



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 18, 2019

The Gloversville Public Library Board of Trustees held a meeting on December 18, 2019 at 6:30 pm. The meeting had been postponed from the previously scheduled 3<sup>rd</sup> Tuesday of the month (December 17<sup>th</sup>) due to poor road conditions. The meeting was held in the Large Meeting Room at the Library, 58 E. Fulton St., Gloversville, NY. Present were Mr. Mike Frank, Treasurer, Ms. Merry Dunn-Brown, Mr. Charles (Ren) Reed, Mr. Gregory Niforos, Mr. Craig Clark, President, Mrs. Christine Pesses, Mr. John Blackmon, Claims Auditor, and Mrs. Nicole Hauser, Interim Director. Absent were Mrs. Sue Shrader, Mr Christian Rohrs, and Mr. Frank Carangelo.

Nicole Hauser  
Interim Director

Mr. Clark called the meeting to order, and the first order of business was to give the oath of office to Nicole Hauser for each of her positions as Interim Director and as Library District Clerk (election clerk). The oath was read, and signed by Nicole

2019-2020  
Board of Trustees

Mr. Clark asked if there was any public comment. Seeing none, the meeting continued.

Merry Dunn Brown

Mr. Clark asked for a motion to accept the minutes for November's meeting, the Special Meeting held on November 25, 2019 and the Special Meeting held on December 6, 2019. Ms. Dunn-Brown noted that there should be a correction made to the November minutes in her report. The event that the OR committee members attended at FMCC was the Community Resource Fair, not the Fall Fest as reported in the minutes. The motion to accept the minutes as amended was made by Ms. Dunn-Brown, seconded by Mr. Carlson. The motion was passed.

Frank Carangelo

Richard Carlson

Craig Clark

Mr. Clark asked Mr. Frank to review the Financial Report for the five-month period ending November 30, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$32,500 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$62,200. This was partially offset by 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 \$42,900 due to higher salaries and salary related benefits, higher Insurance Expense and Utility Expense of approximately \$7,300 which the Library did not have in the prior year due to construction. It was noted that \$2,756 was turned over to the Library from the Foundation for small donations. One large expense was noted of \$25,655 that was due to the NYS Pension fund by Dec. 15<sup>th</sup>. This is for the period of April 1, 2019-March 31, 2020. We are on the state's fiscal year schedule for the Pension expense, which means that we will be getting another smaller bill in June for the next fiscal year. The total of the pension bill will be \$33,504 with the rest of it accrued at the end of June. The Baker and Taylor lease is slowly being switched to Ingram as our major supplier. After much review of costs, and effort by the staff to bar code, shelve, and then retrieved and boxed and returned, the cost of outright purchasing from Ingram will be comparable, with less effort. Their books come already bar coded. We will still do the lease program with Baker and Taylor, just not at the level we have done in the past. Their program works well for the new and popular. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mr. Niforos, to accept the Financial Report as presented. This was approved all voting aye.

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Frank distributed the Warrants list for December 2019 numbered 1954 through 1981 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all

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claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn-Brown made a motion, seconded by Mr. Niforos, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Reed reported on the Finance Committee's initial budget meeting. They have discussed and prepared a first draft of a budget for the Library's next fiscal year beginning July 1, 2020, ending June 31, 2021. Total Expenditures are a little over \$700,000 and income is approximately \$522,000, incurring a deficit of \$183,000, which he noted is 1/4<sup>th</sup> of the total budget. This budget includes all the maintenance contracts, amounting to a little more than \$26,000, and a large increase from previous years in the cost of the insurance for the building and its contents. There is at present \$200,000 fund balance that could possibly be used to offset the deficit. There is a little over \$800,000 in the money market account, but that is the cushion that is supposed to help us through the period of time that the Foundation is not sending us any funds to support our operating budget as they pay down the loan that they incurred on our behalf. Mr. Frank went on to explain how he hopes to reduce the amount of the loan that will be turned over into a term loan on January 31, 2020 to \$1,400,000 with an interest rate of approximately 4.5%. The Foundation has done well this past year, gaining back \$6-700,00 of the \$1,000,000 that was taken out of their portfolio to reduce the loan which had already reached its borrowing limit. However, the Foundation will not be able to contribute to the Library's operating budget while paying off the loan. It is their hope to pay off the loan as quickly as possible so that the amount of interest being paid will be reduced. The Finance committee will be meeting again before our January meeting to clear some questions and to present to the board a more complete financial picture. At present the budget includes a \$30,000 increase in the tax levy.

Mr. Reed also noted that we need a second signer for PO's. Up until the present, Barb Madonna and Nicole Hauser were the two with permission to sign PO's. A motion to set the signers for PO's to be Nicole Hauser and Sally Fancher until July 1, 2020 was made by Mr. Reed and seconded by Mr. Niforos. The motion was passed by all saying aye.

Mrs. Jean LaPorta was not present to give a report from the Friends. The report was read by Mr. Clark. Mr. Clark stated that the Friends' newsletter was coming out this month and that the Friends' are planning a fundraiser in April 2020 at Colonial Theatre. The next Friends' meeting will be January 2, 2020 at 6 p.m. Also reported on was a fundraiser in January to sell reusable grocery tote bags instead of single use plastic grocery bags currently used in most stores as the law is changing in March 2020 regarding use of single use plastic bags.

Mr. Frank reported that the Foundation had its December/Annual meeting on Thursday, December 12 at 3:00 pm in the Large Meeting Room. Three Directors, Karen Smith, George Doherty, and Mike Ponticello were re-elected to new terms, and Jay Wood was re-elected as President. Their first annual fundraising letter campaign has raised approximately \$13,000 so far and has been deemed a successful venture. They are planning to continue to do an appeal each year.

Mr. Carangelo was not present to give a Buildings and Grounds report, instead Mrs. Hauser reported on the leak in the Children's room that occurred last Tuesday, December 10. Chris Hopf, our construction manager from UWMarx came on Wednesday to view the site of leaking and try to determine the cause. Since, despite many heaving rains this past spring, we have not experienced a leak there before. After taking pictures and reviewing what could possibly be the cause, he felt that there could be some minor pin holes in the flashing above the windows, that if re-sealed, could potentially eliminate the problem. Bunkoff came on Friday to view what might need to be done, and were going to come back to do it in the next few days. A suggestion was made that with the unusually large snowfall at one time, and then the quick drop in temperatures right after, the collection of snow on the protective grate over the greenhouse windows could not melt and so it lay up against the brick, and as it melted, slowly seeped into those holes creating the leak. A possible solution would be to put heat tape on the grate to speed up the melting process and not have snow and ice sit on the grate. Bunkoff, however, would not be the ones to do that.

Mr. Carlson reported that we should set the process in motion to go out to bid on the parking lot, with moving the previous dates as stated in the November meeting up a month. A motion was made by Mr. Niforos and seconded by Mr. Carlson to allow Mrs. Hauser to contact Steve Smith to start the process and set the calendar for going out to bid, setting the dates starting in January for the advertising, the walk-through, and the bid deadline date and opening dates.

Mr. Niforos presented for the 2<sup>nd</sup> reading two policies and the By-Laws. The changes were discussed at the November meeting, and there had been no changes requested at that meeting or since. A motion was made by Mr. Reed and seconded by Mr. Clark to accept the By-Laws, the Tobacco Use Policy and the Public Notice Policy as written with the changes. The motion was passed unanimously.

Ms. Dunn-Brown gave a report regarding activity by the OR committee. They have not had any other events since attending the Soroptimist Craft Fair on the Sunday before Thanksgiving. However, we had two larger group tours of the Library with Mrs. Pesses leading the tours. A tour on Tuesday, December 10 was given to 9 people, including 4 from the Hearing Loss Association of America, Albany Chapter, the Assistant Director of the Albany Public Library, the Tech Librarian at Guilderland Public Library, Eric Trahan of MVLS, Sharon O'Brian of MVLS, and the President of the Capital District Library Council. They came to find out more about the Hearing Loop that we have installed and how it works, and our experience with it. The other tour was given on Thursday, December 12 to the HFM BOCES School Librarians for their monthly meeting. They used the Carnegie Room for their meeting and desired a tour of the library as part of their meeting. There were 9 of them. All tours have elicited tremendous admiration for the beauty and functionality of our new building.

Mr. Niforos reported that the Personnel Committee is working through the Employee Handbook. It is an arduous task since it has not been reviewed since 2009 and needs updating and language simplification. This will take some time. Mrs. Hauser reported on slow progress with Civil Service regarding the full-time Library Assistant position that Ms. Madonna had been working on for quite some time. A new list needed to be made, requiring a new announcement, new test, and then those that take the test will have to be ranked, and then we will get a list. Then, and only then, can we start interviewing.

Mr. Reed reported that the Program committee has not met, and the staff will be attending the Summer Reading Workshop on January 30<sup>th</sup>. We have another Author Visit scheduled on January 6<sup>th</sup> with Carol Bryan Freeman, a former graduate of GHS and daughter of Dr. Harold Bryan the optometrist. The Synagogue will be contacted by Chris Pesses to inform them ahead of time about her coming. The PR Committee has not met, but will soon and as Mr. Clark noted, it needs another member from the Board to be in compliance with our By-Laws.

Ms. Hauser gave her first Board report as our new Interim Director. She thanked everyone for the words of encouragement and support as she embarked on her first week as interim. A lot happened that week. She reported that the inventory process is almost complete with missing items noted and the system updated. The greatest number of items missing are from the non-fiction collection, around 200 items. These are items that will be taken off circulation so we are not paying to have them on the automated system. She reported that the Library received the DHPSNY report, all 60 pages of it, regarding our Historical Collection. She has not yet had time to read and absorb it.

President Clark reported that he is hounding Civil Service regarding two items: listing our Director's position, and also allowing Barb Madonna to contract with us for services to complete some of the grants and items associated with the Capital project. He will continue to hound.

In new business, Mrs. Pesses asked for a motion from the Board to allow her to take the old picture frames that held the portraits of the former board members (30+ items) and bring them to a friend who will try to sell them on e-Bay. A motion was made by Ms. Dunn-Brown, and seconded by Mr. Niforos to allow her to take the frames and try to have her friend sell them. They will not charge us for their time and effort.

The money will go in the Restoration Funds.

A motion to adjourn was made by Mr. Reed and seconded by Ms. Dunn-Brown, and the meeting was adjourned at 7:50 pm

Minutes were taken by Christine Pesses in the absence of Christian Rohrs, Secretary

Respectfully submitted,

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Christian Rohrs, Secretary