



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
June 18, 2019 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the May 2019 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Transfer funds to money market
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report  
Local history room report
13. President's Report  
Succession plan  
Plan of Service – Review draft
14. Old Business
15. New Business  
Trustee vacancy update  
Appoint new Foundation liaison  
July 16, 2019 Organizational meeting at 6:30pm followed by regular meeting?
16. Adjourn

Next Meeting: July 16, 2019 Organizational meeting at 6:30pm followed by regular meeting



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting May 21, 2019

The Gloversville Public Library Board of Trustees held a meeting on May 21, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Lisa Buggeln, Elizabeth Batchelor, Christian Rohrs, Frank Carangelo, Charles Reed and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Susan Shrader and Merry Dunn Brown were excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the regular meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing the Regular Meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 16, 2019. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Ms. Batchelor, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of April 2019 and the year-to-date period ending April 30, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$29,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru April 30, 2019 are up approximately \$74,500 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Maintenance and Repairs and higher General Expense which have been offset by lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Rohrs made a motion, seconded by Mr. Carangelo, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for May 2019 numbered 1750 through 1780 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. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

In Mrs. La Porta's absence Mrs. Pesses updated the Trustees on the happenings and plans of the Friends of the Library. Mrs. Pesses informed the Trustees that the Friends newsletter had been sent out, that the Friends would be having a chicken barbeque fundraiser on September 20<sup>th</sup>, a basket raffle on October 26<sup>th</sup> and a fundraiser at the Colonial Little Theatre in April 2020.

Mr. Frank informed the Trustees that the Foundation had not met since the last Library Trustees meeting but that a meeting will probably be scheduled in June.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met in May and had reviewed the manuals for the heating and cooling systems regarding maintenance and seasonal things that will need to be done. Mr. Carangelo also informed the Trustees that the pigeon problem is back and that the only solution is netting to keep them from roosting. Mr. Carangelo also informed the Trustees that the track lights in the Carnegie room need to be adjusted so that they don't shine right in the eyes of the performers. Mr. Carangelo also informed the Trustees that as far as groundskeeping we need more mulch around the grounds outside of the Library building. Mr. Rohrs volunteered to do the spreading of the mulch. Mr. Carangelo also informed the Trustees that the Fire Department had done their yearly inspection and pointed out some issues needing attention.

Mrs. Buggeln informed the Trustees that there was no meeting of the AD HOC Policy Committee since the last Trustee's meeting.

Barbara Madonna  
Library Director

2018-2019  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ [gpl@sals.edu](mailto:gpl@sals.edu) ■ [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

Mrs. Pesses informed the Trustees that the Outreach Committee had met and that they had planned four things for outreach to the Community and that each member of the Committee would be taking charge of an event. Mrs. Pesses informed the Trustees that the Chamber of Commerce had inquired about having a Business after Hours at the Library. After considerable discussion it was decided not to do this event.

Ms. Madonna informed the Trustees that she had hired two new employees for the Library and that one was a no show and the other one is starting on Thursday this week.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting. Mr. Reed informed the Trustees that the Committee had decided to have the staff program committee meet three times a year. Mr. Reed also informed the Trustees that the Summer Programming will be busy.

Mrs. Pesses reported that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that the History Room Grant had been approved and needs to be executed by December 2019. Ms. Madonna also informed the Trustees that she and Ms. Hauser had attended a Disaster Plan Meeting today. Ms. Madonna also informed the Trustees that she has our Insurance Agent, NBT Bank, checking to see if we can get our Building and Contents Insurance on a fiscal year to match our budget year which would make our doing the budget more accurate for the year.

Mrs. Pesses informed the Trustees that the Plan of Service Draft is being reviewed and will be ready to be approved soon. Mrs. Pesses also informed the Trustees that the Budget Appropriation had passed and wanted to thank everyone who helped get out the vote.

Mrs. Pesses asked if there was any old business to come before the meeting. Mr. Reed informed the Trustees that he would be checking with Warren Green to see if he could get the old photos of the men that have been discussed at previous meetings into a folio if possible. A discussion regarding the Library going fine free continued from previous meetings. It was felt that more time was needed as far as making a decision on this topic.

Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Pesses read a letter of Resignation from Ms. Batchelor effective immediately. The Trustees agreed to accept this letter with regret. Mrs. Pesses also informed the Trustees that she had another letter of resignation from Mrs. Buggeln to be effective June 30, 2019. The Trustees also agreed to accept this with regret. Ms. Madonna also informed the Trustees that we needed to certify the election results. Ms. Madonna informed the Trustees that the Proposition to increase the Tax Levy to \$453,695 passed with yes votes of 163 to no votes of 79. Mr. Reed and Mr. Rohrs also were reelected to their seats on the Board of Trustees. Mr. Clark made a motion to accept the election results. Mrs. Buggeln seconded this motion and it was approved all voting aye.

Mr. Carangelo made a motion to go into Executive Session at 8:29 PM. This was seconded by Mr. Reed and approved all voting aye. Mr. Clark made a motion to come out of Executive Session at 8:39 PM. This was seconded by Mr. Reed with all voting aye.

Mr. Reed made a motion to adjourn the meeting at 8 :40 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday June 18, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MAY 2019**

	Budget July 1, 2018 to June 30, 2019	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	\$423,695.00	\$0.00	\$423,695.00	\$393,695.00	\$0.00
Investment Income	200.00	142.72	928.58	640.33	(728.58)
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	6,070.00	9,453.00	3,930.00
Government Affiliations	7,000.00	410.00	8,650.01	8,214.44	(1,650.01)
Fines & Miscellaneous Income	9,000.00	988.99	10,349.49	8,551.56	(1,349.49)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$523,895.00</u>	<u>\$1,541.71</u>	<u>\$523,693.08</u>	<u>\$494,554.33</u>	<u>\$201.92</u>
	Income Cash Reconcilement				
Income Cash Balance on May 1, 2019	<u>\$395,362.21</u>				
Plus: Receipts Per Report	1,541.71				
Less: Capital Expenditures - Furniture	0.00				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>49,976.87</u>				
Income Cash Balance on May 31, 2019	<u>346,927.05</u>				
Accounts Payable as of 05/31/19	0.00				
Prepaid Expenses as of 05/31/19	<u>(8,872.42)</u>				
Actual Cash Balance on May 31, 2019	<u>\$338,054.63</u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on May 1, 2019	\$762.66
Plus: Receipts:	
Interest on Money Market Account	0.16
Refund Builder's Risk Insurance	0.00
Less: Paid Outs:	
Transfer to Construction Account	0.00
National Grid - Parking Lot Service	14.92
	<hr/>
Balance on May 31, 2019	<u><u>\$747.90</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on May 1, 2019	\$941,501.41
Plus: Receipts:	
Interest Earned	15.99
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on May 31, 2019	<u><u>\$941,517.40</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on May 1, 2019	\$162.96
Plus: Receipts:	
Donations	15.49
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on May 31, 2019	<u><u>\$178.45</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**MAY 2019**

	Budget July 1, 2018 to June 30, 2019	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$197,581.00	\$ 20,581.68	\$ 214,440.68	\$ 178,618.00	(\$16,859.68)
Salaries - Part Time Employees	134,728.00	4,128.03	42,884.55	39,836.70	91,843.45
Salaries - Custodians	28,055.00	2,337.92	25,717.12	22,363.85	2,337.88
F I C A & Medicare Tax	27,568.00	2,055.91	21,507.24	18,277.39	6,060.76
Unemployment Insurance	725.00	0.00	744.00	713.50	(19.00)
Disability & Family Leave Insurance	1,200.00	0.00	850.97	575.43	349.03
Medical Insurance & Reimbursements	43,644.00	3,600.19	35,410.77	29,284.73	8,233.23
Worker's Compensation Insurance	3,400.00	0.00	2,193.89	2,578.27	1,206.11
Pension Expense	34,755.00	0.00	21,278.50	20,636.50	13,476.50
Heat	5,941.00	185.91	2,408.37	0.00	3,532.63
Electricity	5,530.00	1,386.50	9,958.57	0.00	(4,428.57)
Rent	0.00	0.00	0.00	25,000.00	0.00
Telephone	3,600.00	522.39	4,820.39	2,619.02	(1,220.39)
Insurance	11,600.00	0.00	16,073.94	8,871.67	(4,473.94)
Books, Periodicals, etc.	46,500.00	3,685.90	43,614.99	42,414.39	2,885.01
Computer & Automation Services	17,500.00	919.83	25,304.58	9,209.26	(7,804.58)
Library, Office Supplies & Postage	13,000.00	2,116.37	14,160.34	5,994.24	(1,160.34)
Maintenance, Repairs & Bldg. Supplies	12,000.00	5,699.20	14,438.26	1,456.05	(2,438.26)
Treasurer & Recording Secretary	8,600.00	700.00	7,850.00	7,700.00	750.00
Professional Fees	8,000.00	0.00	80.00	1,740.00	7,920.00
Election Expense	1,000.00	788.08	788.08	1,018.36	211.92
Professional Meetings & Travel	3,000.00	93.82	488.40	2,054.87	2,511.60
Events & Programming	5,500.00	643.48	4,489.06	3,433.65	1,010.94
Promotion Expense	4,500.00	354.66	5,153.64	3,891.75	(653.64)
General Expense	2,000.00	177.00	4,265.79	794.46	(2,265.79)
<b>TOTAL EXPENSE</b>	<b>\$619,927.00</b>	<b>\$49,976.87</b>	<b>\$518,922.13</b>	<b>\$429,082.09</b>	<b>\$101,004.87</b>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**MAY 2019**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,066.52)	\$1,021.26	FICA & Medicare Expense
			2,045.26	Payroll
6055		Gloversville Public Library	10,309.31	Payroll
6056	1750	Nicole Hauser	426.50	Petty Cash
6057	1751	Michael J. Frank	700.00	Treasurer & Rec, Sec.
6058	1752	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6059	1753	M V P Health Care, Inc.	2,724.65	Medical Insurance
6060	1754	United Health Care	17.40	Medical Insurance
6061	1755	Baker & Taylor Books	1,314.47	Books
6062	1756	Blackstone Publishing	367.31	A/V - DVDs
6063	1757	Center Point Large Print	27.50	Books
6064	1758	National Grid (1,572.41)	185.91	Heat - Natural Gas
			1,386.50	Electricity
6065	1759	Frontier Communications	522.39	Telephone
6066	1760	Mohawk Valley Library System	893.69	Computer & Automation
6067	1761	The Leader-Herald (606.08)	213.00	Promotion Expense
			393.08	Election Expense
6068	1762	Palmateer Trucking & Container Service	198.00	Maintenance & Repairs
6069	1763	Board of Water Commissioners	163.96	Maintenance & Repairs
6070	1764	Durey Creek Bluegrass Band	125.00	Events & Programming
6071	1765	Hydro-Test Sales & Service	84.00	Maintenance & Repairs
6072	1766	Picture Perfect	177.00	G/E-Restoration Funds
6073	1767	James Esper Landscaping	4,800.00	Maintenance & Repairs
6074	1768	Modern Times Upholstery & Repair	225.00	Maintenance & Repairs
6075	1769	Johnstown Public Library	12.55	Fines, etc.
6076	1770	Stillwater Public Library	25.49	Fines, etc.
6077	1771	Mohawk Valley Library System	12.95	Fines, etc.
6078	1772	Louise Burnett	105.00	Election Expense
6079	1773	Nicole Hauser	103.82	Professional Meetings & Travel
6080	1774	Quill Corporation	1,079.64	Library Supplies
6081	1775	Mary Ann Frank	145.00	Election Expense
6082	1776	Brodart Co.	381.45	Library Supplies
6083	1777	Sebco Books	664.33	Books
6084	1778	Mary M. Simone	145.00	Election Expense
6085	1779	Business Card (2,232.64)	394.98	A/V - DVDs
			26.14	Computer & Automation
			415.80	Library Supplies
			362.81	Books
			275.00	Postage
			120.77	Maintenance & Repairs
			505.48	Events & Programming
			141.66	Promotion Expense
			(10.00)	Professional Meetings & Travel
6086		Gloversville Public Library	10,449.66	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	336.61	Pension - Withholdings
DM		E F T NYS Tax Department	997.20	Payroll
DM		E F T United States Treasury (3,108.30)	1,034.65	FICA & Medicare Expense
			2,073.65	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	875.54	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2019	<u>49,814.91</u>	
		PETTY CASH PAID OUTS - MAY 2019		
		Maintenance & Repairs	23.00	
		Library Supplies	48.95	
		Events & Programming	13.00	
		Newspapers (Books)	<u>554.50</u>	
		<b>TOTAL MAY 2019 PAID OUTS</b>	<u><u>\$50,454.36</u></u>	
		Less: Fines, etc.	(50.99)	
		Less: Petty Cash Check	<u>(426.50)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$49,976.87</u></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of May 1, 2019		\$645.47
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at May 31, 2019		\$645.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of May 1, 2019		\$336.62
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at May 31, 2019		\$336.62

**ADVOCACY GRANT**

Balance as of May 1, 2019		\$3,188.31
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at May 31, 2019		\$3,188.31

**WORKFORCE LITERACY GRANT**

Balance as of May 1, 2019		\$193.73
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at May 31, 2019		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of May 1, 2019		\$3,325.00
Appropriation Provided For In 2018-2019 Budget	<u>Purpose</u>	0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Appropriation Funds Left at May 31, 2019		\$3,325.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of May 1, 2019		\$2,684.18
Funds Received - Garage Sale	<u>Purpose</u>	0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	
Picture Perfect	6072	
Total Expenses	177.00	(177.00)
Balance of Restoration Funds Left at May 31, 2019		\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of May 1, 2019		\$559.25
Funds Received - Donation	<u>Purpose</u>	0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Colorthon Funds Left at May 31, 2019		\$559.25



**GLOVERSVILLE PUBLIC LIBRARY****BANK RECONCILIATIONS****May 31, 2019****NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619**

Balance Per Bank Statement \$ 39,308.92

## Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/19/19	5987	James Esper Landscaping	1,900.00	
03/19/19	6004	James Esper Landscaping	4,300.00	
04/16/19	6033	Kids Reference Company, Inc.	352.51	
05/21/19	6057	Michael J. Frank	700.00	
05/21/19	6058	The Paul Revere Life Insurance Company	278.54	
05/21/19	6063	Center Point Large Print	27.50	
05/21/19	6068	Palmateer Trucking & Container Service	198.00	
05/21/19	6073	James Esper Landscaping	4,800.00	
05/21/19	6075	Johnstown Public Library	12.55	
05/21/19	6076	Stillwater Public Library	25.49	
05/31/19	DM	Invesco - 403b	540.00	
		Total Outstanding Checks		<u>13,134.59</u>

## Other Items:

None -**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**\$ 26,174.33**NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606**

Balance Per Bank Statement \$ 8,074.58

## Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/15/19	4975	Kathy Van Volkenburg	72.63	
05/31/19	4979	Barbara J. Madonna	1,818.62	
05/31/19	4980	Nicole L. Hauser	1,240.87	
05/31/19	4982	Sally A. Fancher	1,096.36	
05/31/19	4983	Linda B. Conroy	1,157.22	
05/31/19	4988	Sally L. Ostrander	342.85	
05/31/19	4989	Kathy Van Volkenburg	47.79	
05/31/19	4990	Christine T. Prokopiak	327.50	
05/31/19	4991	Kimberly A. Collar	361.43	
05/31/19	4992	Patricia A. Devereaux	568.30	
05/31/19	4993	Kelly S. Lawlor	41.01	
		Total Outstanding Checks		<u>7,074.58</u>

## Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 1,000.00

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

Balance Per Bank Statement \$ 300,898.75

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 300,898.75

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

Balance Per Bank Statement \$ 747.90

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 747.90

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 941,517.40

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** \$ 941,517.40

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

Balance Per Bank Statement \$ 178.45

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 178.45

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Prepared By,  
Michael J. Frank, Treasurer

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Reviewed and Approved By,  
Craig Clark  
Vice President of Finance



The Kingsboro Garden Club approached us about using space in the Library to display flower arrangements they were creating for the Fulton County Museum's annual fundraiser. The designs were not only decorations, but also raffles. By exhibiting them at the Library for two weeks, the Club was able to showcase their talent and raise awareness of the Museum's event. It was an easy partnership for the Library.

The Library's vote was held on Tuesday, May 7<sup>th</sup>. Christian Rohrs and Ren Reed were up for election; both won. And the Library's tax levy increase of \$30,000 passed. The new levy of \$453,695 will cover the 2019-2020 fiscal year. An objective in our new plan of service is to evaluate our communication with the community as it pertains to the annual vote.

The MVLS Annual dinner followed on Wednesday, May 8<sup>th</sup>. Chris Pesses was honored as recipient of the Harold and Junice Wusterbarth Volunteer Service Award for her years of volunteer service to our Library. Coming up on June 19<sup>th</sup> is the Foundation for MVLS Libraries Annual meeting with a program by Ellen Bach and Robert Schofield, attorneys with Whiteman Osterman and Hanna. The event will be held at the Schenectady County Public Library from 6-7:30 and is free.

Lisa Buggeln and I have had several meetings to work on details related to the capital campaign recognition wall, room signs and naming opportunities.

Nicole Hauser and I attended a disaster planning workshop in Albany sponsored by the Capital District Library Council. There are two avenues to approach a disaster plan. The first is a disaster in/at the Library. The impact of flooding from a broken pipe on the collection and building, for example. The second is the Library's role in a community wide disaster. This role was highlighted downstate with Super Storm Sandy. The public libraries became a refuge, a charging station, a connection to friends, family and clean up resources for tens of thousands of impacted residents. I have reached out to the Fulton County Civil Defense Office to discover what community plans already exist.

A building update in the form of a list provided to the Building Committee will be attached.

## Meetings

May 1 <sup>st</sup>	Tom Groff, Gloversville Fire Chief
May 2 <sup>nd</sup>	1) Tom Rohl, WENT 2) Gloversville Fire Department 3) Steve Smith, Steven E. Smith, PE 4) Frank Rees, NYS Division of Library Development 5) Wade Abbott, MVLS 6) Friends of the Library meeting
May 6 <sup>th</sup>	Ashley Onyon, <u>Leder-Herald</u>
May 7 <sup>th</sup>	1) Kingsboro Garden Club 2) Steve Smith, Steven E. Smith, PE 3) Lt. Bradley Shaffer, Gloversville Police Department 4) Plan of Service meeting
May 8 <sup>th</sup>	MVLS Annual Dinner
May 13 <sup>th</sup>	Staff meeting
May 14 <sup>th</sup>	1) Chiller contractor 2) Fire Department Public Assembly Inspection
May 15 <sup>th</sup>	1) Scott Lupini, Lupini Construction 2) Outreach Committee meeting
May 16 <sup>th</sup>	1) Vishnu Music 2) Plan of Service meeting 3) Matthew Tedeschi, Jaeger and Flynn 4) Eddie Batson, Bunkoff General Contracting
May 17 <sup>th</sup>	Christopher Hopf, UW Marx
May 20 <sup>th</sup>	1) Staff meeting

- May 21<sup>st</sup> 2) Joe Mazone, Mazone Plumbing and Heating  
1) Disaster planning workshop, SUNY Albany
- May 22<sup>nd</sup> 2) Board of Trustees meeting  
1) Fulton County Tax Map Department  
2) Fulton County Treasurer  
3) Will Miles, Steven E. Smith, PE  
4) Steve Smith, Steven E. Smith, PE
- May 23<sup>rd</sup> 1) DLC Electric  
2) Chiller subcontractor  
3) Rozell East Plumbing  
4) Mike Frank
- May 28<sup>th</sup> 1) Eddie Batson and Keith Carpenter, Bunkoff General Contracting  
2) Garth Wager, Kelley Brothers  
3) Steve Smith and Will Miles, Steven E. Smith, PE  
4) Policy Committee meeting  
5) Stacy Williams, Frontier Communications
- May 29<sup>th</sup> 1) Anastasia Matijkiw, DHPSNY  
2) Thermal Environmental Sales  
3) Chris Saagas, Utica Public Library  
4) David Fox, Gloversville Building Inspector  
5) Kali Angel, Accent Furniture  
6) Michael Frank
- May 30<sup>th</sup> 1) Beth Whitman-Putnam, Fulton County Civil Defense Office  
2) Sharon O'Brien, MVLS  
3) Lisa Buggeln
- May 31<sup>st</sup> 1) Plan of Service meeting  
2) Thermal Environmental Sales

Hi all

1. After 6 months, we still do NOT have a 4<sup>th</sup> phone line, though we are paying for one. I'm trying to get this resolved. Update: the line works. Still working to resolve the billing for it.
2. Steven E Smith, PE has submitted a new design to the Gloversville Planning Board for the parking lot at 66 E. Fulton St. It will include a retaining wall at the rear of the property instead of a building and will provide approximately 26 new parking spaces for spring, summer and fall. It will be about 6 less if we store snow there in the winter. The review by the Planning Board went well. We do NOT need a new public hearing. There were items on the original plan, lighting, landscaping, that were missing from Steve's proposal. The Planning Board is looking for an update of those items before it can go out to bid.
3. Bunkoff is still on site. One of the tasks was to rework the 3 built-in cabinets around heat pumps in the South Reading Room, the Study Room and the Youth Circulation Desk to allow for maintenance. Once completed, Mazone can return and fix the heat pump in the South Reading Room. Update: Subs from Mazone came on a day I was off to repair the heat pump, but could not get it out. They will follow up.
4. Additional picture rail has been installed on the balcony to display the 1888 Beers Map of Gloversville and behind the Youth Circulation Desk to display the Library's Paul Hey Fairy Tales purchased by the Library's first director, Adolph Peck (1880-1911).
5. Other contractors have been in to address items found by the fire department on their annual walk through for public assembly. Though they have a master key to all of the rooms, they requested keys for the electrical panels and the heat pump units.
6. I've started using the Library's Google calendar to schedule items of maintenance and inspection, such as the FD's walk through for public assembly.
7. The Friends Grounds Committee worked on the grounds and planted the urns at the front and rear entrances. The issue of mulch seems to be in limbo. Update: It was decided to perform spot mulching this year and assess a re-mulching for spring 2020.
8. The swipe card access for the gate is not working – again. Contractor is supposed to come on Friday June 14<sup>th</sup> to fix it.
9. The back door handle is loose. Trying to get the right subcontractor to fix that.
10. The front doors are still not completely secure. We've had patrons open them while we are closed and they are locked. We have been using a bike lock to strap them shut at night, but Bunkoff is working on fixing that.
11. The TVs in the Teen Room and Activity Room were hung on brackets. Of course, then we discovered that there was no power to the outlet for the one in the teen room. That has been fixed.
12. I set up a purchasing account at the new Gloversville True Value on Bleeker St, old Sport Shop, next to NY Lunch.
13. I am STILL working with the electrician to get dimmer switches for the track lighting in the Carnegie Room, the Activity Room and the Teen Room. As it turns out, the lights in the Carnegie Room can pivot as well as swivel, but that really doesn't address the issue of the lights being too bright for performers. Providing NO light is as bad as too much light. Update. The dimmer has been installed in the Carnegie Room. Still waiting for the Teen and Activity rooms.
14. The "Welcome to the Gloversville Public Library" sign in the main lobby was not level. A sub of Bunkoff reinstalled it.
15. The architects and reps from Andersen Windows were on site June 3 to take photos of the building. Chris was their tour guide. Andersen will be using us as a case study in their marketing materials. Chris also pointed out a number of issues to Lisa Hayes and Steve Rowland.
16. The tempered glass wall that is supposed to be a safety barrier at the teen fort has finally been ordered.
17. Need to make a decision on how we want to repair the bench outside my office. Update: The Building Committee decided not to repair the bench.

18. Need to make a decision on the material for the pigeon netting for the contractor to quote us a price. Update: The building committee decided on a product. Now we need a quote for installation.

Barbara Madonna  
Director



## **Gloversville Public Library**

Children's Room Report: May 2019

Sally Fancher – Head of Children's Services

May began with the GESD Pre-k group hosting a second event in the Carnegie Room. The group had a short program for the current pre-k families and incoming families. They networked and became familiar with services here at the Library. There will be one more program with this group before the end of the school year.

The Library was the site for four "100in1 Day" events, and one was a kids' songwriting workshop, facilitated by Bill Ackerbauer. Several young people attended this program in the lower activity room. Space, and equipment available, worked very well for this program.

On May 8, Sonny Duross represented the Library at the Career Day, hosted by Boulevard Elementary School After School Program. Along with the usual "what a librarian does" information, he was also able to promote getting a library card, Summer Reading, and other services. This is one of the partnerships that we have developed to promote the Library.

Summer Reading is coming along and we are looking forward to the promotional visits to the elementary schools. We are scheduled for Park Terrace at the end of June and we visited Kingsborough at the end of May. Sonny is working non-stop on Summer Reading promotion and informational materials. The extra circulation desk space is perfect for these types of projects. Much more can be accomplished when one has a separate area to organize work and workflow is not set aside to wait on patrons. The Youth Center staff looks forward to utilizing our space this summer and facilitating a successful Summer Reading Program.

The Fulton Center monthly visit went very well. Over a dozen residents were entertained with tall tales and folklore from the Thousand Islands.

At the May visit to Bright Futures Learning Center we interacted with 39 children. The Program is growing, and with it, our patrons from Mayfield. Many of the families have begun to visit the Library, registering for cards and enjoying programs while here.

"Mother Goose" was the theme of the last Saturday Story Time conducted by Youth Center staff. The adults and kids participated in singing and play acting to many classic nursery rhymes. We finished with making our own "growing garden" just like that of "May Mary Quite Contrary".

The teens and tweens are settling down and enjoying their space. As an old teaching adage goes "don't smile until Christmas", being strict and loosening up is much easier than reigning in established bad behavior. Thanks to social media, word has gotten around that we do not tolerate disrespectful behavior anywhere in the Library, and that we apply "guilt by association". If your friends are fooling around and you continue to be in their vicinity, you go home too! Many kids have begun to "self-police" and we reinforce this behavior by acknowledging it with gratitude.

We expect to have more activity once school gets out, and I believe we have set good standards and will be able to maintain them this summer





Statistics for March, April and May 2019 are as follows:

	<b>March</b>	<b>April</b>	<b>May</b>
<b>VISITORS</b>	5,587	5,688	7,205
<b>CIRCULATION</b>			
<b>Adult Circulation</b>	1,836	1,851	1,762
<b>Teen Circulation</b>	140	161	171
<b>Juvenile Circulation</b>	1,248	1,455	1,364
<b>Audiobooks</b>	354	308	325
<b>eBooks</b>	574	542	538
<b>Music</b>	17	14	45
<b>Periodicals</b>	96	54	69
<b>Videos</b>	1,543	1,649	1,521
<b>Museum Passes</b>	-	3	4
Subtotal	5,808	6,037	5,799
<b>In-House Use</b>			
<b>Adult</b>	15	42	23
<b>Juvenile</b>	118	75	84
<b>Other Materials</b>	1,328	1,385	1,336
Subtotal	1,461	1,502	1,443
<b>Total Circulation</b>	<b>7,269</b>	<b>7,539</b>	<b>7,242</b>
<b>REFERENCE QUESTIONS</b>	220	282	264

#### MEETINGS/PROGRAMS/OUTREACH

<b>March</b>	41 Adult programs and meetings with 374 people 18 Juvenile programs and meetings with 337 people 3 Teen programs and meetings with 18 people
<b>April</b>	57 Adult programs and meetings with 437 people 14 Juvenile programs and 189 meetings with people 4 Teen programs and meetings with 16 people
<b>May</b>	77 Adult programs and meetings with 563 people 14 Juvenile programs and meetings with 225 people 16 Teen programs and meetings with 43 people

#### INTERLIBRARY LOAN

<b>Material Borrowed</b>	697	810	730
<b>Material Loaned</b>	710	692	771
Total	1,407	1,502	1,501

<b>COMPUTER USAGE</b>	***1,608	2,023	1,787
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#### \*HISTORICAL ROOM (in storage while in temporary location)

<b>Visitors</b>	0	0
<b>Books Used</b>	0	0
<b>Reference Questions</b>	0	0

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

\*\*\* New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3/17 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.