



**Gloversville Public Library**  
**Minutes of the Meeting of the Board of Trustees**  
**December 21, 2021**  
**6:00 PM**

The Gloversville Public Library Board of Trustees held their regular Board meeting December 21, 2021. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Christine Pesses, Sue Shrader, Richard Carlson, Caren Pepper, John Mazur, Library Director Valerie Acklin, and Treasurer Michael Frank. Mr. Reed agreed to serve as secretary pro tempore.

Mr. Reed called the meeting to order at 6:00 PM and all present recited the Pledge of Allegiance.

Mr. Reed asked if there was any public comment and asked that individual comments be limited to 5 minutes. Mrs. Pam Sproule shared her disappointment about the Library program Jolly Readers being put on hiatus until further notice. She said that any Library that did not have a book club was failing in its duty. Ms. Acklin informed the Board that Jolly Readers is a "read and discuss an individual book by all attendees" style of book club was being replaced with a "read and review a book by each individual attendee" style of book club. A discussion ensued about the type of books the Library had chosen in the past and that if more "popular" books had been chosen, then the number of attendees at Jolly Readers might have been higher. Mr. Reed thanked Mrs. Sproule for her comments and indicated that Jolly Readers would be discussed at the Board's next Program Committee meeting.

Mr. Reed asked if there was any discussion regarding the November minutes. Hearing none, Mr. Mazur made a motion to approve the minutes which was seconded by Mr. Niforos. The Board unanimously approved the minutes with a vote of "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the five-month period ending November 30, 2021. Mr. Frank informed the Trustees that our income for the period was up by approximately \$109,800 as compared to the same period of the preceding year, primarily due to the increase in the tax levy and also the increase in the IRS Payroll Credit due to Covid 19. Mr. Frank also informed the Trustees that the Friends of the Library gave us their pledged amount of \$10,000 for this year's budget in November. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$13,500 over last year due primarily to the increase in our Building, Contents and Liability Insurance premium, an increase in our maintenance contract expense, and also an increase in our electricity expense. Mr. Frank also noted that our pension expense was higher than last year by approximately \$5,700. The increase in our maintenance contracts was due to adding two new service contracts. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Pepper made a motion to approve the Treasurer's report which was seconded by Mrs. Pesses. The Board unanimously approved the Treasurer's report with a vote of "aye."

Mr. Niforos delivered a report on behalf of the Budget and Finance Committee. The Budget and Finance Committee met in December to begin building the 2022-2023 budget. Mr. Niforos informed the Board that, at present, the expenses for 2022-2023 budget will outpace the income by approximately \$100,000. Much of the shortfall is due to increased wages, increased cost for internet, increased cost for electricity, and increased cost for building contracts. Mr. Niforos also informed the Board that the current NBT Building Fund money market will soon be redesignated as the NBT Capital Expenditure Fund money market.

Mr. Frank distributed the Warrants list for December 2021, numbered 2518 through 2538, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Niforos made a motion to approve the Warrants list which was seconded by Mrs. Shrader and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. The Board unanimously approved the Warrants list with a vote of "aye."

Mr. Reed delivered a report from the Friends of the Gloversville Public Library on behalf of Mrs. Jean LaPorta. The following updates were provided.

· Holiday decorations at the Library have a new look this year. After many years of "making do" with decorations that had outlasted their usefulness, the Friends purchased some much-needed replacement decorations, and the Library looks great. Check out the Library Facebook page to see some of them.

· On behalf of the Friends, I want to wish each of you a happy holiday season and hope you enjoy family time safely.

· The next Friends' meeting will be on January 6, 2022, at 5:00 PM in the Friends' Meeting Room at the Library.

Mr. Frank informed the Trustees that the Foundation Board had met on December 9, 2021, at 3:00 PM. Mr. Frank informed the Board that the Foundation Board had approved \$100,000 in their Budget for 2022 as support for the Library, assuming payoff of the balance of the term loan. Mr. Frank also informed the Trustees that Craig Clark, former President of the Library Board, had agreed to join the Foundation Board.

Mr. Carlson delivered a report on behalf of the Building and Grounds Committee.

· The large meeting room has AC up and running again but it needs a part for a permanent fix.

· Mr. Carlson will work with George to design a protective shroud for the chiller unit.

· The exit driveway landscaping plan will be done by Jim Esper this spring based on the proposed sketch to be handed out at this meeting.

· Fire alarm system inspection was completed, and a fire alarm system service contract has been obtained.

· The new business in the old Probation Building will soon be active and signage will need to be posted in our employee parking lot to indicate that this lot is Library parking only.

Mrs. Pesses gave the following report on behalf of the Local History Room Committee.

· She indicated that yearbooks have been organized and that Dr. Richard DeMallie, principal of GHS, came and picked up the boxes of extra yearbooks that are not needed and brought them to the High School Librarian. She was given a list of the yearbooks the Library is missing and will look to see if she has any of those. One extra yearbook, if available, will be put in storage, in case the primary copy is lost or damaged. There are four bankers' boxes of extras.

· A review of the books on the shelves on the "big wall" was begun by the committee in the effort to remove books that are either in terrible condition or that are not pertinent to the LHR mission. The Librarians will make the final decision.

· We have a promise from Tom Ruller, a former Gloversville resident and NYS Historian, to come to GPL to do a program for us as part of a "grand re-opening" of the Local History Room, in late March or Early April. Hopefully, Covid won't get in the way.

· We keep moving forward and our goal is to have the room "public ready" by the end of March, for a big "re-opening" program.

Ms. Dunn-Brown reported, on behalf of the Outreach Committee, that Patty Franco distributed 60 calendars to downtown businesses.

Mrs. Shrader informed the Board that the Personnel Committee did not meet during the past month.

Mrs. Pesses reported that the Policy Committee did not meet during the past month. Ms. Acklin indicated that she and Mr. Frank reviewed the Audit Policy, the Claims Auditor Policy, and the Investment Policy and that no changes were required at this time.

Ms. Pepper reported that the Program Committee did not meet during the past month.

Mr. Mazur reported that the Public Relations Committee did meet during the past month. He did say that he had contacted the radio station WENT. There are three ways to appear on WENT radio. One way is on Talk of the Town which airs live on Saturday mornings from 9:00-10:00 AM. You can have one or two members on the program with the radio host discussing a topic, and listeners can call in questions and comments. The second way is to do a taped interview at the station which is then edited by the station to a several-minute recorded message. It airs one day only, after the noon news and either after the 5:00 or 6:00 news. There's a third way, and that's a paid advertisement.

In her Director's Report, Ms. Acklin informed the Board that the Library will be debuting five brand new collections and one relatively new collection will be doubling in size:

· Educational Toys Collection: Toys have been purchased, thanks to a generous donation from the Friends of the Library, and are currently being inventoried, so that we can keep track of parts and pieces. We have removed the doors on the Early Literacy Center cabinets and are in the process of labeling the shelves, so that the toys can be put away in an orderly fashion. Since this collection will not circulate, we will be able to put the toys out as soon as we're done prepping them, which should be shortly after the new year.

· Puzzle Collection: Our in-house puzzle collection, consisting of 12 donated adult puzzles, is ready for action. In fact, one puzzle is already out in the Reading Room and people have been putting pieces together. We purchased a new puzzle mat, so that should we need to move the puzzle, we do not have to destroy it. We have created a spreadsheet identifying all the puzzles, the number of pieces for each, as well as the date it was last put together, to help keep track. We are still deciding where the puzzles not currently under construction will be housed.

· Tabletop Game Collection: This circulating collection will consist of both donated games and new games. The games that have been donated have been completely inventoried and we have purchased heavy duty plastic zipper bags for them to be housed in. This will make circulation easier, as many of the original cardboard boxes are in bad condition. We have come up with a list of new games to purchase that will supplement what has been donated and we hope to order those by the end of December. Nicole is still working with Sharon at MVLS to figure out the most accurate way to catalog these non-traditional library items. Once records for them are created in Polaris, they will need to be processed before being made available to the public.

· Essentials Collection: We recently acquired a suitable container to house the collection and it now ready for use. Included are lip balm, soap, wipes, diapers, hand lotion, combs, emery boards, deodorant, feminine hygiene products, and much more – all available for individuals to take and use (and then keep). Staff training will begin in January, so that we know how to assist anyone who requests the collection and how to restock items.

· Memory Lane Collection: After consulting with the Alzheimer's Association and other dementia service professionals, we have constructed an initial list of books to purchase. Since these are specialized titles, they are pricey, and we will have to build this collection slowly. But the first order should arrive mid-January, with the hopes of getting them on our shelves and ready for check-out by mid-February.

· Library of Things: We have ordered many new items for our Library of Things, doubling the size of the collection. Additions include a telescope, a metal detector, a wall stud finder/laser level, a portable PA system (which we use in the summers for outdoor story times, but will be available to the public for the remainder of the year), a car jump starter/air compressor, a laser distance measurer, and birdwatching kit with binoculars and guidebooks for both adults and kids. We're halfway through processing the items and hope to have them on the shelves by early January.

In his President's Report, Mr. Reed, on behalf of the Board, expressed his condolences to Mr. Frank on the passing of his beloved daughter, Kristin.

No old business was discussed.

Under new business, Mr. Reed requested a motion to enter Executive Session at 7:42 PM. Mr. Niforos made a motion, seconded by Mrs. Pesses. The Board unanimously approved with a vote of "aye."

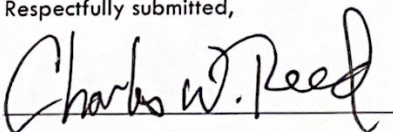
At 8:05 PM, Mr. Reed requested a motion to exit Executive Session. Mrs. Pesses made a motion, seconded by Ms. Brown. The Board unanimously approved with a vote of "aye."

The Board directed Ms. Acklin to have the staff distribute a facemask to any member of the public who asks for one.

Mrs. Shrader made a motion to increase Ms. Acklin's salary by \$1,500 beginning January 1, 2022, and Mr. Niforos seconded the motion. The Board unanimously approved with a vote of "aye."

At 8:07 PM, Mr. Reed requested a motion to adjourn. Mr. Mazur made a motion, seconded by Mrs. Shrader. The Board unanimously approved with a vote of "aye."

Respectfully submitted,



Charles Reed, secretary pro tempore