



Draft Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting July 21, 2020

The Gloversville Public Library Board of Trustees held a scheduled board meeting July 21, 2020 at 6:48 PM via Zoom Video Conferencing. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Treasurer Mike Frank, Secretary Christian W. Rohrs, Library Director Valerie Acklin, Christine Pesses, Craig Clark, Richard Carlson, Sue Shrader, Gregory Niforors, and *Leader-Herald* reporter Ashley Onyon.

When asked for public comment, there was none.

Mr. Reed asked for a motion to approve the June meeting minutes. Mr. Clark made a motion, with a second motion made by Mrs. Pesses. Hearing no objection, the board approved with a vote of “aye.” Mr. Reed asked for a motion to approve the June 30 special meeting minutes. Mrs. Pesses made a motion, with a second made by Ms. Dunn-Brown. The board approved with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the fiscal year ending June 30, 2020. Mr. Frank informed the Trustees that our income for the year exceeded our budget by approximately \$11,800 but was below last year by approximately 26,500. The biggest difference in this year being over budget was a \$13,000 Bullet Aid Grant received this year as compared to a \$4,000 Bullet Aid Grant last year. Mr. Frank also informed the Trustees that our expenses came in at approximately \$69,500 under budget primarily due to the retirement of Ms. Madonna and the closing of the Library due to the Covid-19 virus. This resulted in the Library spending approximately \$94,100 more than we took in during the fiscal year ending June 30, 2020. In the original budget we expected to have a shortfall of approximately \$175,000. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Clark made a motion, seconded by Mrs. Pesses, to accept the Financial Report as presented. This was approved, all voting “aye.”

Mr. Frank distributed the Warrants list for July 2020 numbered 2123 through 2146 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. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown, 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 delivered the Friends of the Library report, provided by Mrs. Jean La Porta via email. Mrs. La Porta noted that the Friends newsletter will be out in August. The pie delivery was a success and she would like to thank Ginny, John, and Sally for coordinating parking lot pick up. A chicken barbecue is scheduled for Friday, September 18 at Whitney’s in Johnstown from 4-6 PM. Please contact Marion Clemente or Barbara Reppenhagen for tickets. The baskets for the raffle are due in mid-August. Please contact Nancy Krawczeski for details.

Mr. Reed asked Mr. Frank to deliver a report from the Foundation. Mr. Frank noted that the Foundation has not met.

Valerie Acklin
Library Director

2020-2021
Board of Trustees

Merry Dunn Brown

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Reed asked Mr. Carlson and Mrs. Shrader for an update from the Buildings and Grounds Committee. They were able to meet with new library director, Valerie Acklin, and discuss several items. They discussed reopening plans and setting up plexiglass barriers, the parking situation, the damaged speed bump, and the annual fire inspection. Additionally, they discussed the potential of gender-neutral bathrooms, exterior lights staying on during the daylight, securing contracts for snow removal, and the landscaping on the side hill.

Mr. Reed asked for a report from the Policy Committee, to which Mrs. Pesses noted that the Policy Committee had not yet met.

Mr. Reed asked for a report from the Outreach Committee. Ms. Dunn-Brown noted that the committee is working on outreach plans which adhere to proper protocols, and which will be shared with the board at a later date.

Mr. Reed asked for an update from the Personnel Committee. The committee would like to welcome Darla and Valerie to the GPL family. They also made revisions to the Employee Handbook including work week hours, new leave policies (such as FMLA), voting leave, jury duty, etc. Mr. Reed asked for a motion to approve the Employee Handbook, and Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The board approved with "aye".

Mr. Reed asked for an update from the Program Committee. Summer reading is going "in full force" and there are a lot of virtual programs for children. The Storytime Stroll is going well and the adult book Club will be having a virtual meeting soon. As reopening continues, the committee will have a better idea about future adult programming.

When asked for an update from the Public Relations committee, it was noted that there was no report.

Mr. Reed asked Ms. Acklin to deliver the Director's report. Ms. Acklin would like to thank everyone for a wonderful beginning few weeks at GPL. She would like to thank Nicole Hauser for her assistance in getting everything set. She is pleased to announce the reopening and noted it is going well. In fact, there were 26 patrons visiting on the first day of reopening and, as of July 21, there was an uptick in attendance. Mrs. Pesses inquired about Ms. Acklin's interactions with staff, and she noted that she has already spent a great deal of time on the public floor with everyone.

Mr. Reed asked if there was any old business. There was none.

Mr. Reed asked if there was any new business. There is a current board vacancy. There will also be another board vacancy at the end of August. However, since a vacancy cannot be announced in advance, we might have Ms. Acklin send a generic board seat vacancy ad to the paper, with a two-week deadline from the issue of the letter, and interested parties will be contacted by the committee. The advertisement has also been posted on Facebook and on the website. To this, Mr. Reed recommended Mrs. Pesses and Ms. Dunn-Brown as interview committee members.

Mr. Frank informed the Trustees that since we continued to pay our employees during the time we were closed that we were eligible for a credit on our second quarter 941 tax form of up to 50% of the first \$10,000 paid to each employee in wages or for medical insurance. This will amount to a refund of approximately \$46,000 from the Internal Revenue Service.

Mrs. Shrader would like to thank Barbara Madonna and Nicole Hauser.

Mr. Reed would like to thank Mr. Clark for all of his work with the hiring of a new Library Director.

At 7:51 PM, Mr. Reed asked for a motion to adjourn. Mr. Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved to adjourn with "aye."

Respectfully Submitted

Christian W. Rohrs