



Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

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Richard Carlson

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Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

January 21, 2020

The Gloversville Public Library Board of Trustees held a meeting on January 21, 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 Mr. Michael Frank, Treasurer, Mrs. Christine Pesses, Vice President Ms. Merry Dunn-Brown, Mr. Frank Carangelo, Mr. Charles "Ren" Reed, Mrs. Susan Shrader, Mr. Gregory Niforos, Mr. Christian Rohrs, Mr. Richard Carlson, Mr. Craig Clark, President, Interim Director Mrs. Nicole Hauser, Mrs. Jean LaPorta from the Friends of the Library, and Claims Auditor Mr. John Blackmon.

When asked for public comment, there was none.

Mr. Clark asked for a motion to approve the revised minutes for November. The minutes were revised due to an error caused by Mr. Rohrs regarding attendance. Mr. Reed motioned, with a second motion by Ms. Dunn-Brown. Mr. Clark then asked for a motion to approve the December board meeting minutes. Mrs. Pesses made a motion, followed with a second motion by Mr. Carlson. All motions were approved with "aye" by the board.

Mr. Clark asked Mr. Frank to review the Financial Report for the six-month period ending December 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was 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 reviewed the expenses for the year-to-date period. With the year half over our expenses in total are close to 50% of the expense budget. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2020 numbered 1982 through 2007 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. Reed 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. Clark asked Mr. Reed to deliver the minutes from the Budgets and Finance Committee meeting. Mr. Reed indicated there was a Budget meeting whereas it was discussed asking the taxpayers in the next budget vote for a \$30,000 increase. This equates to about \$.04/1,000 assessment and will cover the increases in wages due to the NYS minimum wage increase and other wage/benefit increases for the staff. This will regulate current budgetary standing.

Mr. Clark asked Mrs. LaPorta to report on the Friends of the Library. Mrs. LaPorta announced the Friends are conducting a tote bag sale. Order forms are available at the main lobby desk at the library. She also mentioned that with the change in single-use plastic bag laws, eco-friendly totes would be beneficial. Mrs. LaPorta also reported that dates are set for fundraisers throughout the year. Friends of the Library are still working to scheduling the book sale. Volunteers are needed to help organize this effort for a

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tentative date in October. Mrs. LaPorta also mentioned that the Membership Drive is still occurring, as well.

Mr. Clark asked Mr. Frank to report on the Library Foundation. Mr. Frank informed the Trustees that the Finance Committee of the Gloversville Library Foundation had met and had sold some securities in order to pay down their line of credit to \$1,000,000 by January 31, 2020. NBT Bank is preparing a 15-year term loan for the \$1,000,000 balance which will require a monthly payment of approximately \$7,500. The Foundation expects to pay this off sooner as other funds are received.

Mr. Clark asked Mr. Carangelo to report on behalf of the Buildings and Grounds Committee. Mr. Carangelo indicated the water leak in the Children's Room has been corrected and there haven't been any problems. The holes in the seams have been sealed and the problem will be monitored. December 20th was the first sprinkler inspection, where it was also noted that inspections need to be done twice a year at \$250.00 per visit with a backflow test once per year at \$100.00 a year. Mr. Carangelo also noted the front salt bin was dumped on the front steps on December 26th, and two days later, two salt bins were dumped on the steps. Mr. Carangelo also noted that the servicing electrician, expected to complete some finishing work, was given dates and has completed projects except for three items. Mr. Carangelo and Mrs. Hauser also indicated that PASCO gave an updated estimate for \$4,755.00/year for 5 years for software maintenance and updates of the HVACC system which also includes two site visits, two hours of telephone service, and staff training regarding use of the system each year. Mrs. Hauser also noted she will attend the training and would like custodial staff, another staff member, and a board member to attend. This training will be Tuesday, March 3rd in the afternoon.

Mr. Carangelo also reported that two contractors came on 1/20 to discuss the paving of the parking lot. Bids are due 1/29 at 2:00 PM and must be sent to Steven Smith. The parking lot work should begin April 1, 2020 and completed by August 15th, 2020.

Mr. Clark asked if there was a Policy Committee meeting, where it was noted there has not been a policy meeting, and there needs to be a Finance policy reread. These policies will be reviewed after the tax levy vote.

Mr. Clark asked Ms. Dunn-Brown to report on the Outreach Committee. The Outreach Committee met the previous week where it was discussed the committee would like to promote the Carnegie Room and its availability for use. Also, the Outreach Committee would like to promote the top-ten most borrowed DVD's, along with other options to promote literacy in the community with outreach opportunities on which the committee will work to promote. Additionally, Mrs. Pesses suggested promotion of the Hearing Loop system in the local newspaper. Mrs. LaPorta also offered space in the Friends of the Library Newsletter to include information about the Hearing Loop accessibility.

When asked to discuss the Personnel Committee, Mr. Clark discussed an extension for an employee's unpaid time off request with approximate dates of mid to end of February. This request was motioned by Mrs. Pesses, seconded by Mr. Rohrs. The board voted all in favor with "aye".

Mr. Clark also noted the director's position has not been posted via Civil Service; however, the job description and application deadlines will be assembled soon. Mr. Clark assembled necessary documents; however, per the original timeline, the process is "on track". Also, when Mr. Clark last spoke with Civil Service, they indicated the position would be posted requiring a promotional exam for internal candidates and an open competitive exam for external candidates. These openings will be posted on their website. The list of eligible candidates will be forwarded to the Board/interview committee from which to choose. Mrs. Shrader inquired about the Library Assistant position. Mrs. Hauser indicated the test is being administered right now. Civil Service is also working on former Library Director Barbara Madonna's special projects position. Mrs. Shrader also indicated the Personnel committee is working on the Employee Handbook and the next meeting will be February 19th, 2020.

When asked to report on the Program committee, Mr. Reed indicated that the committee has not met since the last meeting. The Staff Program Committee is attending the Summer Reading Workshop next Thursday held at the Schenectady Public Library. The theme is "Imagine Your Story".

Mrs. Pesses reported on behalf of the Personnel Committee, whereas she noted that February 25th is Advocacy Day where people gather at the Capital to Lobby for public libraries. There will be a packet pick up and sign in at 8:30, a rally at noon, and meetings will be scheduled with legislators as organized by MVLS (Seward, Amedore, Tedisco, etc.) She also mentioned that the GPL advocacy focus for the past several years has been for library construction grants.

Mr. Clark asked Mrs. Hauser to deliver the Director's Report. Mrs. Hauser noted that July 4th is on a Saturday, and it will be observed on the 3rd. She also noted that December 25th is a Friday, on which the Library is closed, and the trustees agreed to close on Saturday December 26th as well. Therefore, the Gloversville Public Library will be closed July 3rd and December 26th.

Mrs. Hauser also presented the results from the inventory. Mrs. Pesses asked "How often should we be conducting an inventory?" Mrs. Hauser indicated this should be done once every few years.

In the President's Report, Mr. Clark asked for a motion and a vote to approve the Automation Agreement. Mrs. Pesses made a motion, seconded by Mr. Rohrs. All voted in favor with "aye".

Mr. Clark asked if there was any Old Business to be discussed. Mrs. Hauser discussed the perpetual issues regarding disruptive and unruly youth patrons. New practice and protocol is in effect to divert misbehaviors and this temporary policy was met with great support from the board.

When asked for any New Business, Mrs. Hauser suggested appointing a second election clerk for the GPL election and tax levy vote. The board can appoint a deputy clerk for this vote. Sally Fancher has expressed interest in performing duties assigned to this role.

At 7:53, Mr. Clark requested the board enter Executive Session, motioned by Mrs. Pesses, seconded by Mr. Reed. The request was met in a resounding vote of "aye".

At 8:22, Mr. Clark asked the board leave Executive Session, motioned by Mrs. Pesses, Seconded by Mrs. Shrader. Again, this request was met with "aye".

Mr. Clark moved to adjourn the meeting at 8:24 PM, which was motioned by Mr. Rohrs, seconded by Mr. Carangelo. The board voted with "aye".

Respectfully submitted,

Christian Rohrs, Secretary