



**Gloversville Public Library**  
**Minutes of the Meeting of the Board of Trustees**  
**June 21, 2022**  
**6:00 PM**

Pledge of Allegiance  
Public Comment

1. Accept the Minutes of the May 17, 2022 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Foundation
6. Friends of the Library Report
7. President's Report
8. Buildings and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Policy Committee Report
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Old Business
17. New Business
  - Plan of Service Ad Hoc Committee
  - Medical Insurance Update
18. Executive Session
  - Director's Evaluation
  - Staff Update
19. Adjourn

Next Meeting: July 19, 2022 at 6:00 PM



## Minutes of the Gloversville Public Library Board of Trustees Meeting May 17, 2022

The Gloversville Public Library Board of Trustees held its regular meeting on May 17, 2022. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Claims Auditor John Blackmon, Secretary Christian W. Rohrs, Christine Pesses, Richard "Dick" Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Mr. Reed called the meeting to order at 6:02 PM.

Mr. Reed asked if there was any public comment. Mr. Blackmon noted that several complaints had been made regarding the budget vote and, particularly, that the vote was not amply advertised in *The Leader-Herald*. Mr. Mazur suggested running advertisements in both *The Schenectady Gazette* and *The Leader-Herald*.

Mr. Reed asked for a motion to approve the March minutes. Ms. Pepper made a motion, seconded by Mr. Mazur. Mr. Reed asked if there was any discussion. Ms. Pepper noted that she was not listed as in attendance, although she was. Also, Mr. Niforos made the correction under paragraph 6. The minutes should read "Mr. Niforos indicated that there...".

Mr. Frank delivered the Treasurer's Report. Mr. Reed asked for a motion to accept the Treasurer's Report. Mrs. Pesses made a motion, seconded by Mr. Rohrs. Mr. Reed asked if there were any questions. Hearing none, the board approved with "aye."

Mr. Niforos reported on behalf of the Budget and Finance Committee. Although they had not met, he did report on the May 3 budget vote, which passed with an approval of 139 to 55. Mrs. Pesses reported that there were an overwhelming number of absentee ballots, to which Ms. Acklin noted some of which could not be processed due to lack of signatures on the back of the envelopes. Ms. Dunn-Brown suggested highlighting or sticky-noting the envelopes to make that signature box more noticeable.

Mr. Frank noted there was no report on behalf of the Foundation.

Mr. Reed reported on behalf of Mrs. Jean La Porta for the Friends of the Library. Ms. Dunn-Brown made a correction: the next meeting will be Thursday, July 28 at 5:00 PM.

In his President's Report, Mr. Reed acknowledged the efforts on behalf of the Friends with the Pie Sale and thanked the community for their continued support of Gloversville Public Library with the May 3 budget vote.

Mr. Carlson reported on behalf of the Buildings and Grounds Committee.

In her Local History Room Committee report, Mrs. Pesses was pleased with the successful reopening ceremony and anticipates a continued relationship with Mr. Tom Ruller.

Ms. Dunn-Brown delivered a report on behalf of the Outreach Committee. They had an information table during the Friends-sponsored performance of *Love Letters* and are still distributing calendars around the community. Ms. Acklin also mentioned there will be a GPL presence at the F,J,&G Thoroughfair; therefore Outreach Committee involvement would be very welcome.

Mrs. Shrader reported on Behalf of the Personnel Committee, during which she noted the Director's Evaluation was due on May 17, 2022.

Mr. Reed asked for a motion to accept the Warrants. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. Mr. Reed asked if there was any discussion. Hearing none, the board approved with "aye."

In her Policy Committee report, Mrs. Pesses asked if there were any questions or comments on the policy for Fixed Assets. Ms. Dunn-Brown noted an error in paragraph 3 on page 2. Aside from that, there were no major concerns with that policy. Similarly, Mrs. Pesses asked if there were any concerns or questions on the Local History Room Policy. Ms. Acklin noted changes to the procedure to enter to the Local History Room, regarding age of entrants, use of pen or pencil, etc.

After this discussion, Mrs. Pesses asked for a motion to amend and pass the Assets Policy and the Local History Room Policy. Mr. Mazur made a motion, seconded by Mrs. Shrader. Mr. Reed asked if there were any questions or comments. Hearing none, the Board approved with a vote of "aye."

In her Program Committee report, Ms. Pepper noted there had not been a meeting; however, Ms. Acklin noted that the Local Author Fest was a success with great attendance. Ms. Acklin noted there will be a GPL presence at the Glove City Pride Festival and the local Juneteenth Celebration.

Mr. Mazur noted there had not been a Public Relations Committee meeting. Mr. Mazur asked if it would be beneficial to invite Mr. Robert Cudmore to do some reporting/interviewing of the Local History Room.

Ms. Acklin delivered her Director's Report.

Mr. Reed asked if there was any Old Business. There was none.

Mr. Reed asked if there was any new business, Ms. Acklin requested a motion to retain Butler Rowland Mays Architects, LLP to conduct a site study and create an initial proposal for 66, 68, and 68 1/2 East Fulton Street, for a fee of \$8400. Mrs. Pesses made a motion, seconded by Mr. Carlson. Mr. Reed asked if there was any discussion, to which Mr. Niforos asked for a clarification on funding. After much discussion, all voted in favor of "aye."

Mr. Reed requested the following motion to be made: Motion to certify the May 3, 2022 tax levy vote and trustee election, the results of which are:

- Tax Levy of \$553,695: Yes -- 139; No -- 55
- 5-Year Trustee Term: Christine Pesses
- 1-Year Trustee Term: Richard Carlson

Mrs. Shrader made a motion, seconded by Mr. Niforos Mr. Reed asked if there was any discussion? Hearing none, the motion carried.

Mr. Reed announced our next meeting will be June 21 at 6:00 PM.

At 7:58 PM, Mr. Reed requested a motion to adjourn. Mr. Mazur made a motion, with a second motion made by Mrs. Pesses. The board approved with a vote of "aye."

Respectfully submitted,

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Christian W Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MAY 2022**

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	12.86	401.80	273.08	1,598.20
Gloversville Library Foundation Inc. - Int. & Div.	0.00	10,000.00	50,000.00	0.00	(50,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	500.00	8,147.00	7,497.55	(1,147.00)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	86,470.58	(65,829.46)
Fees & Miscellaneous Income	2,500.00	730.22	3,969.96	2,713.72	(1,469.96)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$535,195.00</b></u>	<u><b>\$11,243.08</b></u>	<u><b>\$643,968.22</b></u>	<u><b>\$560,649.93</b></u>	<u><b>(\$108,773.22)</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on May 1, 2022	\$343,084.79				
Plus: Receipts Per Report	11,243.08				
Less: Furniture & Equipment Purchased	0.00				
Less: Expenses Per Report	<u>(61,824.42)</u>				
Income Cash Balance on May 31, 2022	<u><u>292,503.45</u></u>				
Accounts Payable as of 05/31/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Deferred Liability - 403b Payable	0.00				
Prepaid Expenses as of 05/31/22	<u>(13,460.82)</u>				
Actual Cash Balance on May 31, 2022	<u><u>\$319,267.24</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on May 1, 2022	\$306,166.87
Plus: Receipts:	
Interest on Money Market Account	12.04
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>50,000.00</u>
Balance on April 30, 2022	<u><u>\$256,178.91</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on May 1, 2022	\$764,718.29
Plus: Receipts:	
Interest on Money Market Account	64.95
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>0.00</u>
Balance on April 30, 2022	<u><u>\$764,783.24</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on May 1, 2022	\$11,883.01
Plus: Receipts:	
Interest Earned	0.20
Insurance Claim	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	<u>0.00</u>
Balance on April 30, 2022	<u><u>\$11,883.21</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on May 1, 2022	\$504.91
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	28.22
Less: Paid Outs:	
None	<u>0.00</u>
Balance on April 30, 2022	<u><u>\$533.13</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MAY 2022**

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 23,678.04	\$ 254,911.98	\$ 239,480.32	\$14,116.02
Salaries - Part Time Employees	110,419.00	8,910.94	93,440.44	77,926.81	16,978.56
Salaries - Custodians	31,504.00	2,556.38	29,260.38	28,044.72	2,243.62
F I C A & Medicare Tax	31,438.00	2,688.62	28,841.49	26,894.99	2,596.51
Unemployment Insurance	800.00	0.00	1,072.00	981.50	(272.00)
Disability & Family Leave Insurance	2,000.00	0.00	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	3,087.80	42,116.64	41,081.84	10,883.36
Worker's Compensation Insurance	3,000.00	0.00	2,916.75	3,289.61	83.25
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	336.97	4,176.56	2,411.93	(676.56)
Electricity	20,000.00	1,971.25	29,017.11	17,169.60	(9,017.11)
Telephone	6,720.00	565.45	6,291.51	6,066.92	428.49
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	2,623.90	34,349.03	29,789.83	8,650.97
Computer & Automation Services	13,200.00	1,072.19	13,989.80	11,898.15	(789.80)
Library, Office Supplies & Postage	11,500.00	128.11	9,373.47	7,629.27	2,126.53
Maintenance, Repairs & Bldg. Supplies	10,000.00	3,619.89	11,129.82	14,335.97	(1,129.82)
Maintenance Contracts	28,000.00	8,894.41	38,099.05	31,245.49	(10,099.05)
Treasurer	8,800.00	750.00	8,050.00	8,050.00	750.00
Professional Fees	7,000.00	112.50	112.50	312.50	6,887.50
Election Expense	1,000.00	600.80	899.60	634.44	100.40
Professional Meetings & Travel	1,000.00	39.66	1,110.73	349.10	(110.73)
Events & Programming	5,000.00	172.52	3,283.71	2,652.23	1,716.29
Promotion Expense	4,800.00	0.00	1,218.02	2,281.54	3,581.98
General Expense	2,000.00	14.99	440.53	7,005.72	1,559.47
<b>TOTAL EXPENSE</b>	<b>\$736,860.00</b>	<b>\$61,824.42</b>	<b>\$677,864.87</b>	<b>\$614,264.42</b>	<b>\$58,995.13</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**MAY 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
6994		Gloversville Public Library	\$ 13,574.02	Payroll
6995	2626	Michael J. Frank	750.00	Treasurer
6996	2627	The Paul Revere Life Insurance Company	42.16	Medical Insurance
6997	2628	United Health Care	17.40	Medical Insurance
6998	2629	C D P H P	3,037.45	Medical Insurance
6999	2630	National Grid (2,308.22)	336.97	Natural Gas
			1,971.25	Electricity
7000	2631	Technical Building Services, Inc. (6,814.00)	1,135.67	Maintenance Contracts
			5,678.33	Prepaid Expense
7001	2632	James Esper Landscaping	6,300.00	Maintenance Contracts
7002	2633	Mary Ann Frank	213.75	Election Expense
7003	2634	Amanda Ossenfort	153.75	Election Expense
7004	2635	Kathryn Mc Cary	112.50	Professional Fees
7005	2636	Naif's	324.00	Newspapers
7006	2637	Evapco, Inc.	1,458.74	Maintenance Contracts
7007	2638	Darla L. Barry	39.66	Prof. Meetings & Travel
7008	2639	Crandall Public Library	18.95	Lost Books, etc.
7009	2640	Ingram Library Services	1,852.48	Books
7010	2641	Gloversville True Value Hardware	5.39	Maintenance & Repairs
7011	2642	Quill, LLC	96.96	Library Supplies
7012	2643	Quick Response Restoration, Inc.	3,347.21	Maintenance & Repairs
7013	2644	Scotty Nut Nut Entertainment	150.00	Events & Programming
7014	2645	Board of Water Commissioners	267.29	Maintenance & Repairs
7015	2646	Mohawk Valley Library System	991.39	Computer & Automation
7016	2647	Business Card (830.18)	80.80	Computer & Automation
			14.99	G/E - Zoom
			22.52	Events & Programming
			31.15	Library Supplies
			447.42	A/V - DVDs
			233.30	Election Expense
7017	2648	Frontier Communications	565.45	Telephone
7018		Gloversville Public Library	13,946.81	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	401.55	Pension - Withholdings
DM		E F T NYS Tax Department	1,249.80	Payroll
DM		E F T United States Treasury (8,502.24)	2,688.62	FICA & Medicare Expense
			5,813.62	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	50.35	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2022	<u>67,521.70</u>	
		PETTY CASH PAID OUTS - MAY 2022		
		None	<u>0.00</u>	
		<b>TOTAL MAY 2022 PAID OUTS</b>	<u><u>\$67,521.70</u></u>	
		Less: Lost Books, etc.	(18.95)	
		Less: Prepaid Expense	<u>(5,678.33)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$61,824.42</u></u>	

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

**STEWART'S GRANT**

Balance as of May 1, 2022		\$1,760.47
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 May 31, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of May 1, 2022		\$621.62
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 May 31, 2022		\$621.62

**ADVOCACY GRANT**

Balance as of May 1, 2022		\$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 May 31, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of May 1, 2022		\$3,825.00
Appropriation Provided For In 2021-2022 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 May 31, 2022		\$3,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of May 1, 2022		\$2,807.18
Funds Received		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 May 31, 2022		\$2,807.18

**PARK TERRACE PTA - COLORTON**

Balance as of May 1, 2022		\$404.39
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 May 31, 2022		\$404.39



**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
May 31, 2022**

**NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187**

Balance Per Bank Statement					\$ 44,552.70
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
03/15/22	6948	James Esper Landscaping		3,600.00	
04/19/22	6991	Adirondack Experience		75.00	
05/17/22	6996	The Paul Revere Life Insurance Company		42.16	
05/17/22	6997	United Health Care		17.40	
05/17/22	6998	C D P H P		3,037.45	
05/17/22	7001	James Esper Landscaping		6,300.00	
05/17/22	7004	Kathryn Mc Cary		112.50	
05/17/22	7007	Darla L. Barry		39.66	
05/17/22	7013	Scotty Nut Nut Entertainment		150.00	
05/31/22	DM	NYS & Local Employees' Retirement System		401.55	
		Total Outstanding Checks		<u>13,775.72</u>	<u>13,775.72</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS</b>					<b><u>\$ 30,776.98</u></b>

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

Balance Per Bank Statement					\$ 17,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<b><u>\$ 17,001.50</u></b>

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

Balance Per Bank Statement					\$ 256,178.91
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<b><u>\$ 256,178.91</u></b>

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

Balance Per Bank Statement					\$ 764,783.24
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<b><u>\$ 764,783.24</u></b>

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

Balance Per Bank Statement \$ 11,883.21

Outstanding Checks:

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

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 11,883.21

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

Balance Per Bank Statement \$ 533.13

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 533.13

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Prepared By,  
Michael J. Frank, Treasurer

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Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance

## Financial Review May 2022

The Financial Report for the month and year-to-date period ending May 31, 2022 shows income up approximately \$83,300 as compared to the same period of the preceding year primarily due to the increase in the Tax Levy and also the Library Foundation was able to contribute \$50,000 to the Library's Operating Budget since the funds are no longer needed to make payments on the term loan that was taken out during construction. The lower amount of the IRS Payroll Credit for Covid 19 compared to the same period of last year reduced our year-to-date income by approximately \$20,600 from the prior year period. Expenses for the period were up approximately \$63,600 over last year due primarily to the increase in Payroll and Payroll related expenses, our Book Expense, our Utility Expenses and our Maintenance Contracts. The Library's Pension Expense also increased by approximately \$5,700 due to additional employees covered in the current year. These increases were partially offset by decreases in General Maintenance and Repairs and General Expense.



**Frieds of the GPL Report**  
**Jean LaPorta/ President**  
**May 2022**

1. The name of the winner of the Friends' 2022 \$500 scholarship will be included in the August issue of the Friends' newsletter.
2. Articles for that issue are due by June 24. Articles from Trustees are always welcome. There were many positive comments about the last issue which included a variety of articles of interest to our members.
3. The Friends' August meeting has been rescheduled for Thursday, July 28, 2022 at 5:00 PM.
4. The spaghetti dinner fundraiser was very successful and raised a little over \$600. Thank you to all who supported this fundraiser.
5. And, we did not forget how popular the Whitey's Chicken BBQ was, so we are repeating it for September 16, so no one will be disappointed. Please contact Marion Clemente and Barbara Reppenhagen for tickets.
6. Nancy Krawczeski will be contacting previous basket donors for our Annual Basket Raffle in the near future. The basket raffle drawing will be held in October, during Friends' Week.
7. Don't forget to renew your annual Friends' membership if you have not had a chance to do so.
8. Special thanks to Merry Brown and her loyal gardeners who have made the Library grounds so beautiful once again this year.



**President's Report**  
**Charles "Ren" Reed / President**  
**May 2022**

Valerie Acklin and I met with Wade Abbott, Community Engagement and Communications Specialist at MVLS, on May 18, to begin the process of developing our new Plan of Service for the Library. I asked Caren Pepper to join the ad Hoc Library Plan of Service Committee. Our first step will be to review the existing Plan of Service. Our second step will be to create a list of questions that will become part of a Community Workshop Survey. Caren and I will be reaching out to the rest of the trustees to help us create the survey questions. Our third step will be to "beta test" the Community Workshop Survey with the Library Board of Trustees, the Library staff, and the Friends of the Library, and to make final adjustments to the survey. Our fourth step will be to identify community groups within the Library's boundaries and to take our survey to them. Wade Abbott will assist us during these community engagements and each program will last one hour.

Once the commemorative 1976 Bicentennial quilt was hung in the landing of the back stairwell, it was determined that one panel contained what is now considered as a hate symbol. A recent New York State law prohibits the display of all hate symbols in public buildings. After much discussion, it was decided to simply cover the symbol without altering the quilt itself. Interestingly, in early June, the Country Music Awards announced that they will ban this symbol from their upcoming televised program.

The Library will have a presence at this year's Glove City Pride Picnic on June 29. The picnic will be held in Myers Park from 4:00 to 7:00 PM.



**Local History Room Committee Report**  
**Christine Pesses / Chair**  
**May 2022**

Valerie Acklin, Nicole Hauser, and Shari Peto met with Local History Room Committee members Carol Maider, Lore Mead, and Charles “Ren” Reed to discuss how the committee will function in relation to the Library. As the Library Board’s newest standing committee, the Local History Room Committee will not function as either an oversight committee nor as a fully independent working committee. The committee will work under the direction of the Library staff.



**Personnel Committee Report**  
**Susan Shrader / Chair**  
**May 2022**

The Personnel Committee distributed Director evaluation materials at the April Board meeting and collected them at the May meeting. Greg Niforos then entered the data into the computer to tabulate scores for each item and category, as well as an overall score.

The personnel committee then met on May 27<sup>th</sup> at 1:00 to discuss the results. Committee members Greg Nifores, Merry Dunn-Brown and Chairman Sue Shrader as well as President Ren Reed were in attendance.

President Ren Reed and Personnel committee Chairman Sue Shrader subsequently met with Director Valerie Acklin on May 31, to discuss the results of the evaluation questionnaire.

The committee will present the results and its recommendations at the June Board meeting during Executive Session, where all Board members are encouraged to question/comment on any item.



**Director's Report**  
**Valerie Acklin / Library Director**  
**May 2022**

## **End of Year Tidying Up**

With the end of the fiscal year quickly approaching the Library has been getting our proverbial ducks in a row. All departments have been looking to tie up any budget loose ends, I've been reviewing the statistics and trends for our new collections (so that we can make any tweaks necessary), and I've also been gathering feedback from the staff regarding our insurance plans. SAM, our federal government grant funding account, will be up for renewal, as well, and I've begun that process.

## **The Loft Visit**

Lex and I were delighted to welcome a dozen students from The Loft afterschool program to the Library at the end of the month. The students, along with GMS Media Specialist Bobbie Lindsay, took a tour of the Library, led by Lex, which focused on our teen fiction collection, our graphic novels, academic resources (both print and electronic), study spaces, and our circulating games. At the end of the tour, the students took a short survey about the types of events and activities they'd be interested in seeing us host, and then I led them through a fun (and delicious) activity making candy sushi. Before heading back to the Loft, interested students were also able to fill out Core card applications, and Lex will deliver their cards to the Loft in early June. The Loft will be on summer vacation soon, but when they start up again, we will be scheduling ongoing monthly visits to work with interested students at the Loft space.

## **Building Update**

- We recently discovered carpenter bees burrowing into one of the rear entryway pillars. Parkhurst Pest Control will come early next month to treat the problem area.
- PASCO will visit mid-June to perform our regularly-scheduled software maintenance.
- Rozell Plumbing had to cancel their previously scheduled visit to address a permanent solution to our roof drainage issues, but will be back at the end of next month to offer options.
- The atrium Dome evaluation by MSI is tentatively scheduled for early July.
- We have received a restriping bid from Crane (the folks who did the Probation Building). PFP conducted our sprinkler and back flow inspections.
- Our cooling tower was registered with the state and our scheduled water testing has begun.
- TBS is scheduled to conduct our regularly-scheduled filter replacement in mid-June.
- GLG Land Surveyors have submitted their report of 68 and 68 ½ E. Fulton.

## **Community Connections**

- Darla and I paid a visit to Boulevard Elementary School to meet with the principals of all three GESD elementary schools: Brian DePasquale of Boulevard, Cody Headwell of Park Terrace, and Bernadette Callender of Kingsborough to discuss collaboration options. All three were extremely enthusiastic about teaming up with the Library, both at their individual schools, as well as at other locations. While the looming end of the school made immediate plans impossible, we discussed the Library having a future presence at school Open House nights, as well as afterschool programs that we could offer to supplement the curricula for the different grade levels.
- I've also been in contact with GHS math teacher, Brian Basso, and hoping to work out a plan to bring a STEM activity to the school's summer program. We are not quite sure yet what it will be, but we hope it will be fun and educational for the teens in attendance.
- The Library staff will be on hand at holding next month's Glove City Pride Picnic. We will be holding an LGBTQ+-themed Story Time. We also hope to provide attendees with a craft opportunity, as well as distribute Library materials and other appropriate giveaway items.
- I will be on hand to represent the Library at Gloversville's Juneteenth celebration, to be held at North Star Café. I don't have the event details yet, but I am hoping there is an opportunity for us to be involved in a more meaningful way.
- We are still planning our presence at the FJ&G Thoroughfair on August 27 and have established that we will be located at the beginning of the Rail Trail, which should make transporting items necessary for our table a bit easier.



## Other Happenings

- Our new clerk, Abby, started this month and so far she is enjoying her time here as much as we are enjoying having her on board.
- We have reopened the staff patio area and we have all been enjoying some “outdoor time” on our breaks
- An insect infestation is hampering our community garden efforts this year, but we’re still hoping for a small harvest. We will look into organic options for pest control for next year.
- The door to the Kitchenette will now be locked and accessible only by staff keys, as we found it was being used by patrons for personal use. It is still available for use by outside groups, per our *Meeting Room Policy*.
- A Staff Picnic (Trustees are most welcome!) is planned for August 20 at the Pleasant Square Fire Department Pavillion. Stay tuned for more info!



**Adult Services Report**  
**Nicole Hauser / Head of Adult Services & Collection Development**  
**April 2022**

This month we made a connection with a local business who will take our discarded materials, whether books, audiobooks or DVD's, no matter the quantity. This is wonderful because we have no place to store weeded materials and other organizations we've worked with are either no longer accepting materials or have a large minimum amount to come out for a pick up.

There has been a lot of various preparation and planning this month.

- Darla, Lex, and I have been working to finish up spending our book budget for the fiscal year and I have also been preparing to end our fiscal year in Polaris.
- I began working on our plan for divvying up the book budget for the 22-23 fiscal year between the various departments and Valerie and I will finalize it in June.
- Program planning continues with the usual work of planning and preparing for the monthly Adult Crafting Classes, Joy of Coloring, and Book Tasting. June will see Book Tasting moving from the 1<sup>st</sup> Monday of the month at 4:30 to the 1<sup>st</sup> Thursday of the month at 12. Hopefully this change will increase participation!
- I have also been preparing a new adult cooking program that will debut in July. I believe we will call it the "Easy Eats Club" and we will offer it every other month, beginning July 13 at 5:30pm. Pre-Registration will be required and we will limit the class to 8 participants for the first round. In July we will be making up to 3 different salads that we are pulling from recipes staff have made and loved. Our plan for September, at the moment, is sushi (no fish, just veggies).
- Barb and I also worked on processing 5 fishing poles and a new WiFi Hotspot to add to the Library of Things collection.

Programs in May:

- For the Love of Reading's topic was to read a book you pretend to have read, but haven't.
- Book Tasting had 2 participants and we discussed classics.
- Joy of Coloring had 3 participants.
- Adult Crafting had a total of 26 participants: 4 at the 1:30 class, 10 at the 5:30 class and 12 picked up as kits. July's craft will be Cupcake Liner Owl Trees.
- The Library of Things Petting Zoo had 3 participants.

Here is an update on how some of the other new services we began offering in the past year have been performing so far this calendar year.

	J a n	F e b	March	April	May	Total
<b>Essentials Kit</b> (a collection of personal hygiene items folks can ask for at the Information Desk and take what they need for free, no questions asked)	0	2	0	1	0	3 uses
<b>Faxes</b>	4	9	4	9	0	26 faxes sent
<b>Core card</b> (a limited card for folks without all of the necessary documentation to receive a full library card)	1	2	0	0	0	3 patron accounts created
<b>Seed Club</b>			19 new registrations 126 packets	24 new registration 180 packets	8 new registrations 70 packets	51 registrations 376 packets



**Special Projects Report**  
**Barb Madonna / Head of Grant Administration & Special Projects**  
**May 2022**

**1. Wrap up grants from the building renovation.**

**Empire State Development, \$500,000 outstanding**

We received a request for additional information and I've sent that along. Still looking positive at this point.

**2. New grants for building projects**

Possible grants include another CFA application for the dome (application due 7/29/2022), NYS Public Library Construction funds through DLD for the dome and parking lots (applications typically due in August), and community revitalization opportunities from a few businesses and national non-profit organizations for the parking lots.

**3. Other grants**

We received \$100 in gift cards from Target in support of the Kids Cooking Club and Adult Easy Eats food classes.

We were also informed that we did not receive funding requested from the Dollar General Literacy Foundation. This is not a big surprise as they focus on organizations with formal literacy education programs like Literacy Volunteers of America.

**4. Other projects**

Nicole and I worked on the portion of Mike and Phil's inventory that covered the computer equipment purchased as part of the building project. I was able to send the final report to Mike mid-month. It was accepted by Phil as what he needs for the next audit.

This exercise highlighted the other equipment owned by the Library that as not on Mike's list, but that should be inventoried; items like the photocopier, barcode scanners, and TVs in the program rooms. This project will help track and, if needed, replace items that are damaged, worn out, or are beyond their usefulness.

Work paused on the Unsafe Room records using the State's Records Retention and Disposal Schedule MU-1 (Municipal Units) to declutter and organize the Library's record retention in the basement. Honestly, I just got bored and had more fun things to work on. It's in much better shape than it was and I will get back to it soon.

Fun projects included wrapping of the labeling of collections in the Children's Library to make it easier for patrons to locate books they are interested in. Two hiking backpacks donated by the Foothills Chapter of the Adirondack Mountain Club in 2020 were moved into the Library of Things collection and were just checked out last week.

The Passive Program for May were seed starting kits. We offered soil, peat pots, popsicle sticks for markers and seeds so folks could start a few plants from home. Seed choices were basil, beans, cilantro/coriander, cucumber, marigold and zinnia. 167 kits were picked up.

The first 3<sup>rd</sup> of the adult biographies were weeded during the month. This collection has not been reviewed since December of 2017. This will continue in June, and possibly into July depending on vacations and other projects.

Nicole and I oversaw the May 3<sup>rd</sup> election without major issue. Fortunately, the proposition passed. Chris and Dick were re-elected to new terms.

I'm working with Valerie and the Building Committee to flush out projects for the 66, 68 & 66 ½ East Fulton Street lots, and the dome of the historic building.

Steve Rowland from Butler Rowland Mays Architects and Mike Lucey from Mid State Industries visited on May 10 to look at the dome. We received a proposal for \$2,700 to send a couple of Mike's employees out to take off some of the metal to examine the inside structure. That proposal has been signed and returned. We are waiting for them to schedule an appointment to complete that piece. Once the investigation is done, specifications can be created to actually fix the leaks.

Paul Mays from Butler Rowland Mays Architects send along a proposal for design services for the parking lot project at 66, 68 and 68 ½ East Fulton Streets. This was approved by the Board at the May meeting and returned to BRM. The next step will to have an initial meeting with BRM staff to review the committee's goals, needs and wants.

The survey for 68 and 68 ½ was completed, though I don't know if we have received it yet. As soon as we do, I will share it with the architects for design work.

### **Meetings & Calls**

- May 9<sup>th</sup> Staff meeting
- May 10<sup>th</sup> Meeting with Steve Rowland – Butler Rowland Mays Architects and to look at dome  
Meeting with Shari Peto to review existing electronic files for local history room
- May 11<sup>th</sup> Petting Zoo presentation of the Library of Things collection
- May 12<sup>th</sup> Meeting with Valerie
- May 13<sup>th</sup> Building Committee meeting  
Ad Hoc Parking Lot Committee meeting



**Youth Services Report**  
**Darla Barry / Head of Youth Services**  
**May 2022**

Our new Children's Early Literature Room is a huge success. I continue to hold Story Time in the area, children and parents seem to enjoy the ambiance of the room. This month I read stories honoring Mother's Day and spring. In addition, I brought awareness to the children by reading stories about diversity, hyperactivity, and anxiety. Sonny covered the May 19 Story Time by having children choose a book they wanted read to them. Our crafts were oriented around Mother's Day and Memorial Day, as were the activity sheet packets. I'm happy to report that our attendance, although not as consistent as we'd like, is increasing from pre-Covid times.

Our STEM/Science kits for May included: electricity, measurements, mirrors, and simple machines. We will again engage in this program in October, after the new school year begins.

I visited the MVLS office for a "Play Date" to view the inventory of STEM/STEAM and science kits available to borrow for our programs. This opportunity to have hands-on the actual items that we can utilize for our activities was much appreciated.

Valerie and I visited the Boulevard Elementary School on May 11 to meet with the principal, Brian DePasquail. He introduced us to Cody Headwell, principal of Park Terrace, and Bernadette Callender, principal of Kingsborough. This meeting was held in hopes for the future that we may collaborate with each of the schools.

We had Jessica Shea from Reptile Adventure come to the Carnegie Room on Saturday, May 28. She introduced Pistachio the Chameleon, a gecko, turtles, as well as various lizards and snakes to everyone who attended! All participants that wished to participate were able to join in the petting zoo portion at the end of the presentation and most walked away a little more informed and happier to have been a part of the experience.