



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
March 17, 2020 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the February 2020 meeting  
Accept minutes of the March 9 2020 Special Meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Foundation
6. Building and Grounds  
Empty lot
7. Outreach Committee
8. Personnel Committee  
Director Leave of Absence Approval  
Director Interview
9. Policy Committee  
Purchasing Policy & Procedures 2nd Reading  
Budget Development & Expenditure Policy 2nd Reading
10. Program Committee
11. Public Relations Committee
12. Director's Report  
NY Annual Report
13. President's Report
14. Old Business
15. New Business  
HRR Mission Statement
16. Adjourn

Next Meeting: April 21, 2020 at 6:30 pm



**Draft Minutes of the Gloversville Public Library Board of Trustees Meeting**  
February 18, 2020

The Gloversville Public Library Board of Trustees held a meeting on February 18, 2020 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078

President Craig Clark called the meeting to order at 6:30 PM. Present were President Craig Clark, Interim Director Nicole Hauser, Treasurer Michael Frank, Christine Pesses, Richard Carlson, Frank Carangelo, Secretary Christian W. Rohrs, Gregory Niforos, Claims Auditor John Blackmon, Library Assistant and Head of Children's Services Sally Fancher, Vice President Merry Dunn-Brown, and Susan Shrader.

Nicole Hauser  
Interim Director

When asked for public comment, there was none.

Library Assistant and Head of Children's Services Sally Fancher was sworn in as Deputy Election Clerk for the upcoming election.

2019-2020  
Board of Trustees

Mr. Clark asked for a motion to approve the January meeting minutes. Mr. Niforos made a motion, seconded by Mrs. Pesses, with an approval vote of "aye" from the board.

Merry Dunn Brown

Mr. Clark asked Mr. Frank to review the Financial Report for the seven-month period ending January 31, 2020. Mr. Frank informed the Trustees that in January we received \$13,000 of NYS Bullet Aide from MVLS that was deposited this year into the General Fund. Bullet Aide received in the last few years was deposited into the Building Fund to help pay for the renovation project. Our income for the current year-to-date is on target with our budget with the exception of budgeted donations. The income being earned on our money market account is making up some of this shortfall. Mr. Frank also reviewed the expenses for the year-to-date period. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Dunn-Brown made a motion, seconded by Mrs. Pesses, to accept the Financial Report as presented. This was approved with all voting "aye".

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Frank distributed the Warrants list for February 2020 numbered 2008 through 2035 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. Rohrs made a motion, seconded by Mrs. Dunn-Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved by all voting "aye".

Mr. Clark announced some minor changes to the budget, such as salary adjustments to reflect the hours worked by full-time and part-time staff, changes to the Friends of the Library moneys, and an addition of Professional Fire Protection to the Building Contracts line. Mr. Clark asked for a motion to adopt the budget, to which Mrs. Pesses responded with a motion and a second motion made by Mr. Rohrs. This was approved with all voting "aye".

Mr. Clark spoke on behalf of Mrs. LaPorta with a report on the Friends of the Library. The Smith's Pie Sale will end March 20th. Order forms are at the front desk and on Facebook. Pick up is on Wednesday, April 8th. The deadline for articles for Friends' newsletter is Feb 29th. The next meeting is March 5th, and Friends' membership renewal is ongoing and all members are encouraged to renew their membership.

*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)

Mr. Clark asked Mr. Frank to report on the Library Foundation. There was no meeting, however there have been donations from the Foundation's Annual Appeal.

Mr. Clark asked Mr. Carangelo to report on behalf of the Buildings and Grounds Committee. The electrician has been back to fix dimming switches in the Teen Room. There has been an issue with recycling and not all items have been picked up on a regular basis. This could be because the dumpster area is locked; however, Ms. Hauser said the area is always unlocked when pickup occurs. It was decided that GPL will provide a key for them to go in and take the recycling.

Mr. Carangelo also noted that the damage caused from the water leak in the Children's Room has been cleaned up; however, a couple pieces of trim elsewhere in the building need to be replaced and repainted. The Buildings and Grounds Committee are also interested in looking into replacing the locks to the bathrooms, or making keys for people to access the bathrooms. There were 3 bids for the parking lot. Empire Paving from Schenectady, Newkirk Excavating of Tribes Hill, and Luizzi & Brothers from Albany. Mr. Clark asked for a motion to reject the bids on the grounds of lack of funds. Mrs. Pesses made a motion, seconded by Mr. Rohrs, which was approved by all voting "aye".

Mr. Clark asked Mrs. Pesses to report on the Policy Committee. Four policies were reviewed: Sale and Disposal, Audit Policy, General Accounting Policy, and Payment Authorization Policy. There was a first reading for Purchasing Policy and Procedures and Budget Development and Expenditure Policy. Appropriate changes have been made and submitted for a second reading in March.

Mr. Clark asked Ms. Dunn-Brown to report on the Outreach Committee. The Outreach Committee meeting will be rescheduled. Mrs. Pesses noted that members of the 50th Class Reunion are interested in participating in a tour of the Library.

When asked to discuss Personnel Committee, Mrs. Hauser noted her upcoming leave of absence. A summer assistant will be hired in mid-June at approximately 10 hours a week at minimum wage. Interviews for a full time Library Assistant for Youth Programming will begin soon as well. The Personnel Committee will also work to develop questions for the Library Director interviewing process.

Mr. Reed indicated that the Program Committee did not meet but they are meeting next week.

Mrs. Pesses reported on behalf of the Public Relations Committee, whereas she noted that February 25<sup>th</sup> is Advocacy Day in Albany, NY.

Mr. Clark asked Mrs. Hauser to deliver the Director's Report. She noted that Sally Ostrander and Linda Conroy have been assisting with NYS Annual Report due to MVLS. Also, there are four openings for trustees, two are five-year terms and two are one-year terms. Packets will be available on March 14<sup>th</sup>.

In the President's Report, Mr. Clark noted there was nothing new to add to the discussion.

Mr. Clark asked if there was any Old Business to be discussed, to which Mrs. Pesses noted the Historical Room should be completed by summer and volunteers are being sought to help sort the contents of the room.

Mr. Clark moved to adjourn the meeting at 8:21 PM, which was motioned by Mrs. Dunn-Brown, seconded by Mrs. Pesses. This motion was approved with the board voting "aye".

Respectfully submitted,

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Christian Rohrs, Secretary



**Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting  
March 9, 2020**

The Gloversville Public Library Board of Trustees held a special meeting on March 9, 2020 at 4:15 PM in the Carnegie Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were President Craig Clark, Christine Pesses, Richard Carlson, Merry Dunn-Brown, Sue Shrader, Gregory Niforos, Frank Carangelo, and Charles “Ren” Reed.

Mr. Craig Clark called the meeting to order at 4:20 PM. Immediately, Mr. Clark requested the board enter Executive Session. Mrs. Pesses made a motion, with a second motion made by Mr. Reed, and approved by the board with “aye”.

When asked to leave the Executive Session at 5:58 PM, Mr. Reed made a motion, with a second motion made by Mrs. Pesses, and approved by the board with “aye”. Mr. Clark requested to adjourn at 5:59 PM, which was motioned by Mrs. Pesses and a second motion made by Mr. Reed, and approved by the board with “aye”.

Respectfully submitted,

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Merry Dunn-Brown, Vice President

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**

**FEBRUARY 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	143.77	1,263.78	525.08	(1,063.78)
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	0.00	2,756.00	6,070.00	7,244.00
Government Affiliations	7,000.00	0.00	19,807.98	7,960.01	(12,807.98)
Fines & Miscellaneous Income	9,000.00	1,407.50	8,177.00	7,296.01	823.00
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><u>\$489,895.00</u></u>	<u><u>\$1,551.27</u></u>	<u><u>\$495,699.76</u></u>	<u><u>\$519,546.10</u></u>	<u><u>(\$5,804.76)</u></u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2020	<u>\$415,239.98</u>				
Plus: Receipts Per Report	1,551.27				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>44,367.29</u>				
Income Cash Balance on February 29, 2020	<u><u>372,423.96</u></u>				
Cobra Reserve Balance	321.66				
Accounts Payable as of 02/29/20	0.00				
Prepaid Expenses as of 02/29/20	<u>(5,340.26)</u>				
Actual Cash Balance on February 29, 2020	<u><u>\$367,405.36</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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

**GLOVERSVILLE PUBLIC LIBRARY**

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

**FEBRUARY 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	\$ 15,922.30	\$ 164,512.18	\$ 152,695.64	\$118,865.82
Salaries - Part Time Employees	77,177.00	5,844.78	42,905.52	29,829.51	34,271.48
Salaries - Custodians	29,329.00	2,444.10	19,552.80	18,703.36	9,776.20
F I C A & Medicare Tax	29,826.00	1,898.75	17,317.42	15,288.17	12,508.58
Unemployment Insurance	800.00	236.00	622.00	551.00	178.00
Disability & Family Leave Insurance	1,000.00	0.00	1,326.89	850.97	(326.89)
Medical Insurance & Reimbursements	48,600.00	2,990.36	29,204.76	25,422.81	19,395.24
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	3,254.21	(643.53)
Pension Expense	32,500.00	0.00	25,655.00	21,278.50	6,845.00
Heat	4,000.00	445.65	1,429.18	1,470.59	2,570.82
Electricity	20,000.00	1,745.10	12,196.91	5,153.74	7,803.09
Telephone	6,720.00	541.48	4,295.31	3,247.90	2,424.69
Insurance	16,300.00	0.00	21,663.01	16,073.94	(5,363.01)
Books, Periodicals, etc.	46,500.00	2,171.42	32,377.26	32,042.47	14,122.74
Computer & Automation Services	11,400.00	952.24	7,848.12	20,815.33	3,551.88
Library, Office Supplies & Postage	9,500.00	724.33	3,407.23	8,382.18	6,092.77
Maintenance, Repairs & Bldg. Supplies	3,000.00	367.49	6,689.13	1,956.45	(3,689.13)
Maintenance Contracts	10,000.00	6,856.25	10,781.96	1,900.00	(781.96)
Treasurer	8,600.00	700.00	5,700.00	5,700.00	2,900.00
Professional Fees	8,000.00	0.00	0.00	80.00	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	35.65	820.51	364.58	2,379.49
Events & Programming	5,500.00	0.00	1,997.25	3,080.44	3,502.75
Promotion Expense	4,500.00	339.00	3,572.50	3,182.49	927.50
General Expense	1,300.00	152.39	916.80	3,990.42	383.20
<b>TOTAL EXPENSE</b>	<b>\$665,280.00</b>	<b>\$44,367.29</b>	<b>\$418,435.27</b>	<b>\$375,314.70</b>	<b>\$246,844.73</b>

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

**FEBRUARY 2020**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,787.36)	\$951.68	FICA & Medicare Expense
			1,835.68	Payroll
6324		Gloversville Public Library	9,913.40	Payroll
6325	2008	Nicole Hauser	559.47	Petty Cash
6326	2009	Michael J. Frank	700.00	Treasurer
6327	2010	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6328	2011	United Health Care	17.40	Medical Insurance
6329	2012	Frontier Communications	541.48	Telephone
6330	2013	The Leader-Herald (225.04)	189.00	Promotion Expense
			36.04	G/E - Bid Ad
6331	2014	Gloversville True Value Hardware	5.49	Maintenance & Repairs
6332	2015	National Grid (2,190.75)	1,745.10	Electricity
			445.65	Natural Gas
6333	2016	Commissioner of Finance	200.00	Maintenance & Repairs
6334	2017	Northville Public Library	6.99	Fines, etc.
6335	2018	Frothingham Free Library	19.95	Fines, etc.
6336	2019	PASCO (2,377.50)	1,981.25	Maintenance Contracts
			396.25	Prepaid Expense
6337	2020	Baker & Taylor Books	356.45	Books
6338	2021	Ingram Library Services	416.63	Books
6339	2022	James Esper Landscaping	3,500.00	Maintenance Contracts
6340	2023	Evapco, Inc.	1,375.00	Maintenance Contracts
6341	2024	Palmateer Trucking & Container Service	162.00	Maintenance & Repairs
6342	2025	Mohawk Valley Library System	932.24	Computer & Automation
6343	2026	Nicole Hauser	35.65	Professional Meetings & Travel
6344	2027	Herman Miller, Inc.	251.43	Library Supplies
6345	2028	First Nonprofit Unemployment Program (436.00)	200.00	Cash Reserve
			236.00	Unemployment Insurance
6346	2029	Business Card (935.46)	20.00	Computer & Automation
			442.56	A/V - DVDs
			52.90	Office Expense
			420.00	Postage
6347	2030	M V P Health Care, Inc.	4,639.12	Medical Insurance
6348	2031	Kids Reference Company, Inc.	297.30	Books
6349	2032	The Daily Gazette	135.57	Newspapers
6350	2033	Unique Management Services, Inc.	116.35	G/E-Collection Expense
6351	2034	Center Point Large Print	76.91	Books
6352	2035	Gloversville Little League	150.00	Promotion Expense
6353		Gloversville Public Library	9,859.67	Payroll
		E F T NYS & Local Retirement System	443.56	Pension - Withholdings
		E F T NYS Tax Department	815.60	Payroll
		E F T United States Treasury (2,776.14)	947.07	FICA & Medicare Expense
			1,829.07	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	90.91	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2020	<u>47,625.36</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2020		
		Newspapers (Books)	<u>446.00</u>	
		<b>TOTAL FEBRUARY 2020 PAID OUTS</b>	<b><u>\$48,071.36</u></b>	
		Less: Fines, etc.	(26.94)	
		Less: Cash Reserve	(200.00)	
		Less: Medical Insurance Rebate - Larry Johnson	(579.89)	
		Less: Paid Family Leave Reimbursement	(781.74)	
		Less: Cobra Reimbursement - Madonna	(1,159.78)	
		Less: Prepaid Expense	(396.25)	
		Less: Petty Cash Check	<u>(559.47)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$44,367.29</u></b>	

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

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on February 1, 2020	\$385,800.69
Plus: Receipts:	
Interest on Money Market Account	143.40
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	40,000.00
	<hr/>
Balance on February 29, 2020	<u><u>\$345,944.09</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on February 1, 2020	\$798,685.80
Plus: Receipts:	
Interest on Money Market Account	475.93
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on February 29, 2020	<u><u>\$799,161.73</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on February 1, 2020	\$150,775.50
Plus: Receipts:	
Interest Earned	2.38
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on February 29, 2020	<u><u>\$150,777.88</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on February 1, 2020	\$224.70
Plus: Receipts:	
Interest Earned	0.00
Donations _ Amazon Smile	27.45
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on February 29, 2020	<u><u>\$252.15</u></u>



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

**STEWART'S GRANT**

Balance as of February 1, 2020		\$60.47
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 February 29, 2020		\$60.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of February 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 February 29, 2020		\$371.62

**ADVOCACY GRANT**

Balance as of February 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 February 29, 2020		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of February 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 February 29, 2020		\$3,325.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of February 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 February 29, 2020		\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of February 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 Colorton Funds Left at February 29, 2020		\$559.25

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**February 29, 2020**

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

Balance Per Bank Statement \$ 9,738.97

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/18/20	6327	The Paul Revere Life Insurance Company	278.54	
02/18/20	6334	Northville Public Library	6.99	
02/18/20	6339	James Esper Landscaping	3,500.00	
02/18/20	6341	Palmateer Trucking & Container Service	162.00	
		Total Outstanding Checks		<u>3,947.53</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 5,791.44

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

Balance Per Bank Statement \$ 8,243.07

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/14/20	5247	Kathy Van Volkenburg	79.95	
02/28/20	5253	Nicole L. Hauser	1,594.76	
02/28/20	5255	Sally A. Fancher	1,135.58	
02/28/20	5256	Linda B. Conroy	1,198.74	
02/28/20	5257	Jameson M. Duross	794.24	
02/28/20	5260	Linda J. Callahan	56.59	
02/28/20	5261	Sally L. Ostrander	399.07	
02/28/20	5262	Kathy Van Volkenburg	50.54	
02/28/20	5263	Christine T. Prokopiak	284.43	
02/28/20	5264	Kimberly A. Collar	343.91	
02/28/20	5265	Patricia A. Devereaux	463.26	
02/28/20	5266	Kelly S. Lawlor	442.75	
02/28/20	5267	Bailey J. Darling	399.25	
		Total Outstanding Checks		<u>7,243.07</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 \$ 345,944.09

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 345,944.09

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

Balance Per Bank Statement \$ 799,161.73

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 799,161.73

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

Balance Per Bank Statement \$ 150,777.88

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**

\$ 150,777.88

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

Balance Per Bank Statement \$ 252.15

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 252.15

Prepared By,  
Michael J. Frank, Treasurer

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



The building continues to take up a lot of time and effort. I am still trying to get DLC Electric back to finish up the last few items on their punch list and to get Bunkoff back to finish up repairing the wall that was damaged by the leak behind the Youth Center desk and install a final piece of trim.

On February 7 our book return was vandalized. The culprits reached inside the mouth of the book return from outside and tore the rubber flap off and into pieces. We contacted the police and filed a report. They were caught on camera, but had hoods up so we were not able to identify them.

Ever since we moved back into our Carnegie building it has been a challenge to have our recycling picked up by the Solid Waste Department. After doing a little bit of research about different permits (myself and Linda Conroy) and speaking with them on the phone about options (Linda Conroy and George Emden) it seemed like it might finally be happening. They actually picked up for the first time on 2/28 after a couple of false starts, and we're keeping our fingers crossed that they will continue to be back on the second and fourth Tuesdays of the month going forward.

Tax forms arrived this month and have been made available to the public.

Summer Reading planning is well under way! Children's programs are mostly set, adult programs are well on their way and supplies have been ordered. Promotional materials still need to be created. This year for our community project, instead of doing a drive asking for donations, we are going to encourage people to use their imagination and create a short story based on an image. Depending on how many submissions we receive will determine how we compile, print and share them.

Linda Conroy and Sally Ostrander did a fantastic job keeping track of statistics this past year and it made the job of filling out the NYS Annual Report so much easier this month. Our report was successfully submitted on 2/28/20. One note, by 2021 we will need to answer a question about providing library staff with annual tech training (appropriate for position) as outlined in our long range plan of service. A couple of the biggest changes we noticed were:

	<b>2018</b>	<b>2019</b>	<b>Increase of:</b>
Library Visits	48,929	68,776	40% (19,847)
Total Programs	392	554	41% (162)
Wireless Users	7320	9538	30% (2218)
Non Library Sponsored programs, events & meetings	111	211	90% (100)

\*We were closed for 3 weeks in October/November 2018 to move from our temporary location into our newly renovated building\*

**Meetings & Programs**

1. 2/3/20 – Staff Meeting
2. 2/4/20 – Tech Appointment RE: Netflix
3. 2/5/20 – George Emden RE: Buildings and Grounds
4. 2/6/20 – Sally Fancher RE: Ingram
5. 2/7/20 – Barb Madonna
6. 2/7/20 – Linda Conroy and Sally Ostrander RE: NYS Annual Report
7. 2/10/20 – Staff Meeting

8. 2/10/20 – Joy of Coloring
9. 2/11/20 – Program Meeting with staff RE: Summer Reading
10. 2/11/20 – Police RE: Vandalism of book return
11. 2/12/20 – Buildings and Grounds Committee
12. 2/12/20 – Craig Clark
13. 2/13/20 – Chris Pesses and Ren Reed RE: HRR
14. 2/14/20 – Dick Carlson RE: Parking lot
15. 2/18/20 – Board of Trustees Meeting
16. 2/19/20 – Personnel Committee Meeting
17. 2/19/20 – Linda Conroy
18. 2/25/20 – Sally Fancher RE: Summer Reading Materials
19. 2/25/20 – Frank Carangelo RE: Parking lot
20. 2/25/20 – Chris Pesses RE: Advocacy Day
21. 2/26/20 – Adult Craft Paper Tube Art
22. 2/26/20 – Adult Craft Paper Tube Art
23. 2/27/20 – Program Committee Meeting
24. 2/28/20 – Merry Brown



## **Gloversville Public Library**

Children's Room Report: February 2020

Sally Fancher – Head of Children's Services

Summer Reading Program planning is going strong. We have 34 programs set for July and August. Several of our Traveling Story time venues requested a spot for the summer, and we recruited 3 new venues. The requests came in before the canvas letters even went out.

We are continuing to provide workshops and tours as requested by different groups. A workshop for Homeschool Families was conducted in the Youth Center. The topic was "Library Skills, using reference materials, literary genres and the Dewey Decimal System." This fulfilled several requirements in the individual lessons plans.

FMCC early childhood class had scheduled a special tour of the Youth Center, with the focus being on what we have that can be used by those in the Early Childhood professions, and what they can do to support literacy in our library. This was postponed three times due to weather. It will be occurring in March.

The Teen Writing and Art group has a small band of regulars. We have GESD students and two kids who are home schooled. The group enjoys the art side the most and is focusing on manga characters. We alternate meeting in the small meeting room and the TEEN room. Having a visible activity in the TEEN Room helps maintain some decorum and recruits new members. Right when we thought that the Thursday craft group was dead, the kids came back and wanted to meet and create again. February 13 saw 9 kids participate. While we are ready for participants each week, the attendance is hit or miss.

For vacation days at local schools, we organized a drop-in craft lab in the lower activity room. This was a 3- hour event of monitored creativity with supplies for several different specific projects as well as allowing for individual creativity. There was also a day of Make and Take Balloon Animals. Several families participated and created many different kinds of balloon sculptures, some intentional, some not.

February also saw two Thursday snow days and a vacation day. The scheduled Friends' Story times for these days had more than 36 kids total. We have many families that have made Thursdays a regular part of their routine and enjoy the story times, no matter what the weather.

As far as the behavior in the TEEN room is concerned, things are looking up. We have required that all unaccompanied minors in the building sign-in at the Youth center circ desk and give full name and parents name and contact information. We confirm the info with a phone call. If a youth chooses not to comply, they go home. Any inappropriate behaviors and the culprit is sent home and the contact number is called. The parent is told when their child may return. We have had a good response from the parents and they support the system.

There are still some post-construction issues in the Youth Center. We have been trying to get a counter fixed for over a year, the first repair by contractors did not work. We have finally gotten a response and it is "too late, warranty up". We will be repairing it ourselves.

On February 28, I participated in "Career Day" at the After School programs in the Park Terrace and Kingsborough schools. This outreach event allows us to promote Library card sign-up and programs. We will be scheduling the Summer Reading promotional tour soon.

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

	<b>2020</b>	<b>2019</b>
<b>VISITORS</b>	<b>5,571</b>	<b>(4,169)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,674	(1,723)
Teen Circulation	102	(132)
Juvenile Circulation	1,461	(1,483)
Audiobooks	380	(277)
eBooks	589	(489)
Music	19	(17)
Periodicals	83	(69)
Videos	1,436	(1,476)
Museum Passes	2	(2)
Subtotal	<b>5,746</b>	<b>(5,668)</b>
In-House Use		
Adult	11	(42)
Juvenile	29	(162)
Other Materials	1,191	(1,274)
Subtotal	1,231	(1,478)
<b>Total Circulation</b>	<b>6,977</b>	<b>(7,146)</b>
<b>REFERENCE QUESTIONS</b>	153	(376)
<b>MEETINGS/PROGRAMS/OUTREACH</b>		
41 Adult programs and meetings with 235 people		(39 Adult programs and meetings with 217 people)
18 Juvenile programs and meetings with 273 people		(14 Juvenile programs and meetings with 175 people)
7 Teen programs and meetings with 56 people		(3 Teen programs and meetings with 16 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	828	(670)
Material Loaned	654	(677)
Total	<b>1,482</b>	<b>(1,347)</b>
<b>COMPUTER USAGE</b>	<b>1,598</b>	<b>(1,856)</b>
<b>HISTORICAL ROOM *</b>	Temporarily Closed	
Visitors		
Books Used		
Reference Questions		

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

Statistics for December 2019, January 2020, and February 2020 are as follows:

	December	January	February
<b>VISITORS</b>	5,280	5,635	5,571
<b>CIRCULATION</b>			
Adult Circulation	1,315	1,822	1,674
Teen Circulation	118	157	102
Juvenile Circulation	1,001	1,238	1,461
Audiobooks	285	353	380
eBooks	565	586	589
Music	5	24	19
Periodicals	68	85	83
Videos	1,491	1,588	1,436
Museum Passes	2	2	2
Subtotal	4,850	5,855	5,746
In-House Use			
Adult	20	10	11
Juvenile	60	46	29
Other Materials	1,175	1,310	1,191
Subtotal	1,255	1,366	1,231
<b>Total Circulation</b>	<b>6,105</b>	<b>7,221</b>	<b>6,977</b>
<b>REFERENCE QUESTIONS</b>	132	236	153
<b>MEETINGS/PROGRAMS/OUTREACH</b>			
<b>December</b>	38 Adult programs and meetings with 240 people 23 Juvenile programs and meetings with 488 people 7 Teen programs and meetings with 22 people		
<b>January</b>	52 Adult programs and meetings with 324 people 18 Juvenile programs and meetings with 307 people 6 Teen programs and meetings with 17 people		
<b>February</b>	41 Adult programs and meetings with 235 people 18 Juvenile programs and meetings with 273 people 7 Teen programs and meetings with 56 people		
<b>INTERLIBRARY LOAN</b>			
Material Borrowed	739	960	828
Material Loaned	605	760	654
Total	1,344	1,720	1,482
<b>COMPUTER USAGE</b>	1,499	1,790	1,598
<b>*HISTORICAL ROOM (in storage)</b>			
Visitors	0	0	0
Books Used	0	0	0
Reference Questions	0	0	0

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



## March Building Committee Report

- 1) 2/5 - Emailed electrician reminder about finishing up punch list. Steve from DLC Electric called later that day to let us know that we cannot get the original style diffuser, but we can get a similar one. We decided to "steal" one from downstairs, from over the youth computers, to move to main floor, then to replace the one downstairs with the new, slightly different diffuser. Steve told me Keith should be here sometime next week (2/10-2/14) 2/18 Emailed electrician asking when Keith will be here to finish up punch list items. I was told they were waiting for the last part to arrive, which should be in 2/21, and then Keith would be in. 2/28 Emailed electrician asking when Keith will be here. No response. 3/5 Keith arrived unannounced to take care of the fire alarm cable and light fixture. DLC Electric's punch list is now completed. UW Marx has submitted paperwork to Butler, Rowland and Mayes and we should be paying their retainage at the March board meeting.
- 2) 2/18 Board decided not to go through with parking lot project at this time. I contacted Steve Smith's Office to let them know the board's decision.
- 3) 2/5 emailed accent about teen footstool/table with popped top. ACCENT picked the footstool/table up on 2/5 to take it back to their shop to repair telling us it should be back on 2/6 or 2/7. On 2/18 I contacted ACCENT about when our footstool/table might be returned, it was returned later that day.
- 4) 2/7 – Vandalism to bookdrop. Contacted the police on 2/10, they showed up on 2/11 after we contacted them again so we could file a report.
- 5) George has been in contact with the Solid Waste Department. Recycling should be happening on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. It was picked up for the first time on Friday 2/28 after George contacted them again, asking why it hadn't been picked up on 2/25.
- 6) 2/11 – Emailed Bunkoff to let them know that Mike had painted the wall in the Youth Center the wrong color and to ask about when he would be back to finish the trim in the workroom. 2/12 spoke with Chris from Bunkoff on the phone. He assured us Mike would be coming out soon. 2/28 Emailed Chris at Bunkoff to ask when Mike should be back. Was told Mike would be here on 3/5, which he was, and he installed piece of trim. Mike came back on 3/6 to paint the trim and the wall in the Youth Center. Bunkoff is now done with all of their work.
- 7) Circe contacted Esper about removing our giant snow pile and it was removed a couple of days later on 2/21.
- 8) The 2 houses next to our empty lot have been taken down.
- 9) PASCO (HVAC system) 3/3 – Matt was here from approximately 9-4 and provided training from 2-3:45 for staff and trustees. Sally Fancher, George Emden and myself now have login's to access the Management software. We also reset all heating and cooling

points back to a standard. Many of the set temperatures were set too close to each other which explains why the heating and cooling seem like they have been fighting with each other, especially in rooms with more than one pump. Matt found that one of the heat pumps requires servicing.

- 10) Ever since we moved back in we've had hiccups with the handicap door not locking correctly. As we leave for the night staff lock the door behind them, and once we are outside the building we push the handicap button to see if the door was latched properly. On many occasions, pushing the exterior handicap button, while the door is locked, will unlock the door. We have to fiddle with it by turning it on and off until it does not unlock on us, then we can go home. We have also had patrons and other folks in the library, after staff arrive before we open, because when they hit the handicap button it lets them in. I spoke with Chris from Bunkoff about this and he suggested we look through our closeout documents for manufacturers warranty information and also gave me the name and contact information for the person the system was purchased from.
- 11) A laminate panel on the left side of the lower cabinet in the Activity Room popped. It had already popped once before and been repaired once before. I spoke with Chris at Bunkoff about this and he said he could not approve any new work. Sally Fancher and George have repaired this.
- 12) Also a panel in the heating cabinets in the Carnegie Room has popped. Previously a different panel had popped and then been repaired by Bunkoff. I spoke with Chris at Bunkoff about this and he said he could not approve any new work.
- 13) All of our speed bumps have been found in the snow piles by George as the snow has begun to melt. George has moved them to a safe location and will reinstall them in April. As the snow has melted, one parking block has been recovered intact and 1 has been recovered broken so far.
- 14) Contacted by EVAPCO. We need to let them know once we have the chiller filled so they can begin their service visits on it again.
- 15) Should we be thinking about landscaping?

It is the responsibility of the Board of Trustees to adopt an annual budget. The development of the budget for the Library is the responsibility of the Board of Trustees with the assistance of the Director and the Treasurer.

Funds for the Library's operating budget come primarily from the tax levy. [The Gloversville Enlarged School District collects the voter approved tax and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election run by the Library.](#) Some additional funds may come from and the Gloversville Library Foundation, Inc.. ~~The Gloversville Enlarged School District collects the voter approved tax and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election run by the Library.~~ The Gloversville Public Library Foundation gives the Library the earned interest and dividends from its investments, minus expenses.

Additional funds for the Library budget may come from [other organizations such as](#) the surrounding municipalities which use the Library, the Fulton County Youth Bureau, per capita State aid, and MVLS as well as donations by individuals and by the Friends of the Gloversville Public Library.

The Director is responsible for operating the Library using the funds as described by the annual budget. The Trustees are responsible for budgetary oversight and may authorize an adjustment in spending as circumstances dictate.

All checks or withdrawals drawn on the Library accounts must [be signed by one two officers of the Board of Trustees and or one officer and the Treasurer co-signed.](#) Eligible signatories are the officers and the Treasurer of the Board. ~~(from the by-laws) All checks on the Payroll Account must be signed by one officer and the Treasurer.~~

See Education Law Section 259

See Education Law Section 259

Adopted: June 2006  
Revised: July 2013  
Revised: December 2016  
Revised: [March 17, 2020](#)

Gloversville Public Library has established this purchasing policy to comply with General Municipal Law §104-b.

**General**

Only the Library Director may commit the library to purchases. All purchases require the proper preparation of a purchase order. It is the responsibility of the Library Director to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Library Director shall have the final authority on all purchase decisions.

**Library Materials**

The Director has the discretion to purchase books, magazines, audio-visual, and other materials intended for patron use from vendors offering a state contract, volume discounts or materials available only from the publisher.

**General Purchases**

The following schedule is for purchases involving the acquisition of materials, supplies, equipment or professional services for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, no quotes are required.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$19,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$20,000 or more	Formal bid process. If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork.

**Public Works** The following schedule is for public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$34,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$35,000 or more	Formal bid process. If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork.

**Items Not Subject to Bid**

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as attorney, architect, engineer, land surveyor
- Emergencies arising from: an accident or other unforeseen occurrence; a situation in which public buildings, property, or residents are at risk; or immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo should be attached to purchase orders for items not subject to competitive bidding detailing why the procurement was not competitively bid.

**Purchase Orders**

The Finance Committee, in consultation with the library’s auditors and with their approval, shall be responsible for establishing procedures for the proper and cost-effective preparation of purchase orders.

**Appropriations**

All purchases must have a budgetary appropriation.

### Financial Reporting

The Library Director or other board approved designee shall authorize the payment of all claims made for purchases. The Vice President for Finance shall report such activity to the Board of Trustees on a monthly basis.

### Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, §104-b\* shall not be grounds to void action taken or give rise to a cause of action against the Gloversville Public Library or any officer or employee thereof.

Approved: October 2012

Reviewed: February 1, 2017

Revised: March 17, 2020

### Reference

\*Section 104-b provides that:

"2. Such policies and procedures shall contain provisions which, among other things:

a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;

b. provide that, except for procurements made [through the County, off State Contract, or through the Department of Correctional Services], or the policies and procedures adopted pursuant to paragraph f of this subdivision, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;

c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost-effectiveness of the method;

d. require adequate documentation of actions taken in connection with each such method of procurement;

e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section; and

f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein."

## Draft Mission Statement for the Historical Reference Room

The mission of the Gloversville Public Library's (GPL) Historic Reference Room is to collect, preserve, share and make available to the public items that are pertinent to the history of Gloversville, Fulton County, Mohawk Valley, the Capital District and New York State.

GPL will fulfill this mission by collecting, receiving, preserving and providing access to primary and secondary sources that fit our mission.

Items of particular interest that will be kept:

- Local newspaper on microfiche, diaries, and business directories,
- Items that assist in geneological research including but not limited to local high school yearbooks,
- Items relating to research about Gloversville and Fulton County including publications,
- Items relating to the history of the leather and glove industry in Gloversville and Fulton County,
- Items relating to the history of the area.

## Draft Policy on Acquisition of Materials for the Historic Reference Room:

GPL will accept donations of such sources that enhance the collection or build on materials already existing in our collection. Materials outside the scope of our mission will be accepted only after review by the director of GPL and will be limited to space constraints and our ability to properly care for the items.