019		\$336.62

ADVOCACY GRANT

Balance as of July 1, 2019		\$1,861.51
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Miller Printing	6140	Promo. Expense
Merry Dunn Brown	Petty Cash	Selfie Board
Merry Dunn Brown	6115	Promo. Expense
Total Expenses		14.63
		40.00
		484.83
		539.46
Balance of Grant Money Left at July 31, 2019		\$1,322.05

WORKFORCE LITERACY GRANT

Balance as of July 1, 2019		\$163.73
Grant Money Received		0.00
Total Expenses		0.00
		0.00
Balance of Grant Money Left at July 31, 2019		\$163.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2019		\$9,825.00
Appropriation Provided For In 2019-2020 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		
Total Expenses		0.00
		0.00
Balance of Appropriation Funds Left at July 31, 2019		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of July 1, 2019		\$2,507.18
Funds Received - Garage Sale		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		
Total Expenses		0.00
		0.00
Balance of Restoration Funds Left at July 31, 2019		\$2,507.18

PARK TERRACE PTA - COLORTHON

Balance as of July 1, 2019		\$559.25
Funds Received - Donation		0.00
Expenses Paid	<u>Check No.</u>	<u>Purpose</u>
None		
Total Expenses		0.00
		0.00
Balance of Colorthon Funds Left at July 31, 2019		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
July 31, 2019

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

Balance Per Bank Statement \$ 24,885.59

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/19/19	6004	James Esper Landscaping	4,300.00	
05/21/19	6073	James Esper Landscaping	4,800.00	
07/16/19	6121	The Paul Revere Life Insurance Company	278.54	
07/16/19	6132	Peter Fletcher	400.00	
07/16/19	6140	Miller Printing	14.63	
07/16/19	6141	Margaret Rooney Memorial Library	14.95	
07/16/19	6142	Town of Chester Public Library	4.50	
07/16/19	6143	Schenectady County Public Library	19.95	
07/16/19	6144	Department of the Treasury	9.56	
07/31/19	DM	Invesco - 403b	540.00	
		Total Outstanding Checks		<u>10,382.13</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 14,503.46

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

Balance Per Bank Statement \$ 11,184.56

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
07/15/19	5034	Kathy Van Volkenburg	44.00	
07/31/19	5039	Barbara J. Madonna	1,872.59	
07/31/19	5040	Nicole L. Hauser	1,279.70	
07/31/19	5041	Circe I. Johnson	992.70	
07/31/19	5042	Sally A. Fancher	1,135.58	
07/31/19	5043	Linda B. Conroy	1,196.64	
07/31/19	5044	Jameson M. Duross	811.24	
07/31/19	5045	Shari L. Peto	775.15	
07/31/19	5048	Sally L. Ostrander	559.94	
07/31/19	5049	Kathy Van Volkenburg	106.08	
07/31/19	5050	Christine T. Prokopiak	438.81	
07/31/19	5051	Kimberly A. Collar	546.25	
07/31/19	5053	Kelly S. Lawlor	425.88	
		Total Outstanding Checks		<u>10,184.56</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 \$ 231,124.76

Outstanding Checks:

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

Total Outstanding Checks

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 231,124.76

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

Balance Per Bank Statement \$ 801,455.63

Outstanding Checks:

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

Total Outstanding Checks

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 801,455.63

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 139,979.99

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

\$ 139,979.99

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

Balance Per Bank Statement \$ 178.45

Outstanding Checks:

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

Total Outstanding Checks

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 178.45

Prepared By,
Michael J. Frank, Treasurer

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



A comparison of statistics between July 2018 and 2019, as well as a comparison of May, June and July of this year, show a terrific uptick in the community's use of the Library's collection, computers and programs.

Why, is a great question and I'm not sure I have a good answer. I have certainly noted an increase in the number of visitors (not regular borrowers) and new faces (new card holders) over the last month. Visitors are frequently taking a tour of the renovated building, whether it is self-guided tour or with a board member. And we have broadened our base of program subjects, which is drawing in new faces. And let's not underestimate the attraction of air conditioning. That is certainly lengthening the amount of time patrons visit, make programs more comfortable and thus more attractive, and has made the Library a destination for summertime activities.

Lisa Bugglen and I met several times about the recognition plaques for the campaign. Letters should be going out to donors in August to confirm the wording they would like on their plaques.

There are still building issues that are addressed every week, sometimes every day, but we are all finding that we have time to think and plan and make new progress on projects that have been on the back burning for months, if not years. We completed a 31-page survey for the DHPSNY grant administrator for our historical collection, we've reached back out to EventKeeper regarding a room reservation software that we were interested in last summer, we are planning new programming for the fall and working on pieces of the Plan of Service.

Meetings

- | | |
|-----------------------|--|
| July 8 th | Staff meeting |
| July 9 th | 1) Weeding around the building
2) Christopher Hopf, UW Marx
3) Lisa Hayes, Butler Rowland Mays Architects
4) Barbara Hillabrandt, Leader-Herald
5) Greg Hitchcock
6) Linda Hinkle
7) Fulton County Solid Waste |
| July 10 th | 1) Building Committee meeting
2) David Fox, Building Inspector, City of Gloversville
3) Nicole Hauser
4) Outreach Committee meeting |
| July 11 th | 1) Jim Walsh, City Electrician
2) Erinn McAvoy, Jaeger & Flynn |
| July 12 th | David Briggs, NBT Insurance |
| July 15 th | Staff meeting |
| July 16 th | 1) Organizational meeting
2) Board of Trustees meeting |
| July 17 th | 1) Firefighter West
2) Firefighter Minkler
3) Nicole Hauser
4) Ren Reed |
| July 22 nd | 1) Staff meeting
2) Lisa Buggeln |
| July 23 rd | 1) Christopher Hopf, UW Marx
2) Lisa Hayes, Butler Rowland Mays Architects |

July 24th Ginger Cato and Erin Eschler, HFM Prevention Council
July 25th 1) Eric Rice, NYS Department of Corrections
2) Firefighter West
July 26th Steve Smith, Steven E. Smith PE
July 29th 1) Theresa Kovian
2) Staff meeting
3) Mike Frank
July 30th Lisa Bugglen and Elizaabeth Batchelor



Gloversville Public Library

Children's Room Report: July 2019

Sally Fancher – Head of Children's Services

Summer Reading has gone very well. We had a few hiccups with program schedules, there were 3 events in one week and another week with only 1. While we try to ensure that this is not common, it happens when event providers have tight schedules, or come to us after our "drop dead" date. It is like the "first summer reading program" for the third year in a row because of our address changes. Now that we are home, we can keep things much more consistent. It is also our goal to be able to plan events many months in advance, now that we have a stable home.

Biggest hiccup of the year- we had over 200 people show for a program that we had anticipated 60. We were able to offer a second show, due to the generosity and kindness of the presenter and the patience of the crowd. Still, dozens of people were turned away with our deepest apologies. While there was some negativity on social media, the posts and comments were 95% positive. It was the teamwork and sincerity of our staff that made this situation less traumatic for all. This was by far, the largest turnout since we have returned. I believe this also speaks to the need to have educational programs that are free and family friendly. Many of our patrons are on tight budgets, do not have transportation, yet would like to get their kids to "something different". Who knew lizards were so appealing?

Commander Dave, the magician, drew an audience of about 64 in the Carnegie Room. The kids and adults had a wonderful time and the magician did a great job promoting summer reading, outer space and our library.

Traveling Story Time at the Museum served two purposes this year: regular story time and kick-off for the "Year of the Glove" kids' glove design contest. There have been several wonderful entries. All of the Traveling Story Time programs continue to draw great crowds. We had a super time at "Vintage Baby", a newcomer to our program. Our families were introduced to this shop and made a few purchases after the program. City Hall was also a great venue. The Mayor visited with the kids and parents at the end of the program. Our teen helper Bridget Will has done a great job interacting with the families and helping at the events. We have 4 more events, including Price Chopper, for the first time.

Outside entities have also been utilizing our space. Cornell Co-operative Extension has been reserving the lower activity room for a family cooking class, this has 6 sessions which will conclude in August. This has worked out very well. We moved in some tall tables and the presenter has used an electric skillet to show families how to make healthy meals. The Capital District Child Care Council has also hosted two events in our lower activity room.

Many families have taken advantage of the AC and come every day to play and read. The staff is constantly giving friendly reminders about our services, books and behavior. The staff members deserve credit for the constant smiles and positive interactions with patrons, even when the situation may seem tense.

Collection development is coming along. Weeding of different collections will continue as the summer winds down. Patrons are as excited as we are to see the new materials. We are happily overwhelmed with the positive reception of our new space.

Statistics for July 2019 are as follows (figures in parentheses are comparable figures for 2018)

	2019	2018
VISITORS	6,619	(6,647)

CIRCULATION

Adult Circulation	2,113	(1,838)
Teen Circulation	208	(167)
Juvenile Circulation	1,764	(1,084)
Audiobooks	346	(296)
eBooks	554	(464)
Music	28	(53)
Periodicals	71	(65)
Videos	1,447	(1,429)
Museum Passes	8	(4)
Subtotal	6,539	(5,400)
In-House Use		
Adult	11	(12)
Juvenile	100	(99)
Other Materials	1,289	(1,075)
Subtotal	1,400	(1,186)
Total Circulation	7,939	(6,586)

REFERENCE QUESTIONS	217	(178)
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MEETINGS/PROGRAMS/OUTREACH

65 Adult programs and meetings with 565 people	(46 Adult programs and meetings with 475 people)
6 Juvenile programs and meetings with 366 people	(13 Juvenile programs and meetings with 262 people)
7 Teen programs and meetings with 14 people	(0 Teen programs and meetings with 0 people)

INTERLIBRARY LOAN

Material Borrowed	831	707
Material Loaned	780	792
Total	1,611	1,499

COMPUTER USAGE	2,246	1,774
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HISTORICAL ROOM * Temporarily Closed

Visitors	1
Books Used	1
Reference Questions	1

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

Statistics for May, June and July 2019 are as follows:

	May	June	July
VISITORS	7,205	5,429	6,619
CIRCULATION			
Adult Circulation	1,762	1,737	2,113
Teen Circulation	171	124	208
Juvenile Circulation	1,364	1,141	1,764
Audiobooks	325	300	346
eBooks	538	654	554
Music	45	25	28
Periodicals	69	61	71
Videos	1,521	1,270	1,447
Museum Passes	4	3	8
Subtotal	5,799	5,315	6,539
In-House Use			
Adult	23	21	11
Juvenile	84	55	100
Other Materials	1,336	977	1,289
Subtotal	1,443	1,053	1,400
Total Circulation	7,242	6,368	7,939
REFERENCE QUESTIONS	264	271	217

MEETINGS/PROGRAMS/OUTREACH

May	77 Adult programs and meetings with 563 people 14 Juvenile programs and meetings with 225 people 16 Teen programs and meetings with 43 people
June	62 Adult programs and meetings with 375 people 13 Juvenile programs and meetings with 602 people 7 Teen programs and meetings with 14 people
July	65 Adult programs and meetings with 565 people 6 Juvenile programs and meetings with 366 people 7 Teen programs and meetings with 14 people

INTERLIBRARY LOAN

Material Borrowed	730	571	831
Material Loaned	771	631	780
Total	1,501	1,202	1,611

COMPUTER USAGE	1,787	1,566	2,246
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*HISTORICAL ROOM (in storage while in temporary location)

Visitors	0	0	1
Books Used	0	0	1
Reference Questions	0	0	1

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

Gloversville Public Library

Plan of Service

2019-2021

*Your library: a gathering place
where you can learn, grow, and enjoy.*

Tracker

The purpose of the scorecard is to provide a tool for assessing the success and record the results of implementing the goals, objectives and tasks outline in this plan.

This document should be updated yearly, but in many cases it will make sense to provide feedback as tasks are completed.

Space has been provided below most tasks, but provide attachments as needed.

People and committees are assigned in **bold**.

Goals

Four goals were created to support the mission statement. Two of these goals are focused on services provided by the Library, and two are focused on sustainability of the Library.

Service Goals:

1. Increase the use of the Library by the community.
2. Increase programming and outreach efforts outside the walls of the building to engage the community.

Sustainability Goals:

1. Develop and implement a framework to sustain the Library as a community resource.
2. Build and strengthen community partnerships with organizations and individuals.

Service Goal One – Objectives & Tasks

Increase the use of the Library by the community.

Objective: Evaluate existing Library programs and services.

- Task: **Key program staff** will meet three times per year to review, assess, and modify in-house programs and services.

	Date	Date	Date
Year 1			
Comments:			
Year 2			
Comments:			
Year 3			
Comments:			

Objective: Develop new Library programs and services. **Program committee & program staff**

- Task: Develop and implement two new in-house programs or services that meet the needs of underserved populations in the community.

Describe program: include population service, date(s) provided, & evaluation

<i>Program 1:</i>
<i>Program 2:</i>

Objective: Provide space for local community programs and meetings.

- Task: Inform community groups of the availability of spaces through advertising, social media, and tours, including the development of a virtual tour. **PR staff & PR Committee**

Describe tools used, population targeted & results.

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Objective: Provide a dynamic collection of information and recreational reading in a variety of formats in accordance with the Library's Collection Development Policy.

- Task: Develop and implement a schedule to evaluate the use and effectiveness of the Library's collection. This will include the addition and removal of materials. **Barb Madonna, Sally Fancher, Nicole Hauser**

Attach a copy of the schedule.

<i>Briefly describe conditions or criteria used for making significant changes to the Library's collection.</i>

- Task: Investigate new formats for the collection and adjust resources to accommodate the community's shifting consumption. **BM, SF, NH**

<i>Briefly describe some new formats investigated, appropriateness of them for this collection and community, resources needed to implement, and effectiveness of changes:</i>
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- Task: Investigate cost-saving options for the procurement of materials. **BM, SF, NH**

<p><i>Briefly describe some options that were investigated. Were they implemented? What was the proposed and actual savings? Were there any negative impacts?</i></p>

- Task: Investigate a program for the donation of materials. **BM, SF, NH**

<p><i>EX: Some libraries provide potential donors with a list of desired titles that can be purchased through booksellers.</i></p>
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- Task: Continue work with the Documentary Heritage and Preservation Society for New York for the development of and access to local history resources. **BM, NH, Ren**

<p><i>Briefly describe DHPSNYs services, the Library's partnership with them and the outcome.</i></p>

Service Goal Two – Objectives & Tasks

Increase programming and outreach efforts outside the walls of the building to engage the community.

Objective: Increase the number of Library programs offered off-site.

- Task: Key program staff will meet three times per year to review, assess, and plan for off-site programs and services. **Staff program committee**

	<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Year 1</i>			
<i>Comments:</i>			
<i>Year 2</i>			
<i>Comments:</i>			

Year 3			
Comments:			

- Task: Develop and implement one new off-site program or service that meets the needs of an underserved population in the community. **Staff program committee *need to discuss role of board and Friends**

Describe program: include population service, date(s) provided, & evaluation

Program:

Objective: Maintain a presence at community events. **Outreach Committee**

- Task: Attend at least six community events per year.

See attachment A:

- Task: Attend two to three public events in the year 2020-2021 for the Town of Broadalbin and the Mayfield School District.

See attachment B:

- Task: In 2021, conduct a survey of Broadalbin and Mayfield residents to gauge the feelings of the population in regard to Gloversville Public Library and its services. **Outreach Committee & Wade @ MVLS**

Provide attachments that include copies of the survey(s) used and a summary of the results for each community.

Sustainability Goal One – Objectives & Tasks

Develop and implement a framework to sustain the Library as a community resource.

Objective: Develop and implement a Communications Plan. **BM and Craig**

- Task: Review, evaluate, and adjust current methods of communications.

Report results:

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- Task: Create communications tasks and assign them to appropriate individuals, including the possibility of hiring new personnel.
Attach a copy of the tasks and assignments.

- Task: Develop a specific Library vote communications package.
Attach a copy

- Task: Evaluate and adjust the Communications Plan for effectiveness on an annual basis.
Comment on the evaluation and action taken

Year 1	
Year 2	
Year 3	

Objective: Evaluate and update existing governing documents, and develop new ones as needed.

Policy Committee

- Task: Develop a Sexual Harassment Policy by **September 2019** in accordance with New York State Law.

Attach a copy of the new policy.

- Task: Review and update the Library Bylaws by **December 2019**.

Attach a copy of the new By-laws

- Task: Maintain a list of policies and their past and future review dates, with reviews being conducted every three years. **Done, by Lisa B**

Attach a list of the schedule. Update with completion dates for each policy.

- Task: Complete the current round of policy review. **6 policies remain for 2019, plus pass new Patron Borrowing and develop Sexual Harassment.**

Use schedule listed above for reporting.

- Task: Complete the development of the Emergency Management Plan. **?? Work with Fulton County Civil Defense-Steve SantaMaria/Beth Whitman-Putnam**

Attach a copy of the Plan.

Objective: Identify and create a system of Library staff and Board development.

- Task: Develop and implement a staff orientation and training program, including an annual staff development day. **BM/NH/Linda Conroy/SF**

Include the date of the training and a list of topics covered.

Year 1	
Year 2	
Year 3	

- Task: Develop and implement a Board orientation and training program. **BM & Chris Pesses**

Attach a copy of the outline and/or training packet.

- Task: The Personnel Committee will update the Library Director evaluation process, including the establishment of a timeline. Changes to the evaluation process will be reported to the Board of Trustees. **Personnel Committee**

Attach a copy of the process.

- Task: Review and complete a detailed list of the treasurer’s monthly, quarterly, and annual tasks, duties, and financial procedures. **Finance Committee**

Attach a copy of the treasurer’s job description and procedures.

Objective: Strengthen the Library’s relationships with the Friends of the Gloversville Public Library and the Gloversville Library Foundation, Inc.

- Task: Identify and develop potential volunteer opportunities for the Friends. **???**

Attach a list of opportunities.

- Task: Review the Plan of Service with the Friends and the Foundation. **President and Liaisons**

Report date of review, and any feedback provided.

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- Task: Work with the Foundation to establish an annual appeal. **Liaisons**

Describe ideas, including date, tasks, and resources needed (personnel, supplies, technology, etc.)

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Objective: Ensure that the Library building and its grounds are kept up-to-date and are well-maintained. **Building Committee**

- Task: Develop a schedule and checklist to track the required inspections of facilities and equipment by outside contractors and agencies to comply with regulatory, safety, and warranty requirements.

Attach copies of schedule, checklist, agencies, and contractors.

- Task: Secure contracts with appropriate vendors to complete required inspections and maintenance.

Attach a list of contracts needed.

- Task: Develop and implement annual, semi-annual, seasonal, and monthly inspections or reviews of the buildings and grounds by the Building and Grounds Committee.

Attach minutes or reports.

- Task: Begin the development of a Disaster Response Plan.

Describe steps taken. Attach a copy of the Plan if available.

Objective: Develop and implement a budgetary process to reflect the changes in Library services.

- Task: Create a budget process timeline. **Finance Committee**

Attach a copy of the timeline.

- Task: Identify the factors that have an impact on the budget. **Finance Committee**

Attach a list of factors and their impact. Provide solutions to minimize their impact.

- Task: Review and update funding levels for the specific line items in the budget to reflect the changes in Library services, as well as long-term and short-term goals. **Finance Committee**

Attach minutes or reports of meetings.

- Task: Review staffing levels and wages. **Personnel Committee**

Attach minutes or reports of meetings. Attach copies of any schedules developed.

- Task: Develop a tracking system for the Program Committee budget and grants. **Staff program committee, Mike and Kathy VanValkenburg**

Describe steps taken. Attach a copy of the system if available.

- Task: Determine the role of grants in funding the Library’s mission. **Board (Finance/Program Committee)**

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Describe Board’s view of grants. Include dates of determination. Update as needed. Keep historic data.

- Task: Develop a plan to ensure sustainable use of the Library’s capital project grant funds. **Finance Committee**

Provide a copy of the plan or policy. Include roles of Friends and Foundation, if applicable.

Sustainability Goal Two – Objectives & Tasks

Build and strengthen community partnerships with organizations and individuals.

Objective: Share information with and capture feedback and ideas from patrons attending Library programs and meetings.

- Task: Develop a database of program attendees. **Staff program committee – id why we are collecting it – events/book renewal/plan of service**

Annual provide number of individuals in database.

Year 1	
Year 2	
Year 3	

- Task: Develop mechanisms for collecting and using feedback for future planning. **Staff program committee**

Attach copies of any tools used.

- Task: Provide updates to the Library’s community partners. **Outreach Committee? ADHOC Plan of Service?**

Attach copies of any meeting notes or feedback. Include dates and name of partners in attendance.

Objective: Establish relationships with groups and organizations not currently served by the Library. **Outreach Committee**

- Task: Connect with organizations that are already doing big things in the community.

List organizations and describe association.

- Task: Conduct six presentations per year to outside community groups.

See attachment C.

- Task: Conduct four Library tours per year.

See attachment D.

- Task: Develop and implement a plan for one-to-one advocacy with community leaders.

Attach a copy of the plan and schedule

Plan Evaluation & Community Follow-Up

Board of Trustees will review this plan annually in **August**.

Year 1	
Year 2	
Year 3	

Board committees will review the plan **twice a year**.

	Date	Date
Year 1		
Comments:		

Year 2		
Comments:		
Year 3		
Comments:		

Staff members during a **staff development day**.

Year 1	
Year 2	
Year 3	

During year one, follow-up with individuals in the community who participated in forums or who have provided their feedback about the plan.

2019-20	
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To obtain a Gloversville Public Library card, anyone 18 or older must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. [There is no charge for a library card when an account is first opened. Replacement cards for lost or stolen cards will cost \\$1 for adults and teens and 50 cents for children.](#)

To obtain a card for juvenile patrons, those ages 5 - 12 or in kindergarten, and for teen patrons, those ages 13 - 17, a parent, guardian, or care-giver is required to come into the library with identification and complete an application for the minor.

Applications must be filled out at the Library.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a patron can not have any outstanding debt as defined by [this policy](#). ~~the Fee and Charges Appendix.~~

Borrowing Limits

New adult and teen patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 5 DVDs. After 3 months, adult and teen cardholders may borrow a maximum of 25 items, which includes a maximum of 5 DVDs.

Patrons with a juvenile card may borrow a maximum of 7 books ~~from either department~~. Juvenile patrons may not borrow audio-visual items. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books

2 weeks: New adult fiction and magazines

1 week: DVDs & [museum passes](#)

Loan periods for eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

Replacement Fees for Lost Items

[Any item borrowed from the Library and not renewed or returned by its due date is considered overdue. Although the library does not charge a fee for overdue material, any item that is overdue 21 days or more will be considered lost and the borrower will automatically be charged a replacement fee for that item, and the borrower's account will be considered delinquent. The amount of the replacement fee is the price listed by the circulation system for that item.](#)

If a lost Gloversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived. If a lost Gloversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee.

A patron may only provide a replacement item in lieu of paying the replacement fee for an item owned by the Gloversville Public Library if the replacement is in very good condition, the same title, of the same format (hardcover for hardcover, paperback for paperback, DVD for DVD, etc.) and equivalent edition. (5th ed., extended version, bonus disc, etc.)

Items borrowed from other libraries will have fees assessed by the library that owns the item.

Damaged Materials

It is a patron's responsibility to return items in the **same condition** they were in when borrowed.

Any audio-visual item missing a disc is considered damaged.

If an item is damaged and can be repaired to a condition that makes it suitable for circulation, the following fees will be assessed:

- Books - a fee equal to 25% of the book's replacement value will be charged.
- DVD cases/covers - a \$3 fee will be charged.
- Audiobook cases - a \$5 fee will be charged.
- Replacement audiobook discs - an \$8 fee per disc will be charged. If replacement discs can not be purchased, the item can not be repaired to a condition that makes it suitable for circulation and whole item is considered damaged beyond repair.

If an item is damaged and can not be repaired to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Items borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the library that owns the item.

A damaged item will be held for **30** days for a patron to examine its condition.

Delinquent Accounts

Any adult or teen account with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges at the Gloversville Public Library suspended until the account is brought below those monetary thresholds.

Delinquent accounts may be referred to a collection agency for the purpose of additional collection procedures, this will include a non-refundable processing fee.

Any patron account with 5 items overdue will have all privileges at the Gloversville Public Library suspended until the items are renewed or returned.

CONFIDENTIALITY

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

When the Library Director receives any law-enforcement request for patron information the Director will consult with the Mohawk Valley Library System, Joint Automation and the Library's attorney. The Director will also keep the Board of Trustees informed. Under no circumstances will library staff release the name of a patron who has an item

Confidentiality of library records is governed by New York CPLR 4509 (see [Appendix A](#)).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised December 2006
Revised February 2009
Revised January 2012
Revised December 2012
Revised December 2013
Revised November 2015
Revised October 2016
Revised November 2017
Revised January 2018
[Revised August 2019](#)

NY CLS CPLR § 4509 (2001) § 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

GPL Board Contact Information 2019-20

Name	Email	Phone	Office & Term Exp.
Brown, Merry 39 Wooster St	m-brown-172@hotmail.com	725-5358 H	2020 Vice President
Carangelo, Frank 123 Woodlawn	keieshk@yahoo.com	725-2303	2022
Richard (Dick) Carlson 313 North Shore Rd, Peck Lake	Rcarlson17@aol.com	773-7571 h 605-6049 c	2020, (appointed 1 year), election 1 year, 2021 election 5 years
Clark, Craig 92 Oakland Ave.	craigsclark@gmail.com	332-7616 C	2020 President
Frank, Michael 186 Beech St Mayfield, NY 12117	mike186@nycap.rr.com (Not a board member appointed, not elected)	661-5328 H	Treasurer
Barbara Madonna 5 Monroe St	bmadonna@mvls.info – work bjmadonna@gmail.com – home	725-0231 C 725-2819	Library Director
Greg Niforos 248 Kingsboro Ave	GNiforos@gmail.com	617-413-9747 c	2020 (appointed 1 year), election 1 year, 2021 election 5 years
Reed, Charles W. (Ren) 104 E. State St.	reedchsc101@gmail.com	725-9372	2025 VP of Finance
Rohrs, Christian W. 40 S. Park Dr.	crohrs@gesdk12.org	844-9904	2025 Secretary
Pesses, Christine 45 Kingsboro	pescreed@gmail.com	*725-7841 H 221-8661 C	2022
Shrader, Susan 11 Windsor Dr.	sshrader@nycap.rr.com	773-2755 365-0532 C	2023
Blackmon, John 59 East Boulevard	jhblack@nycap.rr.com (not a board member, appointed, not elected)	725-9852	Claims Auditor

Committees 2019-20

Executive Committee – The Officers (President, VP, VP of Finance and Secretary)

Auditor – John Blackmon, 59 East Blvd, 725-9852

Budget and Finance – Ren Reed, Chair; Frank Carangelo, Sue Shrader, Barbara Madonna, Mike Frank

Buildings and Grounds – Frank Carangelo, Chair; Sue Shrader

Personnel – Sue Shrader, Chair: Merry Brown

Outreach – Merry Brown, Chair; Chris Pesses, Chris Rohrs, Ren Reed, Robin Lair, Patty Franco, Patty Hoyo

Program – Ren Reed, Chair: Chris Rohrs, Nicole Hauser, Sally Fancher, Chris Prokopiak,

Policy – Chris Pesses, chair, Barbara Madonna

Representatives to the Foundation – Chris Pesses and Greg Niforos

Staff committees

PR – Barbara Madonna, Nicole Hauser, Sally Fancher, Sonny Duross

Programming – Barb Madonna, Nicole Hauser, Sally Fancher, Christine Prokopiak, new hire?

August 2019 Buildings and Grounds

Hello everyone,

1. I have two addition contractor providing quotes for the pigeon netting. Well, I only got to #2 on this list when I got an email from one of the other companies. They are too busy to do it, but suggested a pest control company from Albany. My concern is that, per their website, they are a pest control company, not a mason and I don't know what kind of damage might be inflicted on the stone.
2. Steve Smith is working on the specs for the book to put the parking lot out to bid. Update: invitation to bid it out. There is a mandatory site visit on 8/22. Bids are due September 11 so we can award the contact at the September board meeting. I also had them include some work on the 58 E. Fulton Street lot; restriping the lot because the arrows are fading and doing some work on the east side of the E. Fulton Street entrance to address the issue of people driving out the wrong way and using the Probation driveway curb cut as an exit.
3. I spent about an hour learning how to program the timer for the hot water heater.
4. On 7/23 we had a bit of petty vandalism. Some kids trashed one of the plantings at the parking lot entrance. The staff and grounds committee salvaged what they could. The PD spoke to folks around the Library and checked the security cameras, but could not identify the kids. Apparently there were other businesses on Main St hit too. This happens about once every summer. Someone also broke the exterior outlet cover that we just replaced last week. I had George buy one more. Our two other options are leave it exposed to the weather or remove the outlet all together and cap the wires.
5. Wrapped things up with the Fire Department for our annual public inspection.
6. The architect and the engineer looked at the noisy HVAC systems in the meeting rooms and circulation areas. I'm told the software tech can do something.
7. One of the boiler relief valves is leaking. Mazon will be out to repair it.
8. The tempered glass partition for the treefort was delivered. We still need to install it.
9. The handicap button at the rear entrance is not working again. I have several emails into the contractors.
10. The site contractor added mulch around the cache basin by the rear walk and a little bit of stone to the north drip edge, but it still needs more.
11. The landscaper has been contacted about the bad grass on the south side. The site contractor was supposed to add new topsoil before the banks were seeded. The landscaper is asking if that will be done before he attempts to fix the issue.
12. No word from the County about their plans for the Probation Building.