



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 17, 2019 6:30pm

Pledge to the Flag

Public Comment

Oath of Office for Interim Library Director

Oath of Office for Library District Clerk

1. Accept minutes of the November 2019 meeting
Accept minutes of the special meeting on 11/25/19
Accept minutes of the special meeting on 12/6/19
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
Parking Lot
7. AD HOC Policy
Bylaws 2nd reading
Tobacco Use Policy 2nd reading
Public Notice Policy 2nd reading
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
14. Old Business
15. New Business
Frame Sale
16. Adjourn

Next Meeting: January 21, 2019 at 6:30 pm

Your Library: a gathering place to learn, grow and enjoy.



**Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting
November 25, 2019**

The Gloversville Public Library Board of Trustees held a special meeting on November 25, 2019 at 4:15 PM in the Carnegie Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were President Craig Clark, Christine Pesses, Richard Carlson, Merry Dunn-Brown, Sue Shrader, Gregory Niforos, Christian W. Rohrs, and Charles “Ren” Reed.

Mr. Craig Clark called the meeting to order at 4:19 PM. Immediately, Mr. Clark requested the board enter Executive Session. Mrs. Pesses made a motion, followed with a second motion made by Mr. Reed.

When asked to leave the Executive Session at 6:35 PM, Mrs. Pesses made a motion with a second motion made by Mr. Reed. Mr. Clark requested to adjourn at 6:37 PM, which was motioned by Mrs. Pesses and a second motion made by Mr. Reed, and approved by the board with “aye”.

Respectfully submitted,

Christian Rohrs, Secretary

Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader



Nicole Hauser
Interim Director

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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
November 19, 2019**

The Gloversville Public Library Board of Trustees held a meeting on November 19, 2019 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Mr. Mike Frank, Ms. Merry Dunn-Brown, Mr. Charles "Ren" Reed, Ms. Barbara Madonna, Library Director, Mr. Richard Carlson, Mr. Christian Rohrs, Mr. Gregory Niforos, Mr. Frank Carangelo, Mr. Craig Clark, Mrs. Jean LaPorta, Mr. John Blackmon, Ms. Nicole Hauser.

Mr. Clark called the meeting to order, and a special resolution acknowledging Mr. Frank's thirty years of service was recited. The board broke for recess to celebrate at 6:38 PM and resumed the meeting at 6:56 PM.

Mr. Clark asked if there were any public comment. Mr. John Blackmon commented about the departure of Ms. Barbara Madonna. Ms. Jean LaPorta announced, on behalf of the Friends, they had reluctantly accepted her letter of resignation.

Mr. Clark asked for a motion to accept the minutes for October. Mrs. Pesses motioned, with a second by Ms. Dunn-Brown. Additionally, Mr. Clark asked for a motion to approve minutes for the special meetings held in October and November, and Mrs. Pesses motioned, with a second motion made by Mr. Reed.

Mr. Clark asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$22,600 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$65,000. This was partially offset by the Friends of the Library giving their \$10,000 for the current year's budget earlier than last year and the \$30,000 increase in the Tax Levy over last year. 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 year-to-date period of 2019 are up approximately \$47,400 due to higher salaries and salary related benefits, higher Insurance Expense and Utility Expense of approximately \$6,000 which the Library did not have in the prior year due to construction. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2019 numbered 1929 through 1953 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. Carlson, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta delivered an update from the Friends of the Library, during which she thanked the Board for all the help with fundraising this year. The book sale in October raised \$1,300. Books that were not sold will be picked up by Discovery Books which takes discarded books, etc. This will free up space in the Friends Storage Room which will help with reorganization. It is requested that more shelving be installed in the Friends Room to help with organization efforts. The Basket Raffle raised nearly \$1,759.00 in funds. Ms. LaPorta was very appreciative for all who donated a basket to the effort, including the basket donated by the Trustees. The September barbecue raised just over \$800.00 in funds. There will be another fundraiser held at the Colonial Little Theatre in April, 2020 for which Ms. LaPorta requests as much help as possible. Friends Week was a success as they were able to provide thanks and goodies to staff. On Monday, Dec. 2nd, Peck's Florist will be at the library to decorate, and members of the Friends will work to decorate the tree.

When asked for an update for the Foundation, Ms. Pesses noted that they did not have a meeting; however, the Foundation will be holding an appeal to nearly 387 local donors. Additionally, a letter has been issued soliciting donations from the community. Letters will be

sent to all who had previously donated to the capital campaign. All appeals are different from the Capital Campaign.

Mr. Carangelo delivered the monthly report from the Buildings and Grounds Committee. The pigeon netting has been installed over the front entrance. The B&G committee will review the service contract with PASCO to service the software that controls the heating and cooling of the building. Barbara has met with a local contractor re: supplying loose gravel along the building and with storm drains. Regarding the noise about the air conditioning system in the building, a representative from the company suggests the sound can vibrate off hard, metallic surfaces in the unit. There isn't much that can be done; however, quick fixes like installation of acoustic panels, for example, can help reduce the noise created by these units. Other quick fixes include hanging a curtain or a moving blanket to help reduce the noise. Ms. Madonna also noted that the parking lot bid should be out before the 1st of the year: putting it out to bid with a walkthrough meeting December 4th at 2 PM (optional meeting), the bid opening on December 19th at 2PM at Steve Smith's, Project Date: April 16th, 2020, Substantial completion June 19th, 2020. This includes a retaining wall, paving, new electric service, and three light poles. Ms. Shrader inquired if new curbing would be necessary; however, Ms. Madonna noted that the curb cut is already there, and may not be necessary for next to the side of the building. Mr. Carlson requested to take a closer look at the plans. Motion to approve those dates: TABLED. Also, Ms. Madonna noted that the county has opened bidding for the probation building on January 15th at 2PM. Also, Ms. Madonna noted that the basement got flooded from the water in the pipes to the chiller. The water flooded the gravel, and subsequently flooded the alcove to the Friends room. The fire department was called, and Mazzone and Chris Hopf reviewed the plans to inspect how the water got in.

The Ad Hoc Policy committee presented the second reading of a minor change to the Patron Borrowing Policy. After discussion, Mr. Niforos motioned to pass the revision, with a second motion made by Ms. Dunn-Brown. The Ad Hoc Policy committee also reviewed the changes to the Bylaws, Tobacco Use Policy and Public Notice Policy. The second reading of those will occur in December.

Ms. Dunn-Brown provided an update for the Outreach Committee. Ms. Robin Lair attended the Fall Fest at FMCC and Johnstown Retired Teachers took a tour of the library hosted by Ms. Betsy Batchellor and Mr. Reed. The Outreach Committee will be present at the Soroptimist Craft Fair. There will be a tote bag raffle and new ChapSticks are on the way. Next meeting will be in January.

Personnel met to discuss job description of Library Director. Mr. Clark inquired the comparison of the old job description to Civil Service requirements and job description. Ms. Madonna noted there is a little more oversight than action in the job description, therefore providing more supervisory requirements. The only part of the description that is different from the original job description was "original cataloguing"--a practice that is no longer in effect.

Mr. Reed noted that the Program Committee had not met; however, Ms. Madonna mentioned that there will be another Adult Open Craft Lab on December 7th. On December 14th, the Polar Express Event will be hosted in the Activity Room; Cocoa and Cookies will be served. Annual Jolly Readers Tea will be at 1PM on Sunday, December 15th.

Ms. Madonna delivered the Director's Report. More youth patrons were banned from the library today. However, on a positive note, a student who was banned came and apologized for misbehaving and was let back into the library. A local authors' event put on by the Library produced a lot of positive feedback heard by various members of the board.

During the President's Report, Mr. Clark requested to go into executive session. Mrs. Pesses made a motion, and Ms. Dunn-Brown made a second motion, and the board went into executive session at 8:29 PM. At 8:58, Ms. Pesses motioned to exit executive session, followed with a second motion made by Mr. Niforos.

Upon resuming the regular board meeting, Mr. Clark announced a resolution to accept the resignation of Library Director Barbara Madonna. She was recognized for her 21 years of service at the library, and it was widely noted how her efforts have shaped the library and its importance to the community. Ms. Pesses made a motion to accept, followed with a second motion made by Mr. Rohrs. The board approved with "aye".

Mr. Clark announced a resolution to appoint Ms. Nicole Hauser as interim director. Mr. Rohrs made a motion to accept, and Mr. Niforos provided a second motion. Again, the board unanimously voted in favor with "aye".

Mr. Clark requested a motion to adjourn. Mr. Reed made a motion to adjourn, and Mrs. Pesses made a second motion, and the November meeting adjourned at 9:14 PM.

Respectfully submitted,

Christian Rohrs, Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting December 6, 2019

The Gloversville Public Library Board of Trustees held a special meeting on December 6th, 2019 in the Large Meeting at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Frank Carangelo, Charles "Ren" Reed, Christine Pesses, Richard Carlson, Craig Clark, Merry Brown, Susan Shrader, and Greg Niforos.

Mr. Clark called the meeting to order at 4:04 PM and immediately motioned to go into Executive Session, which was seconded by Mrs. Pesses and Mrs. Dunn-Brown, respectively.

Mrs. Pesses motioned to end the executive session at 4:20 PM.

Mr. Reed made a motion, seconded by Mr. Carangelo, to give the Library Director the authority to grant leave without pay to Patricia Devereaux and Linda Conroy from today up to January 22nd for the purpose of addressing medical issues contingent upon the submission of the proper leave of absence form and supporting documentation.

Mr. Carlsen provided the board with the engineer's estimate of \$133,750 to develop the parking lot at 66 E. Fulton St. Discussion included opportunities to reduce the scope of the project or possibility create a specification with an add-on alternate. The board will set bid dates at the next regularly scheduled board meeting.

Mrs. Pesses updated the board on the Foundation's first annual letter writing appeal launched in November. The initial round of letter were mailed to previous donors who live within the Gloversville Enlarged School District.

Mr. Reed made a motion seconded by Mrs. Pesses and to adjourn the special meeting at 4:53 PM.

Respectfully submitted,

Christian Rohrs, Secretary

Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2019

	Budget July 1, 2019 to June 30, 2020	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$453,695.00	\$0.00	\$453,695.00	\$423,695.00	\$0.00
Investment Income	200.00	283.11	763.56	8.92	(563.56)
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	2,756.00	2,756.00	970.00	7,244.00
Government Affiliations	7,000.00	0.00	6,243.68	7,960.01	756.32
Fines & Miscellaneous Income	9,000.00	1,082.53	5,305.82	4,645.47	3,694.18
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>\$4,121.64</u>	<u>\$478,764.06</u>	<u>\$511,279.40</u>	<u>\$11,130.94</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2019	<u>\$560,547.02</u>				
Plus: Receipts Per Report	4,121.64				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>71,903.37</u>				
Income Cash Balance on November 30, 2019	<u>492,765.29</u>				
Accounts Payable as of 11/30/19	0.00				
Prepaid Expenses as of 11/30/19	<u>(1,627.96)</u>				
Actual Cash Balance on November 30, 2019	<u>\$491,137.33</u>				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on November 1, 2019	\$550,192.30
Plus: Receipts:	
Interest on Money Market Account	282.73
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	30.00
Transfer to Checking Account	85,000.00
	<hr/>
Balance on November 30, 2019	<u>\$465,445.03</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on November 1, 2019	\$802,971.67
Plus: Receipts:	
Interest on Money Market Account	494.98
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2019	<u>\$803,466.65</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2019	\$178,379.25
Plus: Receipts:	
Interest Earned	2.92
Grant Money Received	0.00
Less: Paid Outs:	
SRI Fire Sprinkler, LLC	3,860.83
	<hr/>
Balance on November 30, 2019	<u>\$174,521.34</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on November 1, 2019	\$204.77
Plus: Receipts:	
Donations	19.92
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2019	<u>\$224.69</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 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	\$ 107,457.70	\$ 90,950.60	\$175,920.30
Salaries - Part Time Employees	77,177.00	5,322.46	25,408.24	20,252.83	51,768.76
Salaries - Custodians	29,329.00	2,444.10	12,220.50	11,689.60	17,108.50
F I C A & Medicare Tax	29,826.00	2,224.99	11,033.02	9,335.14	18,792.98
Unemployment Insurance	800.00	0.00	386.00	358.00	414.00
Disability & Family Leave Insurance	1,000.00	0.00	473.24	377.73	526.76
Medical Insurance & Reimbursements	48,600.00	3,727.83	21,423.01	15,906.43	27,176.99
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	3,254.21	(643.53)
Pension Expense	32,500.00	25,655.00	25,655.00	21,278.50	6,845.00
Heat	4,000.00	59.95	133.51	0.00	3,866.49
Electricity	20,000.00	1,184.73	7,136.45	0.00	12,863.55
Telephone	6,720.00	533.17	2,688.58	1,555.63	4,031.42
Insurance	16,300.00	0.00	20,754.52	8,307.44	(4,454.52)
Books, Periodicals, etc.	46,500.00	3,836.82	21,369.82	20,888.19	25,130.18
Computer & Automation Services	11,400.00	1,013.64	5,029.95	17,153.94	6,370.05
Library, Office Supplies & Postage	9,500.00	66.00	1,663.12	4,901.30	7,836.88
Maintenance, Repairs & Bldg. Supplies	3,000.00	544.67	3,844.69	383.26	(844.69)
Maintenance Contracts	10,000.00	2,550.71	2,550.71	0.00	7,449.29
Treasurer	8,600.00	700.00	3,550.00	3,550.00	5,050.00
Professional Fees	8,000.00	0.00	0.00	20.00	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	70.18	701.78	160.26	2,498.22
Events & Programming	5,500.00	195.08	1,966.76	2,111.15	3,533.24
Promotion Expense	4,500.00	193.00	1,429.00	2,035.49	3,071.00
General Expense	1,300.00	89.50	639.11	3,816.97	660.89
TOTAL EXPENSE	<u>\$665,280.00</u>	<u>\$71,903.37</u>	<u>\$281,158.24</u>	<u>\$238,286.67</u>	<u>\$384,121.76</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,371.34)	\$1,121.67	FICA & Medicare Expense
			2,249.67	Payroll
6240		Gloversville Public Library	11,361.61	Payroll
6241	1929	Nicole Hauser	514.00	Petty Cash
6242	1930	Michael J. Frank	700.00	Treasurer
6243	1931	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6244	1932	M V P Health Care, Inc.	3,479.34	Medical Insurance
6245	1933	United Health Care	17.40	Medical Insurance
6246	1934	Frontier Communications	533.17	Telephone
6247	1935	Unique Management Services, Inc.	89.50	G/E-Collection Expense
6248	1936	National Grid (1,244.68)	1,184.73	Electricity
			59.95	Natural Gas
6249	1937	Baker & Taylor Books	1,180.50	Books
6250	1938	The Leader-Herald	188.00	Promotion Expense
6251	1939	thyssenkrupp Elevator Corp. (3,826.07)	2,550.71	Maintenance Contracts
			1,275.36	Prepaid Expense
6252	1940	Center Point Large Print	51.74	Books
6253		Void		
6254	1942	NYS & Local Employees' Retirement System (33,504.00)	25,655.00	Pension Expense
			7,849.00	Accounts Payable
6255	1943	Mohawk Valley Library System (929.69)	893.69	Computer & Automation
			36.00	Library Supplies
6256	1944	The Penworthy Company, LLC	541.72	Books
6257	1945	Gary Robusto - Tri-City Paranormal Society	75.00	Events & Programming
6258	1946	Sally Fancher	25.00	Events & Programming
6259	1947	Blackstone Publishing	454.05	A/V - DVDs
6260	1948	Ebsco Information Services	919.77	Serials
6261	1949	Palmateer Trucking & Container Service	157.00	Maintenance & Repairs
6262	1950	Nicole Hauser	70.18	Prof. Meetings & Travel
6263	1951	Crandall Public Library	15.99	Fines, etc.
6264	1952	Business Card (470.07)	119.95	Computer & Automation
			250.04	A/V - DVDs
			95.08	Events & Programming
			5.00	Promotion Expense
6265	1941	Board of Water Commissioners	387.67	Maintenance & Repairs
6266		Gloversville Public Library	11,159.28	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	350.28	Pension - Withholdings
DM		E F T NYS Tax Department	1,079.00	Payroll
DM		E F T United States Treasury (3,325.64)	1,103.32	FICA & Medicare Expense
			2,222.32	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	1,367.94	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2019	82,208.17	
		PETTY CASH PAID OUTS - NOVEMBER 2019		
		Newspapers (Books)	439.00	
		TOTAL NOVEMBER 2019 PAID OUTS	<u><u>\$82,647.17</u></u>	
		Less: Fines, etc.	(15.99)	
		Less: Accounts Payable	(7,849.00)	
		Less: Medical Ins. Reimbursement	(1,119.45)	
		Less: Prepaid Expense	(1,275.36)	
		Plus: Bank Charge - MM Account Checks	30.00	
		Less: Petty Cash Check	<u>(514.00)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$71,903.37</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of November 1, 2019			\$60.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2019			\$60.47

W G Y CHRISTMAS WISH GRANT

Balance as of November 1, 2019			\$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 November 30, 2019			\$371.62

ADVOCACY GRANT

Balance as of November 1, 2019			\$961.05
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 November 30, 2019			\$961.05

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2019			\$3,325.00
Appropriation Provided For In 2019-2020 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at November 30, 2019			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2019			\$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 November 30, 2019			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of November 1, 2019			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorton Funds Left at November 30, 2019			\$559.25

GLOVERSVILLE PUBLIC LIBRARY

BANK RECONCILIATIONS

November 30, 2019

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

Balance Per Bank Statement \$ 15,656.34

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/19/19	6243	The Paul Revere Life Insurance Company	278.54	
11/19/19	6244	MVP Health Care, Inc.	3,479.34	
11/19/19	6245	United Health Care	17.40	
11/19/19	6257	Gary Robusto - Tri-City Paranormal Society	75.00	
11/19/19	6261	Palmateer Trucking & Container Service	157.00	
11/19/19	6263	Crandall Public Library	15.99	
11/29/19	DM	EFY - Invesco - 403b	540.00	
		Total Outstanding Checks		<u>4,563.27</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 11,093.07

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

Balance Per Bank Statement \$ 10,505.97

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/15/19	5154	Kathy Van Volkenburg	50.54	
11/29/19	5160	Barbara J. Madonna	1,872.59	
11/29/19	5161	Nicole L. Hauser	1,279.70	
11/29/19	5162	Circe I. Johnson	992.70	
11/29/19	5163	Sally A. Fancher	1,135.58	
11/29/19	5164	Linda B. Conroy	1,196.64	
11/29/19	5165	Jameson M. Duross	811.24	
11/29/19	5168	Linda J. Callahan	142.96	
11/29/19	5169	Sally L. Ostrander	414.18	
11/29/19	5170	Kathy Van Volkenburg	66.87	
11/29/19	5171	Christine T. Prokopiak	170.66	
11/29/19	5172	Kimberly A. Collar	334.02	
11/29/19	5173	Patricia A. Devereaux	466.53	
11/29/19	5174	Kelly S. Lawlor	418.99	
11/29/19	5175	Bailey J. Darling	152.77	
		Total Outstanding Checks		<u>9,505.97</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 \$ 465,445.03

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 465,445.03

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

Balance Per Bank Statement \$ 803,466.65

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 803,466.65

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 174,521.34

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 \$ 174,521.34

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

Balance Per Bank Statement \$ 224.69

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 224.69

Prepared By,
Michael J. Frank, Treasurer

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



This is my last report as Director of the Gloversville Public Library. I just want to say a quick thank you to the Board, Staff, Friends, Foundation, volunteers, patrons, Library partners and community with whom I have work during my time here. Despite my mother nudging me toward library work while I was in high school I never envisioned a career in the field. Nor did I ever imagine such a rewarding employment opportunity. The hurdles faced by the Library during the last 22 years were an exciting challenge for me, but one I could have never overcome alone. It was the teams assembled each time that were the keys to each success and the components that made each project such a satisfying experience for me personally. Thank you for your faith and support and the opportunity to serve as the first Director of the Gloversville Public Library (incorporated 2005). I know that the Library is in good hands with folks who are talented and passionate about how the Gloversville Public Library will serve our community for generations to come.

I would also like to note and recognize the Library's Treasurer, Michael Frank, who celebrated his 30th anniversary of service this month. He took over on a trial basis from the previous Treasurer, Louise Moses, for the Gloversville Free Library in 1989 and has been an incalculable asset ever since. The Library and the committee are fortunate to have such a committee individual. Thank you for all of your hard work, Mike.

With that out of the way, what did we do this month?

We noted our 1-year anniversary in our newly renovated space. With that in mind, some special statistics have been included in this month's report.

Room use November 2018-October 2019

Programs: 540 with 7,117 people
 Meetings: 386 with 1,752 people
 Total room use: 1,026 uses with 8,759 people

A comparison with the previous year is flawed as the temporary space only had one viable meeting room.

During the 2016-2017 fiscal year the Library was located at 58 E. Fulton St for 9 1/2 months with no accessibility to the two upper floor meeting rooms.

We now have five Meeting Rooms for Library events and public use. We have even utilized the Main Lobby at the parking lot entrance to host the US Census Bureau's recruiting table.

The new spaces are allowing us to bring new opportunities to the community include the author fair we held in November. Over 15 local authors manned tables to discussion their books, their process and their love of writing. Over 55 members of the public attended and the Q&A session was extended another 30 minutes. Our adult craft events have had a steady following for years, but are more popular than ever so Nicole has added some new classes. The writing and book discussion groups despite the popularity of the author fair. We are even using the Youth Activity Room occasionally for adult programs and meetings when the other spaces are full up.

<p><u>Circulation November 2018-October 2019:</u> Adult Fiction: 15,930 Adult NonFiction: 6,038 Total: 21,968</p> <p>Teen Fiction: 1,990 Teen NonFiction: 17</p>	<p><u>Circulation November 2017-October 2018:</u> Adult Fiction: 15,268 Adult NonFiction: 4,836 Total: 20,104</p> <p>Teen Fiction: 1,328 Teen NonFiction: 42</p>
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<p>Total: 2,007</p> <p>Juvenile Fiction: 13,079 Juvenile NonFiction: 2,646 Total: 15,725</p> <p>Audiobooks: 2,125 eAudiobooks: 1,684 eBooks: 6,369 Music (CDs): 409 Videos (DVDs & BluRay): 18,574 Museum Passes: 36 Magazines: 678 eMagazine: 170</p> <p>Interlibrary Loan Borrowing: 8,692 Lending: 8,374</p>	<p>Total: 1,370</p> <p>Juvenile Fiction: 8,613 Juvenile NonFiction: 1,807 Total: 10,420</p> <p>Audiobooks: 1,925 eAudiobooks: 1,147 eBooks: 4,897 Music (CDs): 222 Videos (DVDs & BluRay): 15,964 Museum Passes: 28 Magazines: 770 eMagazine: 151</p> <p>Interlibrary Loan Borrowing: 7,489 Lending: 8,441</p>
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As you can see, use of the collection is up almost across the board. The areas that show a decrease are slight and are highlighted.

New patrons November 2018-October 2019:

198 kids
535 adults and teens
Total: 733

Previous year new patrons:

62 kids
278 adult and teens
Total: 340

While these numbers quantify the work of the staff, the Board of Trustees have also been hard at work over the last year. With a new plan of service as a guide, the Board's committees have hit the ground running (and that is a good thing considering how many sustainability goals were drafted into the plan.)

It is my hope that moving forward the Plan of Service Tracker or Scorecard will be periodically incorporated into the Library's official record of business along with the Director's, Youth Services', and Statistical reports to chronicle that important work.

We also completed the first phase of inventory of the entire collection. While school libraries often perform annual inventories over the summer, the constant fluidity of a public collection, and the overwhelming amount of work, cause public staffs to shy away from such a daunting task. I will say that technology made this project a lot easier than the days of paper catalogs, but it is still a lot of work. So, congratulations to the staff for accomplishing this in about 3 weeks. There are two main points of inventorying. The first is to clean up the collection by fixing items that need repair and catching things that have been cataloged poorly; over the years our books in the adult nonfiction collection landed in 4 different call numbers for no good reason. And second, purging the database of items listed as "in," but cannot be located. It is very frustrating for staff and patrons alike to be told by the computer that we own something that cannot be found. These 'ghosts' also have a financial impact as we support the Joint Automation Services via fees calculated, in part, by the size of our collection. It is a waste of money to pay for items that we no longer own.

Meetings

- November 1 1) Chris Pesses
- 2) Policy Committee meeting
- November 4 1) Pigeon deterrent installed
- 2) Staff meeting

November 6 th	3) Craig Clark
November 7 th	Keith Whitman, electrician
	1) Nicole Hauser
	2) Paul Mays, Butler Rowland Mays Architects
	3) Lisa Hayes, Butler Rowland Mays Architects
	4) Friends of the Library meeting
November 8 th	Nicole Hauser
November 12 th	1) Personnel Committee meeting
	2) Wade Abbott, MVLS
	3) Lisa Bugglen & Betsy Batchelor
	4) Staff Fancher & Nicole Hauser
November 13 th	1) Jim Esper
	2) Steven E Smith PE
	3) Building Committee meeting
	4) Lisa Hayes, Butler Rowland Mays Architects
	5) John Blackmon
	6) Nicole Hauser
	7) Craig Clark
November 14 th	1) Finance Committee meeting
November 18 th	Staff meeting
November 19 th	1) Chris Hopf, UW Marx
	2) Nicole Hauser
	3) Board of Trustees meeting
November 20 th	1) Discovery Books
	2) Sue and Robert Best
	3) Chris Prokopiak
November 26 th	Proctor



Gloversville Public Library

Children's Room Report: November, 2019

Sally Fancher – Head of Children's Services

The weather has finally decided to be blustery and cold on a regular basis. This means that we are a haven for many patrons. The teens have been on a wild spree as there is a new "alpha male" in the regular group. While it might seem like a feeble excuse, anyone who has ever dealt with a teen dynamic knows that one variable can change the whole group. We are still, and will continue being diligent with supervision, it is a never-ending task. Our goal is to firmly establish that we want the teens to have a nice place, and hope that they take ownership of the responsibility.

We were approached by a group of middle schoolers who wanted to discuss being allowed in the TEEN room. This group began the conversation with respectful and mature requests for a meeting, organized and gathered at a set time. During this meeting we came to the understanding that age does not determine behavior, behavior does. It was pointed out that we have many 15 year olds that behave much worse than the middle schoolers. After @ 45 minutes we decided that middle-high school kids should have access to the space, with the understanding that they get no second chances, and one rowdie group could ruin it for everyone. Shortly after that, a dozen middle schoolers were in the TEEN room, behaved, got bored and were playing board games and reading in the general area. The next day, same kids came back with no problems.

We have emphasized to the kids that we want them here, enjoying the space, but will not tolerate disruptive or disrespectful behavior. This is reinforced with evictions and calls to the police. Many have acknowledged that we will not give in, and have changed their behavior.

Outreach efforts are continuing to be successful. We visit daycares and schools as well as host events with community partners, here in the Library.

The TEEN Writing and Art group now has a loyal following of @ 6 kids. These young people have been very creative with character creation and developing settings. The TWEEN group is "hit or miss" depending on the weather. We have had some nice zodiac art, as well as some great sand sculptures.

Inventory of the entire youth collection was completed in less than one week, due to the hard work and team efforts of the staff. We are all hearing "beep" in our sleep!

The day and a half off for Thanksgiving was a much needed rest in anticipation of the cooperative event with the Gloversville Recreation Commission. This should be a very fun and busy day in December.

Statistics for November 2019 are as follows (figures in parentheses are comparable figures for 2018)
 (The Library reopened at 58 E. Fulton Street on November 5, 2018)

	2019	2018
VISITORS	5,994	(4,740)
CIRCULATION		
Adult Circulation	1,622	(1,688)
Teen Circulation	135	(175)
Juvenile Circulation	1,177	(1,237)
Audiobooks	347	(249)
eBooks	590	(379)
Music	33	(37)
Periodicals	100	(60)
Videos	1,640	(1,199)
Museum Passes	2	(4)
Subtotal	5,646	(5,028)
In-House Use		
Adult	17	(18)
Juvenile	49	(122)
Other Materials	1,251	(1,158)
Subtotal	1,317	(1,298)
Total Circulation	6,963	(6,326)
REFERENCE QUESTIONS	163	(301)
MEETINGS/PROGRAMS/OUTREACH		
51 Adult programs and meetings with 345 people		(32 Adult programs and meetings with 880 people)
16 Juvenile programs and meetings with 212 people		(12 Juvenile programs and meetings with 223 people)
13 Teen programs and meetings with 37 people		(1 Teen programs and meetings with 7 people)
INTERLIBRARY LOAN		
Material Borrowed	705	(652)
Material Loaned	620	(632)
Total	1,325	(1,284)
COMPUTER USAGE	1,761	(1,818)
HISTORICAL ROOM *		
	Temporarily Closed	
Visitors	1	
Books Used	4	
Reference Questions	1	

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

Statistics for September, October and November 2019 are as follows:

	September	October	November
VISITORS	5,760	6,697	5,994
CIRCULATION			
Adult Circulation	1,770	1,868	1,622
Teen Circulation	186	165	135
Juvenile Circulation	1,094	1,144	1,177
Audiobooks	335	418	347
eBooks	521	571	590
Music	59	22	33
Periodicals	86	59	100
Videos	1,610	1,824	1,640
Museum Passes	3	3	2
Subtotal	5,664	6,074	5,646
In-House Use			
Adult	20	16	17
Juvenile	50	48	49
Other Materials	1,215	1,359	1,251
Subtotal	1,285	1,423	1,317
Total Circulation	6,949	7,497	6,963
REFERENCE QUESTIONS	308	170	163

MEETINGS/PROGRAMS/OUTREACH

September 73 Adult programs and meetings with 421 people
 10 Juvenile programs and meetings with 125 people
 0 Teen programs and meetings with 0 people

October 79 Adult programs and meetings with 640 people
 22 Juvenile programs and meetings with 152 people
 8 Teen programs and meetings with 34 people

November 51 Adult programs and meetings with 345 people
 16 Juvenile programs and meetings with 212 people
 13 Teen programs and meetings with 37 people

INTERLIBRARY LOAN

Material Borrowed	708	781	705
Material Loaned	736	755	620
Total	1,444	1,536	1,325

COMPUTER USAGE 1,751 1,867 1,761

*HISTORICAL ROOM (in storage while in temporary location)

Visitors	0	0	1
Books Used	0	0	4
Reference Questions	0	0	1

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

December Building Committee Report

1. The electrician is supposed to be showing up any day now to complete his punch list items.
2. We received an estimate from Steve Smith for the parking lot. We still need to set dates for the bidding and get it out.
3. Checklists attached.
4. PASCO contract is still outstanding. I've been unable to reach Daniel Fasulo, who wrote the contract, to review it.
5. Sprinkler system. Nicole and I also noted last week, and for me again today, that the air compression in the sprinkler chase outside my office was running. Something that hasn't happened, that we know of, all year. Last week, we called the Fire Department. A battalion chief came to do an inspection and saw nothing amiss. A rep from PFP popped in today and also checked the air compressor and concurred that nothing was amiss. The last inspection was a year ago as part of certifying the system and obtaining our Certificate of Occupancy. The system needs to be inspected at least annually. With a dry system, like the one we have, they recommend spring and fall. I've contact Professional Fire Protection (PFP) in Johnstown and they will send over a proposal for the inspection.
6. I have calls into Mark Yost, the County's Director of Highways and Facilities, to see about a tour of the Probation Building. He needed to check with Jon Stead, the County Administrator.
7. We ordered replacement hose and nozzle for the bike repair station.



ARTICLE I
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:
 - ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.
 - ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.

Section 5: In the event of conflict of interest, a Board member will abstain from voting.

Section 6: In the event of a Trustee’s resignation, dismissal, death, or inability to serve, a successor shall be selected by a vote of the Board. President may appoint a special committee to present a recommendation to the Board for approval. The newly appointed trustee will serve until the next library election at which time the position will be up for election for the remainder of the term of office of the vacant position. If an election is held to fill a seat for a full five-year term in addition to a seat for an unexpired term of less than five years, the candidate with the greatest number of votes will fill the full term seat, the candidate with the next highest number of votes will receive the shorter term seat.

ARTICLE III
Officers

- Section 1: The officers of the Library Board of Trustees shall be as follows:
 - A President
 - A Vice-President
 - A Vice-President for Finance
 - A Secretary



The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V
Meetings

Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board’s newspaper of notice.

Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization Meeting and may be renewed annually.

- Section 3: Regular meetings shall be held the third Tuesday of the month.
- Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.
- Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

ARTICLE VI Committees

Section 1: Committees of the Board – Members of Committees of the Board shall be appointed by the President at the Organization Meeting. Members of committees **MUST** be members of the Board. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually. The President may appoint additional committees as needed.

A. The Executive Committee shall be comprised of all officers of the Board of Trustees.

Section 2: Committees of the Corporation – Members of Committees of the Corporation shall be appointed by the President at the Organizational Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. Actions and decisions by **Committees of the Corporation cannot bind the board, unless stated in these By-laws.** A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex-officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually. The President may appoint additional committees as needed.

- A. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.
- B. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
- C. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.
- D. The Policy Committee shall have a minimum of two Board members and shall regularly review the Library's By-laws and existing policies and recommend changes as necessary, develop new policies as situations require, and seek the input of the other board committees on policies that cover the subject of those committee assignments.



- E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.
- F. The PR Committee shall have a minimum of two Board members and shall work with the Board’s Committees, Director and staff to promote effective two-way communication with the Library’s stakeholders to build understanding of the Library’s mission and goals.
- G. Outreach Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services by attending community events.

ARTICLE VII
Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

ARTICLE VIII
Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library’s bills and payroll, and completing NYS, Federal and additional financial reports.



All checks must be co-signed. Eligible signatories are Officers of the Board and the Treasurer.

Section 2

The Board of Trustees may utilize the position of Claims Auditor to certify claims for payment.

A Claims Auditor, who is not a member of the Board, may be appointed by the Board of Trustees. The Claims Auditor will not receive compensation.

The Claims Auditor shall review claims presented for payment, certify that each claim presented for payment was audited and payment is authorized, and work with the Treasurer to prepare a list of warrants for presentation to the Board at its monthly meeting.

See the Claims Audit Policy for more details.

Amendments

Section 1

Amendments to these By-Laws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

- Adopted: December 20, 2005
- Revised: April 18, 2006
- Revised: June 19, 2007
- Revised: October 19, 2010
- Revised: October 16, 2012
- Revised: November 19, 2013
- Revised: December 2014
- Revised: December 2019

In order to protect the health and welfare of all the residents of our community, Gloversville Public Library prohibits the use of all tobacco products on all grounds.

Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; Public Health Law §1399-o section 6.

This policy applies to all persons that utilize Gloversville Public Library. Individuals who refuse to comply with the policy may be asked to leave the premises.

Procedures

- Tobacco-Free signs will be posted in entryway areas covered by this policy.
- To educate the community, Gloversville Public Library will be designated as tobacco-free in all informational brochures and advertisements.
- Facility will be responsible for enforcing the policy.

Adopted October 18, 2011 by the Board of Trustees of the Gloversville Public Library

Reviewed September 2017

Revised December 2019

Notices must deal with literary, educational, philosophic, or community events in the Gloversville, Fulton County, or Mohawk Valley area.

Notices must be neat and not larger than 17 inches by 23 inches.

Notices for informational political events such as debates and lectures may be posted.

Notices for political candidates, parties, and issues will not be posted.

Notices of commercial ventures and events will not be posted.

If the bulletin board is crowded, the Library staff reserves the right to select notices for events with the widest appeal.

All notices must be left at the Library's circulation desk for Library approval.

Library staff will place and remove postings.

Notices will not be returned after posting.

Limited space generally allows for only short-term notices.

Final approval authority rests with the Director. Complaints should be in writing and directed to the Library Director and/or the Board of Trustees.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Reviewed September 2017

Revised December 2019