



Valerie Acklin
Library Director

2020-2021
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting January 19, 2021

The Gloversville Public Library Board of Trustees held a meeting on January 19, 2021. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Susan Schrader, Richard Carlson, Gregory Niforos, Caren Pepper, John Mazur, Claims Auditor John Blackmon, and *Leader-Herald* Reporter Ashley Onyon.

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

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked for a motion to accept the December minutes. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the six-month period ending December 31, 2020. Mr. Frank informed the Trustees that our income for the period was virtually unchanged from the prior year. The receipt of \$20,449 this year, from the Payroll Tax Credit from the IRS, has basically offset the decline in Investment Income, the decline in Government Affiliation Income, the decline in Fines & Miscellaneous Income and the fact that the Friends of the Library have not yet given us their support check. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$20,000 over last year, due primarily to the new maintenance contracts this year, that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank asked the Board for any questions or comments regarding the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants list for January 2021, numbered 2251 through 2267, 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. Ms. Pepper made a motion, seconded by Mrs. Shrader, 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. Niforos delivered the budget and finance report. He indicated there had not been a meeting; however, he asked if anyone had any questions regarding the draft budget. After a brief discussion, Mr. Reed asked for a motion to set the tax levy amount for the 2021-2022 budget at \$503,695. Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. Mr. Reed asked if there was any discussion regarding this. Mrs. Pesses asked how the amount would translate to cents per thousand. Mr. Reed indicated that the cost for each property valued at \$100,000 would be \$72.75, an increase of \$7.22. This equates to a \$0.02 increase per day. The increases in the proposed budget are primarily due to an increase in staff minimum wage. When asked for no further discussion, the board approved the motion with "aye."

Mr. Reed delivered the Friends of the Library report on behalf of Jean La Porta. The Friends were busy during the month of December. They decorated the Library for the holidays, as well as published and mailed the December issue of the newsletter. The Friends were proud to present each staff member with a \$50 Chamber Check, along with a beautiful cookie tray to share. The Friends continued their membership renewal drive, emailed officers and committee chairs information on November and December Friends' activities, and began to set up 2021 fundraisers.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since their meeting in December 2020. Mr. Frank informed the Trustees that the Capital Campaign had received the final payment from the Littauer Foundation of \$125,000 and would be applying it to the term loan, reducing the principal balance to approximately \$600,000.

Mr. Reed asked Mr. Carlson for the Buildings and Grounds Committee report. Mr. Carlson indicated the committee discussed snowplowing, employee parking, parking lot tree removal, and HVAC system air filters, among other things. Adirondack Carpet Cleaning will visit Saturday, 1/16, to spot clean 2,075 square feet at a cost of \$450. Mr. Carlson also noted there had been no problems related to the leak in the Youth Services area. The committee also reviewed the current status of maintenance contracts. Mr. Mazur expressed his appreciation that items covered by the B&G Committee are delegated to each committee member.

Mrs. Dunn-Brown reported on behalf of the Outreach Committee. She discussed the importance of getting budget information out to the public and out to the Friends' newsletter.

Mrs. Shrader was asked to deliver a report on behalf of the Personnel Committee. She requested to postpone her report until the board entered Executive Session.

Mrs. Pesses delivered the Policy Committee report. She indicated there are seven policies which require review this year. She mentioned a meeting will be set up to discuss these policies; however, the priority is the policy of the Local History Room, which needs to be written. Ms. Acklin also noted that she was hoping for some boilerplate language to be used for a Pandemic Policy, however, there is not any as of yet.

Ms. Acklin and Mr. Reed reported on behalf of the Program Committee. There has not been a meeting; however, they plan to meet in February. Ms. Acklin noted the staff had been keeping programs steady, although there had been a dip in participation in December. Ms. Dunn-Brown mentioned an acquaintance of hers had lauded the library's accessibility and Ms. Shrader commended the staff and Linda Conroy for accommodating the Code Blue shelter, a program with which she has been heavily involved.

Mr. Rohrs reported on behalf of the Public Relations Committee. The committee had met to discuss dissemination of budget information and they plan to meet again. He praised Ms. Acklin's designs of a postcard and posters to be shared with the city.

In Ms. Acklin's Director's Report, she indicated the shifting between the fiction and nonfiction sections is complete. Fiction titles are now located on the Main Floor, and nonfiction is located on the Second Floor, and she is happy to report she has only gone to the wrong place twice to get books. She lauded the staff, all of whom helped with this mammoth task in one way or another. In addition, while the Library was only open for a couple of days after this occurred, patrons responded positively to the change during that time. She also discussed that a new light sensor was installed and appears to be working fine. Additionally, there was some confusion with the HVAC filters as the dimensions were slightly off; however, the correct measurements were made and the problem was fixed. Additionally, the spot cleaning with the carpets was completed and everything looks great.

In his President's Report, Mr. Reed thanked the Friends of the Library for their work in 2020. They conduct huge fundraising events each year, and he was grateful for everything done, considering the circumstances of 2020.

Mr. Reed asked if there was any New Business, to which it was reported there was none.

At 7:55 PM, Mr. Reed asked for a motion to enter Executive Session. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos.

At 8: 29 PM, Mr. Reed asked for a motion to leave Executive Session. Ms. Pepper made a motion, with a second motion made by Mrs. Pesses. Upon leaving Executive Session, Mr. Reed asked for the following motions to be passed:

Motion to move Sonny Duross from probationary status Library Assistant to permanent.

Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The board approved with "aye."

Motion to move Valerie Acklin from probationary to permanent Library Director 1. Mr.

Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Motion to convert previously created part time Library Clerk position to part time Maintenance Worker with a minimum of 17.5 hours per week. Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. The board approved with "aye."

At 8:33 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Mazur. The board approved with "aye."

Respectfully Submitted,

Christian W. Rohrs