



Minutes of the Gloversville Public Library Board of Trustees Meeting

August 20, 2019

The Gloversville Public Library Board of Trustees held a meeting on August 20, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Gregory Niforos, Susan Shrader, President Craig Clark, Charles Ren Reed, Frank Carangelo, Christine Pesses, Christian Rohrs, Michael J. Frank, Treasurer, Library Director Barbara Madonna. 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. Absent was Merry Brown.

There was no public comment. Mrs. Pesses motioned to accept the July 2019 Meeting minutes with a second by Mr. Carangelo. Mrs. Pesses also motioned to approve the Organizational Minutes, seconded by Mr. Reed.

Mr. Clark asked Mr. Carangelo to review the Financial Report for the month of July 2019. Mr. Frank informed the Trustees that our income for the month was down approximately \$63,600 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$64,000. In the prior fiscal year, the Foundation gave the Library \$64,000 which has not been budgeted for in this fiscal year. Expenses for the month of July 2019 are up approximately \$9,500 due to higher salaries and salary related benefits and higher Insurance Expense. 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 August 2019 numbered 1840 through 1874 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. Pesses made a motion, seconded by Mr. Niforos, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. LaPorta presented a report on the Friends of the Library. The Friends have their annual meeting the first Thursday in September. All are welcome to attend. Friday, 8/23 an Apple Crisp Social will be held from 3-5 PM. The Friends are hosting a Basket Raffle and all are welcome to contribute baskets. Participants have until Wednesday, 8/28 to donate. Tickets will be on sale until late October with the drawing on October 26 at 2pm. There will be a barbecue on 9/20 for which tickets are on sale. The Friends offer a service for home book pick-up and drop off. Please contact Ginny Mazur to coordinate this effort.

When asked for an update from the Foundation meeting, it was noted that there had been no said meeting.

Mr. Clark asked Mr. Frank to provide an update from the Buildings and Grounds committee. Mr. Carangelo explained that bids for the new parking lot are due on 9/11. The packet includes repainting the parking stripes and arrows in the existing lot. There will be a mandatory visit Thursday, 8/22 at the Library for contractors wishing to submit a bid. Discussion on the netting over the front entrance regarding the pigeon problem. A masonry company suggested a pest control company out of Albany; however, it is the concern of the committee to install the netting anchors without affecting the structural integrity of the library. The architect and the mechanical engineer stopped to examine the noisy air conditioning problem. Mr. Carangelo also noted instances of vandalism, such as plantings around the library being affected. Video of the area and subsequently filed police reports have not identified who is responsible; however, members of staff and Friends have done well to fix the issue. Mr. Carangelo also discussed an electrical issue including damage to a covered outlet closest the library parking lot. It has been replaced; however, there are concerns that it has been broken again.

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

Mrs. Pesses provided an update from the Ad Hoc Policy committee. Mrs. Pesses presented changes to the Patron Borrowing policy regarding fines. After 21 days, instead of 28, patrons will be charged with the replacement cost of the book. Ms. Madonna explained how phone calls are made by staff: two reminders (phone calls) by staff are made, then a bill is issued. The biggest change would be how quickly people will be charged for a lost book. Mrs. Pesses made the point that there is a regressive element to continuing to charge lost books; however, there is also the concern of the loss of funds to the library. During the 2018-19 fiscal year the Library received \$5,333 in fines. The second policy reading will be next month. Ms. Madonna feels that this would create an uptick in circulation if the library were to go fine-free. National study demonstrate that patrons who owe fines feel dissuaded from visiting the library. Mr. Rohrs asked if the library continues to accept canned goods in lieu of fines, to which Ms. Madonna answered the library no longer does do a canned food drive. Mr. Frank mentioned a concern that the public may not be welcomed here if they owe fines. Mrs. LaPorta suggested that our Library may create an image that funding is not necessary.

Mrs. Pesses also mentioned that the Sexual Harassment policy must be in place by the end of September. First reading of the Sexual Harassment policy will be discussed at the Policy meeting to be discussed before the board at the end of September. Next policy meeting TBA.

Mrs. Pesses provided an update from the Outreach Committee in Ms. Brown's absence. It was noted that committee member Robin Lair put together a video slideshow including images and music to present at Outreach events. This slideshow was used at the Office of the Aging picnic. Railfest was a success. Mr. Reed is now helping Mrs. Pesses with library tours. Tours will be accompanied with a booklet of before-and-after photos of the library. Next tour is Thursday, 11AM 8/22. Monday, 8/26, Friday, 8/30 at 12P. Tour information will be posted on the website.

Mr. Clark asked for an update on the Personnel Committee from Ms. Madonna. Ms. Madonna is planning interviews for Library Clerk position and Library Assistant for Youth Programming. A new employee handbook will be needed included a Director's evaluation form.

Mr. Reed noted that there had been no Program Committee meeting as of yet; however, they were planning to meet 8/29.

Ms. Madonna provided the director's report. She discussed the donor plaque campaign and their efforts to post the plaques one year since the opening. All donors who were eligible for a recognition wall plaque for 1,000-5,000 have received a letter stating recognition for their donation. Letters indicated donation amount and naming on the plaque (wording, etc.) Naming opportunities will be posted on a plaque, but said plaque will not be posted on the actual object to which donation was designated. Any phone calls taken regarding plaque donations should be forwarded to Lisa Buggeln.

Although no Old Business was discussed, Ms. Pesses discussed new business including her willingness to conduct a new board member orientation for members Mr. Niforos and Mr. Richard Carlson. Anyone interested in participating are welcome to attend. Mr. Reed suggested new/current board training/presentations by Eric Trahan from MVLS.

When asked to adjourn, Mr. Reed motioned to adjourn, seconded by Ms. Pesses. All members responded with "aye".

Respectfully submitted,

Christian Rohrs
Secretary