



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
July 21, 2020 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the June 2020 meeting
Accept minutes of the June 30, 2020 special meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: August 18, 2020 at 6:30 pm



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

June 16, 2020

The Gloversville Public Library Board of Trustees held a meeting on June 16, 2020 at 6:30 PM via Zoom Conferencing. Present were President Craig Clark, Vice President Merry Dunn-Brown, Treasurer Mike Frank, Secretary Christian W. Rohrs, Christine Pesses, Charles "Ren" Reed, Frank Carangelo, Sue Shrader, Gregory Niforos, Richard Carlson, Linda Conroy, Sally Fancher, and *Leader Herald* reporter Ashley Onyon.

Mr. Clark called the meeting to order at 6:31 PM. When asked if there were any public comment, there was none. Mr. Clark asked for motion to approve the May meeting minutes. Mrs. Pesses made a motion, with a second motion made by Mr. Carlson. All approved with "aye".

Mr. Clark asked Mr. Frank to review the Financial Report for the eleven-month period ending May 31, 2020. Mr. Frank informed the Trustees that we had received our workers' compensation dividend of 30% of last year's premium in May 2020 in the amount of \$1,009.86. Mr. Frank also informed the Trustees that it appeared that we would be approximately \$70,000 below the budgeted amount in expenses primarily due to the retirement of Ms. Madonna and the closing of the Library due to the Covid-19 virus. This would leave us spending approximately \$100,000 more than our income for the fiscal year instead of the \$175,000 that was originally budgeted. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Mr. Niforos, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants list for June 2020 numbered 2104 through 2122 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. Niforos 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."

Mr. Clark delivered the Friends of the Library report on behalf of Mrs. LaPorta. First, she'd like to remind everyone that if you wish to submit an article for the Friends' August newsletter please send it to Jen Wojeski by July 1st. She also mentioned that Ginni Mazur organized the pie pickup in the library parking lot on June 15th and Sally Fancher helped organize the pickup. The Friends would like to thank everyone who helped participate in this fundraiser. The Friends are still waiting to see if a book sale will be possible in the fall, but they would like everyone to hang on to any old books they'd like to donate. However, the chicken barbecue is still scheduled for September 18th and tickets may be available as the date gets closer. We are looking forward to the re-opening of the library so that Friends' story time can resume. This is also a good time to recognize Sally Fancher's wonderful online story hours that she has been providing on a regular basis for many weeks now. If you have not seen her "in action" please catch one when you can. She has a hat or props to make the stories she reads come to life. Mrs. LaPorta would also like to extend a special thank you to Nicole Hauser and Linda Conroy for arranging a weekly mail drop-off to her house so that the Friends mail could be responded to in a timely fashion. As always, it is a good time to renew your Friends membership if you haven't done so.

When asked to deliver an update from the Foundation, Mr. Frank indicated that there was not a meeting.

Mr. Clark asked Mr. Carangelo to provide an update from the Building and Grounds committee. Mr. Carangelo noted that there was not a meeting in the month of May, and they have not heard back from the companies solicited for work on the side hill. It was also mentioned that the parking lot situation is still a topic of conversation and asked the board if they should wait on hiring a paver for the lot.

Mr. Clark asked for an update from the Policy committee, to which it was noted that there were no significant updates.

Mr. Clark asked for an update from the Personnel committee. Mrs. Shrader noted that the employee handbook has been reviewed with minimal changes excepting changes to work week times.

Mr. Clark asked for an update from the Program committee. Mrs. Fancher noted that she is still anticipating the summer Traveling Story Time as a self-guided reading program. Please inquire with Mrs. Fancher for further details or go to the website www.gloversvillepubliclibrary.org.

Mrs. Fancher also delivered the Director's Report, in which she detailed book reserves and pick up at the library. Please go to www.gloversvillepubliclibrary.org for further details.

Mr. Clark delivered the President's Report, in which he discussed the interviewing process with hiring a new director. He thanked everyone involved in this process and anticipates moving forward with a candidate.

When asked if there was any old business, it was discussed that there are anticipated board member vacancies. From there, the board made motions for the following members to be recommended for one-year terms:

Mr. Gregory Niforos: First motion: Mr. Reed, seconded by Mrs. Pesses.

Mr. Richard Carlson: First motion made by Mr. Clark, with a second motion made by Mrs. Pesses.

Ms. Merry Dunn-Brown: First motion made by Mr. Clark, with a second motion made by Mr. Carlson.

Mr. Craig Clark: First motion made by Mr. Reed, with a second motion made by Mrs. Pesses.

All of the above motions were approved by the board with "aye".

At 7:31, Mr. Clark asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Carangelo.

Respectfully submitted,

Christian Rohrs, Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting
June 30, 2020

The Gloversville Public Library Board of Trustees held a special meeting on June 30, 2020 at 4:00PM via Zoom Video Conferencing. Present were President Craig Clark, Vice President Merry Dunn-Brown, Secretary Christian W. Rohrs, Christine Pesses, Richard Carlson, Frank Carangelo, Charles "Ren" Reed, Gregory Niforos, Sally Fancher, and Linda Conroy.

Mr. Clark called the meeting to order at 4:00 PM.

The board made motions to approve three items on the agenda.

Motion to approve Ms. Dunn-Brown to a one-year seat, Mr. Carlson to a one-year seat, Mr. Clark to a one-year seat, and Mr. Niforos to a one-year seat to fill vacancies until June 30, 2021: Ms. Dunn-Brown, seconded by Mr. Reed.

Motion to approve Mr. Charles Reed to sign the employment contract with Library Director Ms. Valerie Acklin: Mrs. Pesses, seconded by Mrs. Shrader.

Motion to approve Mr. Frank Carangelo's resignation: Mrs. Pesses, seconded by Mr. Carlson. Both of these motions were made with regret. The board would like to thank Mr. Carangelo for his years of service and dedication.

All motions were approved by the board with a vote of "aye".

At 4:16 PM, Mr. Clark asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. All approved 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

GLOVERSVILLE PUBLIC LIBRARY

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

JUNE 2020

	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	15.92	2,161.84	1,049.52	(1,961.84)
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	2,310.00	5,066.00	9,694.01	4,934.00
Government Affiliations	7,000.00	944.95	22,152.93	8,650.01	(15,152.93)
Fines & Miscellaneous Income	9,000.00	0.00	8,606.69	11,049.32	393.31
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$489,895.00</u></u>	<u><u>\$3,270.87</u></u>	<u><u>\$501,682.46</u></u>	<u><u>\$528,137.86</u></u>	<u><u>(\$11,787.46)</u></u>
		Income Cash Reconcilement			
Income Cash Balance on June 1, 2020		<u>\$248,843.07</u>			
Plus: Receipts Per Report		3,270.87			
Less: Capital Expenditures - Furniture		0.00			
Less: Expenses Per Report		<u>51,042.44</u>			
Income Cash Balance on June 30, 2020		<u><u>201,071.50</u></u>			
Cobra Reserve Balance		(6.63)			
Accounts Payable as of 06/30/20		17,945.83			
Accts Rec- IRS Covid 19 Payroll Taxes Paid		2,903.55			
Deferred Liability - Prepaid Med. Ins.		3,655.80			
Prepaid Expenses as of 06/30/20		<u>(18,050.53)</u>			
Actual Cash Balance on June 30, 2020		<u><u>\$207,519.52</u></u>			

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 2020

	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	\$ 16,704.04	\$ 231,328.34	\$ 234,845.75	\$52,049.66
Salaries - Part Time Employees	77,177.00	6,441.33	71,628.19	48,493.14	5,548.81
Salaries - Custodians	29,329.00	2,444.10	29,329.20	28,055.04	(0.20)
F I C A & Medicare Tax	29,826.00	1,944.28	25,321.13	23,662.95	4,504.87
Unemployment Insurance	800.00	0.00	858.00	744.00	(58.00)
Disability & Family Leave Insurance	1,000.00	0.00	1,326.89	850.97	(326.89)
Medical Insurance & Reimbursements	48,600.00	(1,113.27)	35,817.20	36,062.69	12,782.80
Worker's Compensation Insurance	3,000.00	0.00	2,633.67	2,193.89	366.33
Pension Expense	32,500.00	8,946.50	34,601.50	29,127.50	(2,101.50)
Heat	4,000.00	108.26	2,513.30	2,505.80	1,486.70
Electricity	20,000.00	2,655.26	18,683.21	12,593.10	1,316.79
Telephone	6,720.00	513.92	6,392.23	5,342.78	327.77
Insurance	16,300.00	0.00	21,663.01	16,073.94	(5,363.01)
Books, Periodicals, etc.	46,500.00	1,783.94	40,133.07	45,648.44	6,366.93
Computer & Automation Services	11,400.00	1,072.12	11,885.60	26,407.03	(485.60)
Library, Office Supplies & Postage	9,500.00	753.47	6,561.33	14,763.92	2,938.67
Maintenance, Repairs & Bldg. Supplies	3,000.00	1,332.85	9,293.20	3,841.03	(6,293.20)
Maintenance Contracts	10,000.00	0.00	20,353.11	11,000.00	(10,353.11)
Treasurer	8,600.00	750.00	8,600.00	8,600.00	0.00
Professional Fees	8,000.00	6,300.00	6,300.00	6,580.00	1,700.00
Election Expense	1,150.00	0.00	303.42	788.08	846.58
Professional Meetings & Travel	3,200.00	0.00	820.51	613.86	2,379.49
Events & Programming	5,500.00	80.00	2,937.45	5,455.70	2,562.55
Promotion Expense	4,500.00	248.00	5,362.75	5,961.64	(862.75)
General Expense	1,300.00	77.64	1,124.12	4,364.24	175.88
TOTAL EXPENSE	\$665,280.00	\$51,042.44	\$595,770.43	\$574,575.49	\$69,509.57

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,789.12)	\$951.06	FICA & Medicare Expense
			1,838.06	Payroll
6427		Gloversville Public Library	9,896.94	Payroll
6428	2104	Michael J. Frank	750.00	Treasurer
6429	2105	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6430	2106	United Health Care	17.40	Medical Insurance
6431	2107	M V P Health Care, Inc.	3,655.80	Prepaid Expense - Medical Ins
6432	2108	Frontier Communications	513.92	Telephone
6433	2109	National Grid (1,189.03)	1,105.29	Electricity
			83.74	Natural Gas
6434	2110	Business Card (504.25)	139.88	Computer & Automation
			12.77	A/V - DVDs
			19.25	Maintenance & Repairs
			14.99	G/E - Zoom Membership
			110.00	Postage
			207.36	Office Supplies
6435	2111	The Leader-Herald	124.00	Promotion Expense
6436	2112	Mohawk Valley Library System (968.24)	932.24	Computer & Automation
			36.00	Library Supplies
6437	2113	NYSIF Workers' Compensation	3,243.32	Prepaid Exp - Workers' Comp Ins
6438	2114	Fleury Risk Management, LLC	350.30	Prepaid Exp - Workers' Comp Ins
6439	2115	Professional Fire Protection, Inc.	733.89	Maintenance & Repairs
6440	2116	Blackstone Publishing	334.49	A/V - DVDs
6441	2117	Quill, LLC	83.08	Library Supplies
6442	2118	Kids Reference Company, Inc.	253.85	Books
6443	2119	Gloversville True Value Hardware	15.92	Maintenance & Repairs
6444	2120	Ingram Library Services	1,062.81	Books
6445	2121	Unique Management Services, Inc.	62.65	G/E - Collection Expense
6446	2122	Derby Office Equipment, Inc.	80.00	Events & Programming
6447		Gloversville Public Library	10,357.28	Payroll
		E F T NYS & Local Retirement System	452.32	Pension - Withholdings
		E F T NYS Tax Department	838.60	Payroll
		E F T United States Treasury (2,903.55)	993.22	FICA & Medicare Expense
			1,910.33	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	516.65	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2020	<u>41,975.95</u>	
		PETTY CASH PAID OUTS - JUNE 2020		
		None	<u>0.00</u>	
		TOTAL JUNE 2020 PAID OUTS	<u>\$41,975.95</u>	
		Less: Medical Insurance - Johnson	(579.89)	
		Less: Prepaid Expense	(7,249.42)	
		Plus: Accounts Payable	17,945.83	
		Less: Cobra Reimbursement - Madonna	<u>(1,050.03)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$51,042.44</u>	

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on June 1, 2020	\$216,091.47
Plus: Receipts:	
Interest on Money Market Account	15.30
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	45,000.00
Balance on June 30, 2020	<u>\$171,106.77</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on June 1, 2020	\$799,752.99
Plus: Receipts:	
Interest on Money Market Account	98.60
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
Balance on June 30, 2020	<u>\$799,851.59</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on June 1, 2020	\$119,492.08
Plus: Receipts:	
Interest Earned	1.96
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
Balance on June 30, 2020	<u>\$119,494.04</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on June 1, 2020	\$273.64
Plus: Receipts:	
Interest Earned	0.01
Donations _ Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on June 30, 2020	<u>\$273.65</u>

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of June 1, 2020			\$560.47
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 June 30, 2020			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of June 1, 2020			\$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 June 30, 2020			\$371.62

ADVOCACY GRANT

Balance as of June 1, 2020			\$110.91
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 June 30, 2020			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of June 1, 2020			\$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 June 30, 2020			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of June 1, 2020			\$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 June 30, 2020			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of June 1, 2020			\$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 Colorthon Funds Left at June 30, 2020			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
June 30, 2020

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

Balance Per Bank Statement				\$	35,709.92
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
02/18/20	6339	James Esper Landscaping		3,500.00	
03/17/20	6372	James Esper Landscaping		2,100.00	
05/19/20	6418	James Esper Landscaping		4,700.00	
05/19/20	6419	Professional Fire Protection, Inc.		350.00	
06/16/20	6429	The Paul Revere Life Insurance Company		278.54	
06/16/20	6430	United Healthcare		17.40	
06/16/20	6431	MVP Health Care, Inc.		3,655.80	
06/16/20	6439	Professional Fire Protection, Inc.		733.89	
06/16/20	6446	Derby Office Equipment, Inc.		80.00	
06/16/20	DM	EFT - NYS & Local Employees' Retirement System		452.32	
		Total Outstanding Checks			<u>15,867.95</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS				\$	<u><u>19,841.97</u></u>

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

Balance Per Bank Statement				\$	9,105.08
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
06/15/20	5366	Kathy Van Volkenburg		125.68	
06/30/20	5372	Nicole L. Hauser		1,594.76	
06/30/20	5374	Sally A. Fancher		1,135.58	
06/30/20	5375	Linda B. Conroy		1,198.74	
06/30/20	5376	Jameson M. Duross		794.24	
06/30/20	5378	George Emden IV		928.70	
06/30/20	5379	Sally L. Ostrander		460.85	
06/30/20	5380	Kathy Van Volkenburg		99.54	
06/30/20	5381	Christine T. Prokopiak		361.37	
06/30/20	5382	Kimberly A. Collar		396.37	
06/30/20	5384	Kelly S. Lawlor		440.03	
06/30/20	5385	Bailey J. Darling		419.16	
06/30/20	5386	Barbara J. Madonna		150.06	
		Total Outstanding Checks			<u>8,105.08</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS				\$	<u><u>1,000.00</u></u>

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement \$ 171,106.77

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 171,106.77

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

Balance Per Bank Statement \$ 799,851.59

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 799,851.59

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 119,494.04

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

\$ 119,494.04

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

Balance Per Bank Statement \$ 273.65

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 273.65

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF JUNE 30, 2020

(Bills owed and not paid as of 6/30/20)

<u>Vendor</u>		<u>Fund</u>
Proforma	\$465.79	Maintenance & Repairs
Palmater Trucking & Container Service	98.00	Maintenance & Repairs
National Grid	24.52	Natural Gas
National Grid	1,549.97	Electricity
Center Point Large Print	104.18	Books
Kathryn McCary	300.00	Professional Fees
Business Card	213.84	Library Supplies
Bunkoff General Contractors, Inc.	20,197.00	Building Improvements
Business Card	103.19	Office Supplies
New York State Employees' & Local Ret. System	8,946.50	Pension Expense
Ingram Library Services, Inc.	15.84	Books
The Leader-Herald	124.00	Promotion Expense
Philip Beckett, CPA PC	6,000.00	Professional Fees - Estimate
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TOTAL ACCOUNTS PAYABLE	\$38,142.83	
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PREPAID EXPENSES AS OF JUNE 30, 2020

(Bills paid for periods after 6/30/20)

<u>Vendor</u>		<u>Fund</u>
NYSIF Workers' Compensation	\$3,243.32	Insurance - Worker's Comp.
MVP Health Care, Inc.	\$3,655.80	Insurance - Medical - July 2020
Mohawk Valley Library System	1,712.89	Electronic Books
Baker & Taylor Books - Lease Plan	352.60	Books
Fleury Risk Management, LLC	350.30	Insurance - Worker's Comp.
Philadelphia Insurance Companies	749.51	Insurance - Dir. & Off. Liability
Arch Insurance Group	853.65	Disability Insurance & Family Leave Ins
Thyssenkrupp Elevator Corp.	1,275.36	Maintenance Contracts
Technical Building Services, Inc.	5,230.85	Maintenance Contracts
PASCO	396.25	Maintenance Contracts
Fulton County Regional Chamber	230.00	G/E - Dues
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TOTAL PREPAID EXPENSES	\$18,050.53	
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Gloversville Public Library

Director's Report: June 2020

Valerie Acklin – Library Director

The Library continues to successfully provide limited services to the community. Digital resources, curbside pickup of physical materials (including tax forms), virtual programming, and parking lot-accessible Wi-Fi are all being utilized regularly by patrons. Returned materials will continue to be quarantined for the recommended 72 hours.

In addition, the staff has worked on plans to reopen the library for limited patron browsing on July 20. All efforts are being made to ensure the safety of the public, the staff, and library materials:

- Entry to the building will be through the rear doors, only. Building capacity will be limited to 25 members of the public at any given time, and we are asking patrons to limit their visits to 1 hour or less. If more than 25 individuals wish to access the building, a socially-distanced overflow line will be established on the walkway outside the rear entrance.
- Only patrons in possession of face mask (to be worn for the duration of the library visit) will be allowed to enter the building. In addition, patrons will be required to use hand sanitizer (supplied by the Library). Once inside all patrons must practice appropriate social distancing when around non-family members. Staff will gladly work with anyone unable or unwilling to wear a mask, and explore all alternate service options available that maintain the safety of our interior spaces.
- The library's media, fiction, non-fiction, and magazine collections will be accessible for browsing. All other areas of the library will be off-limits to the public. There will be no seating, computers/copiers, or meeting rooms available for use at this time.
- We will have one non-gendered bathroom available for public use. There will also be a hand sanitizing station available on each floor, for public use. Throughout the facility, high-contact surfaces will be cleaned every 45 minutes.
- A suggestion box has been made available by the main circulation desk to encourage feedback from patrons as we transition into expanded services. I will also be spending the majority of my time on the public floor introducing myself, answering questions and concerns, and welcoming patrons back to the library.
- Staff have been assigned to specific areas of the library, on a rotating basis, to assist patrons and ensure that safety guidelines are being followed. Staff have placed appropriate PPE in each of these areas to provide appropriate coverage, but if, at any time, a member of the staff feels further action needs to be taken, I have asked them to please let me know.
- Fifteen minutes before closing, each day, entry to the library will be suspended. This is to ensure that patrons have enough time to find materials, check them out, and exit the building before closing.

Of course, our plans will remain flexible as we get used to our "new normal," and we will adapt as necessary. Looking ahead, staff will be working on establishing the next phases of services, so that we will be able to move forward when it is appropriate to do so.

On a personal note, I would just like to say how wonderful and welcoming my first weeks here have been. I couldn't ask for more capable colleagues, kinder community members, or a more inspiring work environment.

GLOVERSVILLE



PUBLIC
LIBRARY

Gloversville Public Library

Children's Room Report: June, 2020

Sally Fancher – Library Assistant, Head of Children's Services

Staff has returned to the building and is working very hard to prepare for "Curb Side Pick-up". This involves a great deal of paperwork and data entry, as well as furniture moving and sanitizing. All of the clerks and assistants are pulling together and getting things done in a very organized and efficient manner.

Summer Reading is ready to roll with the Read Squared site, Writing Challenge, Story Time Stroll and Craft and Story Time. Posters were delivered to our community partners on Friday, June 26. All are very excited to participate in this new program. I expect to see Library patrons of all ages enjoying these. The Story Times for the month of June went well and the Take and Make Craft bags have begun to be picked up, in anticipation of our Craft and Story Time, which begins July 2.

Sonny Duross and the clerks have completed the new spine labels for the picture books, to match the new labels which are done by Ingram.

The health log, as well as the maintenance and cleaning log, required by NYS for reopening, have been completed. Linda Conroy is in charge of the health log, and George Emden is in charge of the cleaning log.

Maintenance-wise, June began with two alarms from the HVAC system. One was from the shutdown of the cooling tower due to a squirrel that choose to play in the fan belts. The result was a notification to me, calls to PASCO and TBS and problem was taken care of. Second alarm was for heat pump 104 which is off-line until TBS can come to take care of this. This particular heat pump has had problems for some time, we are in the process of taking care of it through TBS.

Late in the night of June 21, the HVAC alarm for heat pump 003 was engaged. I contacted TBS at 8 AM on Monday, the 22nd and they added this to the service call that was scheduled. While this may seem excessive, it should be noted that when we began the contract with TBS on May 1, 2020, this was our first service contract and several normal, regularly scheduled maintenances were never done because we did not have a maintenance contract. Also, it was pointed out in the initial inspection by TBS that these two particular heat pumps had been having issues all along. TBS was able to do a same day service call, heat pump 104 was fixed. A return visit was scheduled for 003 and heat pump 108 was added, as that alarm went off about an hour after the serviceman left. It would be prudent to look into adding a "remote access" component to our TBS contract. This would allow them to see our computer and at times, diagnose and fix a problem without an actual visit.

On June 24, after exiting the rear entrance, I observed that the door did not close properly and would not, with any effort. I waited for the next staff to arrive so that I could address the issue without leaving the building unsecured. I was informed that this had been noticed earlier in the week and that the catch at the top was not doing its job, so people were not using that door. I called our general contractor and asked if he knew the "door guy". He gave me the name of the company and the section of the building maintenance binder to refer to. That led me to a list of "trouble shooting" suggestions. I saw the problem as soon as I got up on a ladder to check it out. It was a matter of two loose screws on the catch plate, which was misaligned: fixed in a jiffy.

During the TBS maintenance call on June 25, it was discovered that the HVAC units in the lower maintenance closets were plumbed incorrectly. The water flowing out of the units was directed uphill, thus

causing the condenser clogs and sensor alarm alerts. The act of not addressing this issue could lead to damage to the unit and possible electrical shorts. TBS technicians were able to add a longer piece of tubing, and reset the supports for the PVC, thus rectifying the issue.

Again, I must state that the TBS technicians and service department are wonderful to work with, quick with responses and always professional.

Statistics for June 2020 are as follows (figures in parentheses are comparable figures for 2019)

LIBRARY CLOSED JUNE 1 - 21, 2020, Governor's Executive Order due to Covid 19 virus

Reopened JUNE 22 for CURBSIDE pickup only

	2020	2019
VISITORS	890	(5,429)
CIRCULATION		
Adult Circulation	277	(1,737)
Teen Circulation	14	(124)
Juvenile Circulation	72	(1,141)
Audiobooks	163	(300)
eBooks	681	(654)
Music	4	(25)
Periodicals	39	(61)
Videos	119	(1,270)
Museum Passes	0	(3)
Subtotal	1,369	(5,315)
In-House Use		
Adult	0	(21)
Juvenile	0	(55)
Other Materials	0	(977)
Subtotal	0	(1,053)
Total Circulation	1,369	(6,368)
REFERENCE QUESTIONS	0	(271)
MEETINGS/PROGRAMS/OUTREACH		
5 Adult programs and meetings with 42 people		(62 Adult programs and meetings with 375 people)
10 Juvenile programs and meetings with 1335 people		(13 Juvenile programs and meetings with 602 people)
0 Teen programs and meetings with 0 people		(7 Teen programs and meetings with 14 people)
INTERLIBRARY LOAN		
Material Borrowed	120	(571)
Material Loaned	179	(631)
Total	299	(1,202)
COMPUTER USAGE	244	(1,566)
HISTORICAL ROOM *	Temporarily Closed	
Visitors		
Books Used		
Reference Questions		

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