



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

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

February 18, 2020

The Gloversville Public Library Board of Trustees held a meeting on February 18, 2020 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078

President Craig Clark called the meeting to order at 6:30 PM. Present were President Craig Clark, Interim Director Nicole Hauser, Treasurer Michael Frank, Christine Pesses, Richard Carlson, Frank Carangelo, Secretary Christian W. Rohrs, Gregory Niforos, Claims Auditor John Blackmon, Library Assistant and Head of Children's Services Sally Fancher, Vice President Merry Dunn-Brown, and Susan Shrader.

When asked for public comment, there was none.

Library Assistant and Head of Children's Services Sally Fancher was sworn in as Deputy Election Clerk for the upcoming election.

Mr. Clark asked for a motion to approve the January meeting minutes. Mr. Niforos made a motion, seconded by Mrs. Pesses, with an approval vote of "aye" from the board.

Mr. Clark asked Mr. Frank to review the Financial Report for the seven-month period ending January 31, 2020. Mr. Frank informed the Trustees that in January we received \$13,000 of NYS Bullet Aide from MVLS that was deposited this year into the General Fund. Bullet Aide received in the last few years was deposited into the Building Fund to help pay for the renovation project. Our income for the current year-to-date is on target with our budget with the exception of budgeted donations. The income being earned on our money market account is making up some of this shortfall. Mr. Frank also reviewed the expenses for the year-to-date period. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Dunn-Brown made a motion, seconded by Mrs. Pesses, to accept the Financial Report as presented. This was approved with all voting "aye".

Mr. Frank distributed the Warrants list for February 2020 numbered 2008 through 2035 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. Rohrs made a motion, seconded by Mrs. Dunn-Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved by all voting "aye".

Mr. Clark announced some minor changes to the budget, such as salary adjustments to reflect the hours worked by full-time and part-time staff, changes to the Friends of the Library moneys, and an addition of Professional Fire Protection to the Building Contracts line. Mr. Clark asked for a motion to adopt the budget, to which Mrs. Pesses responded with a motion and a second motion made by Mr. Rohrs. This was approved with all voting "aye".

Mr. Clark spoke on behalf of Mrs. LaPorta with a report on the Friends of the Library. The Smith's Pie Sale will end March 20th. Order forms are at the front desk and on Facebook. Pick up is on Wednesday, April 8th. The deadline for articles for Friends' newsletter is Feb 29th. The next meeting is March 5th, and Friends' membership renewal is ongoing and all members are encouraged to renew their membership.

Mr. Clark asked Mr. Frank to report on the Library Foundation. There was no meeting, however there have been donations from the Foundation's Annual Appeal.

Mr. Clark asked Mr. Carangelo to report on behalf of the Buildings and Grounds Committee. The electrician has been back to fix dimming switches in the Teen Room. There has been an issue with recycling and not all items have been picked up on a regular basis. This could be because the dumpster area is locked; however, Ms. Hauser said the area is always unlocked when pickup occurs. It was decided that GPL will provide a key for them to go in and take the recycling.

Mr. Carangelo also noted that the damage caused from the water leak in the Children's Room has been cleaned up; however, a couple pieces of trim elsewhere in the building need to be replaced and repainted. The Buildings and Grounds Committee are also interested in looking into replacing the locks to the bathrooms, or making keys for people to access the bathrooms. There were 3 bids for the parking lot. Empire Paving from Schenectady, Newkirk Excavating of Tribes Hill, and Luizzi & Brothers from Albany. Mr. Clark asked for a motion to reject the bids on the grounds of lack of funds. Mrs. Pesses made a motion, seconded by Mr. Rohrs, which was approved by all voting "aye".

Mr. Clark asked Mrs. Pesses to report on the Policy Committee. Four policies were reviewed: Sale and Disposal, Audit Policy, General Accounting Policy, and Payment Authorization Policy. There was a first reading for Purchasing Policy and Procedures and Budget Development and Expenditure Policy. Appropriate changes have been made and submitted for a second reading in March.

Mr. Clark asked Ms. Dunn-Brown to report on the Outreach Committee. The Outreach Committee meeting will be rescheduled. Mrs. Pesses noted that members of the 50th Class Reunion are interested in participating in a tour of the Library.

When asked to discuss Personnel Committee, Mrs. Hauser noted her upcoming leave of absence. A summer assistant will be hired in mid-June at approximately 10 hours a week at minimum wage. Interviews for a full time Library Assistant for Youth Programming will begin soon as well. The Personnel Committee will also work to develop questions for the Library Director interviewing process.

Mr. Reed indicated that the Program Committee did not meet but they are meeting next week.

Mrs. Pesses reported on behalf of the Public Relations Committee, whereas she noted that February 25th is Advocacy Day in Albany, NY.

Mr. Clark asked Mrs. Hauser to deliver the Director's Report. She noted that Sally Ostrander and Linda Conroy have been assisting with NYS Annual Report due to MVLS. Also, there are four openings for trustees, two are five-year terms and two are one-year terms. Packets will be available on March 14th.

In the President's Report, Mr. Clark noted there was nothing new to add to the discussion.

Mr. Clark asked if there was any Old Business to be discussed, to which Mrs. Pesses noted the Historical Room should be completed by summer and volunteers are being sought to help sort the contents of the room.

Mr. Clark moved to adjourn the meeting at 8:21 PM, which was motioned by Mrs. Dunn-Brown, seconded by Mrs. Pesses. This motion was approved with the board voting "aye".

Respectfully submitted,

Christian Rohrs, Secretary