



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
August 18, 2020 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the July 2020 meeting  
Accept minutes of the July 2020-2021 organizational meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: September 15, 2020 at 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Organizational Meeting

July 21, 2020

The Gloversville Public Library Board of Trustees held an Organizational Meeting July 21, 2020 at 6:30 PM via Zoom Video Conferencing. The meeting was presided by treasurer and recording secretary Michael Frank. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Treasurer Mike Frank, Secretary Christian W. Rohrs, Library Director Valerie Acklin, Christine Pesses, Craig Clark, Richard Carlson, Sue Shrader, Gregory Niforos, and *Leader Herald* reporter Ashsley Onyon.

Valerie Acklin  
Library Director

Mr. Frank called the meeting to order at 6:30 PM.

The following trustees were sworn into office for one-year terms: Merry Dunn-Brown, Richard Carlson, Gregory Niforos, and Craig Clark. Mr. Frank was sworn in as Treasurer, and Valerie Acklin was sworn in as Library Director and Library Election Clerk. Nicole Hauser was sworn in as Deputy Election Clerk.

Mr. Frank then asked for motions to elect Charles “Ren” Reed as president of the board. Ms. Dunn-Brown made a motion, with a second motion made by Mr. Clark. The board approved with “aye.” At this point, Mr. Reed presided over the remainder of the organizational meeting.

Mr. Reed asked for a motion to elect Ms. Dunn-Brown as vice president of the board. Mrs. Pesses made a motion, with a second motion made by Mr. Carlson. The board approved with “aye.”

Mr. Reed asked for a motion to elect Mr. Niforos as vice president of finance. Mr. Carlson made a motion, with a second motion made by Mr. Rohrs. The board approved with “aye.”

Mr. Reed asked for a motion to elect Mr. Rohrs as Secretary. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with “aye.”

Mr. Reed then asked for a motion to approve the following items on the agenda. Mr. Clark made a motion, with a second motion made by Mrs. Pesses. The following items include:

- Contract with Library Director
  - ◇ Motion to approve Valerie Acklin to the position as Library Director for the 2020-2021 fiscal year.
  - ◇ Motion to set compensation for Valerie Acklin at \$65,000 for the 2020-2021 fiscal year.
- Contract with Treasurer and Recording Secretary
  - ◇ Motion to renew the contract with Michael Frank as Treasurer and Recording Secretary
  - ◇ Motion to set compensation for Michael Frank at \$8,800 for the 2020-2021 fiscal year.

- Set regular meeting time and date
  - ◊ Motion to set the 3<sup>rd</sup> Tuesday of the month at 6:30 PM as the regular meeting time and date.
- Set Bank of Record
  - ◊ Motion to declare NBT as the Gloversville Public Library's bank of record.
  - ◊ Motion to authorize the President, Vice President, Vice President of Finance, Secretary, and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
  - ◊ Motion to allow business with other commercial banking institutions with board approval.
- Set Newspaper of Record
  - ◊ Motion to declare *The Leader-Herald* as the newspaper of record for the Gloversville Public Library.
    - ◆ All legal notices and notices of meetings will be in *The Leader-Herald*.
- Set Insurance Agencies
  - ◊ Motion to declare NBT Insurance Agency to be the agent for the Gloversville Public Library for the following types of coverage:
    - ◆ Director and Officers Insurance policy
    - ◆ Business and Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
    - ◆ Disability insurance policy
  - ◊ Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy.
  - ◊ Motion to declare the First Non-Profits Companies the administrator for the Library's unemployment insurance.
  - ◊ Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library's health insurance.
- Indemnification of Library Trustees
  - ◊ Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.
- Set Date of Gloversville Public Library Vote
  - ◊ Motion to declare the 1<sup>st</sup> Tuesday in May, 2021 as the date for the Gloversville Public Library Vote (May 4<sup>th</sup>, 2021)

The board approved the above listed items with a vote of "aye."

Mr. Reed then asked for a motion to elect two representatives to the Gloversville Public Library Foundation. When asked to elect Mrs. Pesses, Mr. Rohrs made a motion, with a second motion made by Mr. Niforos. When asked to elect Mr. Niforos, Mr. Rohrs made a motion, with a second motion made by Mr. Reed. The board approved with "aye."

Mr. Reed moved to appoint chairpersons to the following committees:

- Budget and Finance: Gregory Niforos
- Buildings and Grounds: Richard Carlson
- Outreach: Merry Dunn-Brown
- Personnel: Sue Shrader
- Public Relations: Christian W. Rohrs
- Program: Charles "Ren" Reed
- Policy: Christine Pesses

Mr. Reed asked for a motion to the following items:

- Closure of the library for Federal Holiday Observances and a 1:00 PM closing for Thanksgiving, Christmas Eve, and New Year's Eve.
- Designation of the Library Director to be the appointing authority for Civil Service employment actions.
- Appointment of Mr. John Blackmon as claims auditor.

Mrs. Pesses made a motion to approve these items, with a second motion made by Mr. Rohrs.

At 6:48 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Carlson. The board approved with "aye."

Respectfully submitted,

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Christian Rohrs, Secretary



## Draft Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting July 21, 2020

The Gloversville Public Library Board of Trustees held a scheduled board meeting July 21, 2020 at 6:48 PM via Zoom Video Conferencing. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Treasurer Mike Frank, Secretary Christian W. Rohrs, Library Director Valerie Acklin, Christine Pesses, Craig Clark, Richard Carlson, Sue Shrader, Gregory Niforors, and *Leader-Herald* reporter Ashley Onyon.

When asked for public comment, there was none.

Mr. Reed asked for a motion to approve the June meeting minutes. Mr. Clark made a motion, with a second motion made by Mrs. Pesses. Hearing no objection, the board approved with a vote of “aye.” Mr. Reed asked for a motion to approve the June 30 special meeting minutes. Mrs. Pesses made a motion, with a second made by Ms. Dunn-Brown. The board approved with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the fiscal year ending June 30, 2020. Mr. Frank informed the Trustees that our income for the year exceeded our budget by approximately \$11,800 but was below last year by approximately 26,500. The biggest difference in this year being over budget was a \$13,000 Bullet Aid Grant received this year as compared to a \$4,000 Bullet Aid Grant last year. Mr. Frank also informed the Trustees that our expenses came in at approximately \$69,500 under budget primarily due to the retirement of Ms. Madonna and the closing of the Library due to the Covid-19 virus. This resulted in the Library spending approximately \$94,100 more than we took in during the fiscal year ending June 30, 2020. In the original budget we expected to have a shortfall of approximately \$175,000. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Clark made a motion, seconded by Mrs. Pesses, to accept the Financial Report as presented. This was approved, all voting “aye.”

Mr. Frank distributed the Warrants list for July 2020 numbered 2123 through 2146 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 Ms. Dunn-Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved, all voting “aye.”

Mr. Reed delivered the Friends of the Library report, provided by Mrs. Jean La Porta via email. Mrs. La Porta noted that the Friends newsletter will be out in August. The pie delivery was a success and she would like to thank Ginny, John, and Sally for coordinating parking lot pick up. A chicken barbecue is scheduled for Friday, September 18 at Whitey’s in Johnstown from 4-6 PM. Please contact Marion Clemente or Barbara Reppenhagen for tickets. The baskets for the raffle are due in mid-August. Please contact Nancy Krawczeski for details.

Mr. Reed asked Mr. Frank to deliver a report from the Foundation. Mr. Frank noted that the Foundation has not met.

Valerie Acklin  
Library Director

2020-2021  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Reed asked Mr. Carlson and Mrs. Shrader for an update from the Buildings and Grounds Committee. They were able to meet with new library director, Valerie Acklin, and discuss several items. They discussed reopening plans and setting up plexiglass barriers, the parking situation, the damaged speed bump, and the annual fire inspection. Additionally, they discussed the potential of gender-neutral bathrooms, exterior lights staying on during the daylight, securing contracts for snow removal, and the landscaping on the side hill.

Mr. Reed asked for a report from the Policy Committee, to which Mrs. Pesses noted that the Policy Committee had not yet met.

Mr. Reed asked for a report from the Outreach Committee. Ms. Dunn-Brown noted that the committee is working on outreach plans which adhere to proper protocols, and which will be shared with the board at a later date.

Mr. Reed asked for an update from the Personnel Committee. The committee would like to welcome Darla and Valerie to the GPL family. They also made revisions to the Employee Handbook including work week hours, new leave policies (such as FMLA), voting leave, jury duty, etc. Mr. Reed asked for a motion to approve the Employee Handbook, and Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The board approved with "aye".

Mr. Reed asked for an update from the Program Committee. Summer reading is going "in full force" and there are a lot of virtual programs for children. The Storytime Stroll is going well and the adult book Club will be having a virtual meeting soon. As reopening continues, the committee will have a better idea about future adult programming.

When asked for an update from the Public Relations committee, it was noted that there was no report.

Mr. Reed asked Ms. Acklin to deliver the Director's report. Ms. Acklin would like to thank everyone for a wonderful beginning few weeks at GPL. She would like to thank Nicole Hauser for her assistance in getting everything set. She is pleased to announce the reopening and noted it is going well. In fact, there were 26 patrons visiting on the first day of reopening and, as of July 21, there was an uptick in attendance. Mrs. Pesses inquired about Ms. Acklin's interactions with staff, and she noted that she has already spent a great deal of time on the public floor with everyone.

Mr. Reed asked if there was any old business. There was none.

Mr. Reed asked if there was any new business. There is a current board vacancy. There will also be another board vacancy at the end of August. However, since a vacancy cannot be announced in advance, we might have Ms. Acklin send a generic board seat vacancy ad to the paper, with a two-week deadline from the issue of the letter, and interested parties will be contacted by the committee. The advertisement has also been posted on Facebook and on the website. To this, Mr. Reed recommended Mrs. Pesses and Ms. Dunn-Brown as interview committee members.

Mr. Frank informed the Trustees that since we continued to pay our employees during the time we were closed that we were eligible for a credit on our second quarter 941 tax form of up to 50% of the first \$10,000 paid to each employee in wages or for medical insurance. This will amount to a refund of approximately \$46,000 from the Internal Revenue Service.

Mrs. Shrader would like to thank Barbara Madonna and Nicole Hauser.

Mr. Reed would like to thank Mr. Clark for all of his work with the hiring of a new Library Director.

At 7:51 PM, Mr. Reed asked for a motion to adjourn. Mr. Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved to adjourn with "aye."

Respectfully Submitted

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Christian W. Rohrs

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2020**

	Budget July 1, 2020 to June 30, 2021	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	\$0.00	\$0.00	\$453,695.00
Investment Income	2,600.00	13.58	13.58	106.26	2,586.42
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	0.00	0.00	10,000.00
Government Affiliations	7,000.00	0.00	0.00	414.98	7,000.00
Fines & Miscellaneous Income	9,000.00	176.09	176.09	1,085.94	8,823.91
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u>\$492,295.00</u>	<u>\$189.67</u>	<u>\$189.67</u>	<u>\$1,607.18</u>	<u>\$492,105.33</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on July 1, 2020	\$201,071.50				
Plus: Receipts Per Report	189.67				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>76,874.39</u>				
Income Cash Balance on June 30, 2020	<u>124,386.78</u>				
Cobra Reserve Balance	(6.63)				
Accounts Payable as of 07/31/20	14,946.50				
Accts Rec- IRS Covid 19 Payroll Taxes Paid	2,903.55				
Due to Employees	17.38				
Deferred Liability - Prepaid Med. Ins.	2,437.20				
Prepaid Expenses as of 07/31/20	<u>0.00</u>				
Actual Cash Balance on July 31, 2020	<u>\$144,684.78</u>				

Prepared By,  
Michael J. Frank, Treasurer

Submitted By,  
Greg Niforos, Vice President of Finance



**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**JULY 2020**

	Budget July 1, 2020 to June 30, 2021	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$292,935.00	\$ 22,678.09	\$ 22,678.09	\$ 21,491.54	\$270,256.91
Salaries - Part Time Employees	81,266.00	4,992.82	4,992.82	4,469.32	76,273.18
Salaries - Custodians	30,594.00	2,549.52	2,549.52	2,444.10	28,044.48
F I C A & Medicare Tax	30,966.00	2,376.66	2,376.66	2,159.74	28,589.34
Unemployment Insurance	800.00	236.00	236.00	193.00	564.00
Disability & Family Leave Insurance	2,000.00	853.65	853.65	473.24	1,146.35
Medical Insurance & Reimbursements	47,558.00	6,507.54	6,507.54	6,215.02	41,050.46
Worker's Compensation Insurance	3,000.00	3,593.62	3,593.62	3,002.21	(593.62)
Pension Expense	35,000.00	0.00	0.00	0.00	35,000.00
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	522.17	522.17	528.36	6,197.83
Insurance	25,000.00	21,040.97	21,040.97	5,667.02	3,959.03
Books, Periodicals, etc.	46,500.00	2,334.71	2,334.71	3,286.05	44,165.29
Computer & Automation Services	13,200.00	999.28	999.28	913.69	12,200.72
Library, Office Supplies & Postage	11,500.00	15.89	15.89	195.74	11,484.11
Maintenance, Repairs & Bldg. Supplies	3,000.00	13.32	13.32	14.10	2,986.68
Maintenance Contracts	27,299.00	6,902.46	6,902.46	0.00	20,396.54
Treasurer	8,800.00	700.00	700.00	700.00	8,100.00
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	1,000.00	0.00	0.00	0.00	1,000.00
Events & Programming	5,000.00	300.00	300.00	400.00	4,700.00
Promotion Expense	4,800.00	0.00	0.00	0.00	4,800.00
General Expense	<u>1,300.00</u>	<u>257.69</u>	<u>257.69</u>	<u>232.89</u>	<u>1,042.31</u>
<b>TOTAL EXPENSE</b>	<b><u>\$711,388.00</u></b>	<b><u>\$76,874.39</u></b>	<b><u>\$76,874.39</u></b>	<b><u>\$52,386.02</u></b>	<b><u>\$634,513.61</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2020**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,417.20)	\$1,131.10	FICA & Medicare Expense
			2,286.10	Payroll
6448		Gloversville Public Library	11,720.06	Payroll
6449	2123	Michael J. Frank	700.00	Treasurer
6450	2124	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6451	2125	United Health Care	17.40	Medical Insurance
6452	2126	M V P Health Care, Inc.	3,655.80	Medical Insurance
6453	2127	Frontier Communications	522.17	Telephone
6454	2128	National Grid	1,574.49	Accounts Payable
6455	2129	Business Card (352.02)	317.03	Accounts Payable
			20.00	Computer & Automation
			14.99	G/E - Zoom Membership
6456	2130	The Leader-Herald	124.00	Accounts Payable
6457	2131	Mohawk Valley Library System	932.24	Computer & Automation
6458	2132	Gloversville True Value Hardware	4.99	Maintenance & Repairs
6459	2133	Derby Office Equipment, Inc.	15.89	Library Supplies
6460	2134	Proforma	465.79	Accounts Payable
6461	2135	Palmateer Trucking & Container Service	98.00	Accounts Payable
6462	2136	Ingram Library Services	15.84	Accounts Payable
6463	2137	Center Point Large Print	104.18	Accounts Payable
6464	2138	Kathryn McCary	300.00	Accounts Payable
6465	2139	First Nonprofit Unemployment Program (436.00)	200.00	Cash Reserve
			236.00	Unemployment Insurance
6466	2140	WALDO	269.22	Data Base Expense
6467	2141	Gary Van Slyke	75.00	Events & Programming
6468	2142	Kingsboro Lumber Co., Inc.	8.33	Maintenance & Repairs
6469	2143	United States Treasury	12.70	G/E- Med. Reimb. Acct. Fee
6470	2144	Liberty Mutual Insurance	20,291.46	General Insurance
6471	2145	George J. Steele	225.00	Events & Programming
6472	2146	Mohawk Valley Library System	47.04	Computer & Automation
6473		Gloversville Public Library	12,818.33	Payroll
		E F T NYS & Local Retirement System	392.34	Pension - Withholdings
		E F T NYS Tax Department	1,114.10	Payroll
		E F T United States Treasury (3,859.12)	1,245.56	FICA & Medicare Expense
			2,613.56	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	414.54	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2020	<u>64,261.79</u>	
		PETTY CASH PAID OUTS - JULY 2020		
		None	<u>0.00</u>	
		<b>TOTAL JULY 2020 PAID OUTS</b>	<u><b>\$64,261.79</b></u>	
		Less: Medical Insurance - Johnson	(1,218.60)	
		Plus: Prepaid Expense	18,050.53	
		Less: Cash Reserve	(200.00)	
		Less: Accounts Payable	(2,999.33)	
		Less: Disability Reimb. - Hauser	(1,020.00)	
		Less: Cobra Reimbursement - Madonna	0.00	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$76,874.39</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2020	\$171,106.77
Plus: Receipts:	
Interest on Money Market Account	13.03
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on July 31, 2020	<u>\$121,119.80</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2020	\$799,851.59
Plus: Receipts:	
Interest on Money Market Account	101.90
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
Balance on July 31, 2020	<u>\$799,953.49</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on July 1, 2020	\$119,494.04
Plus: Receipts:	
Interest Earned	2.03
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
Balance on July 31, 2020	<u>\$119,496.07</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on July 1, 2020	\$273.65
Plus: Receipts:	
Interest Earned	0.00
Donations _ Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on July 31, 2020	<u>\$273.65</u>

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of July 1, 2020		\$560.47
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 July 31, 2020		\$560.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of July 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 July 31, 2020		\$371.62

**ADVOCACY GRANT**

Balance as of July 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 July 31, 2020		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of July 1, 2020		\$3,325.00
Appropriation Provided For In 2020-2021 Budget		6,500.00
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 July 31, 2020		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of July 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 July 31, 2020		\$2,507.18

**PARK TERRACE PTA - COLORTHON**

Balance as of July 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 Colorthon Funds Left at July 31, 2020		\$559.25

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**July 31, 2020**

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

Balance Per Bank Statement \$ 14,000.84

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/17/20	6372	James Esper Landscaping	2,100.00	
05/19/20	6418	James Esper Landscaping	4,700.00	
07/21/20	6450	The Paul Revere Life Insurance Company	278.54	
07/21/20	6451	United Healthcare	17.40	
07/21/20	6461	Palmateer Trucking & Container Service	98.00	
07/21/20	6469	United States Treasury	12.70	
		Total Outstanding Checks		<u>7,206.64</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

\$ 6,794.20

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

Balance Per Bank Statement \$ 9,437.91

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
07/31/20	5403	Nicole L. Hauser	1,318.93	
07/31/20	5405	Sally A. Fancher	1,178.20	
07/31/20	5406	Linda B. Conroy	1,239.36	
07/31/20	5407	Jameson M. Duross	848.16	
07/31/20	5410	Valerie A. Acklin	2,024.55	
07/31/20	5412	Sally L. Ostrander	422.90	
07/31/20	5413	Kathy Van Volkenburg	43.01	
07/31/20	5414	Christine T. Prokopiak	148.69	
07/31/20	5415	Kimberly A. Collar	366.77	
07/31/20	5417	Kelly S. Lawlor	437.05	
07/31/20	5418	Bailey J. Darling	410.23	
		Total Outstanding Checks		<u>8,437.85</u>

Other Items:

Encoding Error Ck. No. 5386 (0.06)

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

\$ 1,000.00

<b>NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996</b>					
Balance Per Bank Statement					\$ 121,119.80
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks				<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 121,119.80</u></u>

<b>NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428</b>					
Balance Per Bank Statement					\$ 799,953.49
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks				<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 799,953.49</u></u>

<b>NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715</b>					
Balance Per Bank Statement					\$ 119,496.07
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks				<u>-</u>	<u>-</u>
Other Items:					
None				<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 119,496.07</u></u>

<b>NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274</b>					
Balance Per Bank Statement					\$ 273.65
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks				<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 273.65</u></u>

\_\_\_\_\_  
 Prepared By,  
 Michael J. Frank, Treasurer

\_\_\_\_\_  
 Reviewed and Approved By,  
 Greg Niforos  
 Vice President of Finance



## **Gloversville Public Library**

Director's Report: July 2020

Valerie Acklin — Library Director

### **COVID-19**

The library reopened with limited service on Monday, the 20<sup>th</sup> of July. Patron access is limited to 25 patrons at any time, and only limited areas of the building are accessible for browsing (media, non-fiction, fiction, magazines, and Youth Services). So far, we have not had any patrons waiting for entry and have averaged 35-40 entries per day. Face masks are required for the length of all visits and hand sanitization is required upon entry. While there have been a few grumbles, overall the community has been compliant and understanding regarding these health requirements.

For now, we are going to remain at the current phase of public access. Once school has been in session for a month and we can confirm that there isn't a spike in the numbers, I'd be willing to look at opening up our public computers for limited socially-distant use, using a timed reservation system. But that would entail that we step up our cleaning regimen – both because it would increase the number of people in the building and the areas to be cleaned. So for now, I believe the safest course of action would be to stay where we are, which is working well. Along similar lines, we will continue with online-only programming through the calendar year, when we'll re-evaluate the situation.

### **Physical Plant**

We continue to have a few ongoing small issues with building, including the locking mechanisms on both the front and rear doors, the outdoor lights, as well as an assumed roof leak that is likely chronic and can be observed impacting Children's in bad weather. Chris Hopf of UW Marx has been contacted and will, hopefully, help us identify and solve the door problems. Keith Whitman from DLC Electric stopped by to look at the outdoor lights and determined that the photo sensor is faulty. New parts have been ordered. TBS investigated the water leak and suggested we contact whoever did the original masonry and/or roof work for the Library renovation. It's my hope that Chris Hopf will also assess the roof, in the addition to the doors.

### **Personnel**

I am currently scheduling one-on-one meetings with entire staff, in order to get to know them, learn what they do, how they feel about their role, and their thoughts on the library's future. It's my hope that the insight I gain can help me look at the library holistically, and ensure that our organization and procedures are as efficient and effective as possible.

### **Community Report**

I continue to work on the Community Report and hope to have completed for review by Board of Trustees by the end of next week. Once it is finalized it will be uploaded to the website, and be printed and placed at the Main Circulation Desk for members of the public.

### **Policies**

I've suggested to the Policy Committee that the Library adopt a Pandemic Policy, a Minimum Staffing Policy, a Responsibility of Library Operations Policy, and a Social Justice Policy. I am currently in the midst of writing each of these documents and will distribute first to the Policy Committee upon completion.



## Gloversville Public Library

Children's Room Report: July 2020

Sally Fancher – Library Assistant, Head of Children's Services

The Youth Services area welcomed Darla Barry on July 1, 2020. Darla will be the Library Assistant, Head of Children's Services, when I retire on September 26, 2020. Darla is learning the ropes for pandemic, and post-pandemic supervision of the Youth Center.

The first Monday of Story Time Stroll had only two glitches, two of our business partners changed their hours and had to get their new pages on Tuesday. Over all, it is going very well. Our businesses have reported many families dancing and singing outside their windows. We have also gone through a bunch of Story Time stickers.

Mrs. Barry and I are working jointly on collection development. Darla is bringing her experience from an elementary school library and making a wish list for our next Ingram order. We will be practicing the process as well as updating our collection based on her knowledge of popular titles for kids. It's a win win!

July 20 was the re-opening with limited services and allowing patrons back in the building. The response has been very positive and the staff is getting used to very different roles. Manning different posts throughout the Library limits the time Darla and I have for "training". We are working very hard to prepare for the unknown

Face Book live went well with Gary Van Slyke. Always popular in person, he was just as wonderful with a virtual performance: 452 views. He will be doing a second show, "Animal Songs", in August.

Craft and Story Time is also successful. Take and Make craft bag distribution has been a big hit. Families have taken at least 121 bags at this time. We also have had parents send pictures of the kids making the crafts at home. The last Craft and Story Time was going to be August 13, but Darla and I are working on producing one more. We are trying to get a couple of hours of free time together in August to complete this and some more Story Times for September.

July 21 was a FB live show with local naturalist educator George Steele. This was a virtual nature walk through the Prospect Hill Cemetery looking for animal tracks and scat. Over 270 people viewed this live nature walk. Many more watched at a later time. Did you know that woodchucks climb trees? I didn't until now.

Read Squared is going well, we have many people signed up to keep stats of their reading and to win Friends' raffle baskets.

July 31 was Face Book Live with Mr. Matt of Turtle Dance Music Company. We had several families participate through the comments section during the show. 81 views were recorded that day.

The July water test for the HVAC system went well, and the system seems to be doing very well. The next scheduled visit is late August. I have noted that the yearly fire inspection has not yet been done, but the GFD is aware and will contact us to make an appointment, as they are still dealing with a backlog from the PAUSE.



Statistics for **July 2020**

are as follows (figures in parentheses are comparable figures for 2019)

**Governor's Executive Order, Covid 19 phase 4 reopening guidelines: CURBSIDE pickup only from 6/22/2020 - 7/19/2020, OPENED 7/20/2020 with limited access for patrons**

	<b>2020</b>	<b>2019</b>
<b>VISITORS</b>	<b>3,993</b>	<b>(6619)</b>

**CIRCULATION**

Adult Circulation	800	(2113)
Teen Circulation	44	(208)
Juvenile Circulation	391	(1764)
Audiobooks	81	(346)
eAudio	155	
eBooks	753	(554)
Music	0	(28)
Periodicals	68	(71)
eMagazines	43	
Videos	417	(1447)
Museum Passes	0	(8)
Subtotal	<b>2,752</b>	<b>(6539)</b>
In-House Use		
Adult	15	(11)
Juvenile	0	(100)
Other Materials	0	(1289)
Subtotal	15	(1400)
<b>Total Circulation</b>	<b>2767</b>	<b>(7939)</b>

<b>REFERENCE QUESTIONS</b>	<b>46</b>	<b>(217)</b>
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**MEETINGS/PROGRAMS/OUTREACH**

10 Adult programs and meetings with 84 people	65 Adult programs and meetings with 565 people
13 Juvenile programs and meetings with 2008 people	6 Juvenile programs and meetings with 366 people
0 Teen programs and meetings with 0 people	7 Teen programs and meetings with 14 people

**INTERLIBRARY LOAN**

Material Borrowed	465	(831)
Material Loaned	744	(780)
Total	<b>1,209</b>	<b>(1611)</b>

<b>COMPUTER USAGE</b>	<b>286</b>	<b>(2246)</b>
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<b>HISTORICAL ROOM *</b>	Temporarily Closed	
Visitors		(1)
Books Used		(1)
Reference Questions		(1)

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