



Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

March 17, 2020

The Gloversville Public Library Board of Trustees held a meeting on March 17, 2020 at 6:30 PM in the Carnegie 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, Charles "Ren" Reed, Claims Auditor John Blackmon, Vice President Merry Dunn-Brown, and Susan Shrader.

When asked for public comment, there was none.

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

Mr. Clark asked Mr. Frank to review the Financial Report for the eight-month period ending February 29, 2020. Mr. Frank informed the Trustees that there was nothing in the February report except the usual payroll numbers and other routine expenses. 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. Shrader, to accept the Financial Report as presented. This was approved all voting "aye".

Mr. Frank distributed the Warrants list for March 2020 numbered 2036 through 2064 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. Carangelo, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting "aye".

Mrs. Dunn-Brown provided Mrs. LaPorta's report on behalf of the Friends of the Library. In her report, she indicated the Smith's pie delivery has been postponed with a date to be determined. If you have questions, contact Ginni Mazur. With that, the Colonial Little Theatre fundraiser was canceled as well due to the COVID-19 emergency. Sponsors and businesses were notified and a mention of thanks will be published in *The Leader Herald*.

Although closures are rampant across the state, The Friends of the GPL are hoping to have a book sale in May. They are also donating five baskets to be raffled toward the Library's summer reading program. The Friends also approved a donation of up to \$400 to be used for summer flowers, potting soil, and, possibly, crushed stone in an effort to help the summer landscaping around the library grounds. The Friends are also donating \$160 to FMCC's Early Childhood Literacy Class to make literacy kits for our children's room. Tentatively, the spaghetti dinner fund-raiser is planned for May 13 and a Chicken BBQ will be September 18th, 4-6:00, at Whitey's.

The Friends' Week in the fall will include a basket raffle and possibly a book sale. The Friends approved a \$10,000 donation to the library to help us with our budget, something they have been doing for several years. As a reminder, the Friends implore all board members and families to consider buying tickets for any of these events or fundraisers. The support means a lot to the organization.

Mr. Clark asked Mr. Frank to report on the Library Foundation, whereas Mr. Frank indicated there was no meeting.

Mr. Carangelo delivered the Buildings and Grounds Committee report. All of the electrical punch-list items have been completed. Mr. Carangelo thanked Mrs. Hauser for contacting all the contractors regarding the issues in and around the building.

Regarding the damage to the book drop, a police report was filed, the police followed up and asked that the library provide a cost to replace the damaged flaps, a process on which Mrs. Hauser is working. A contractor was here from PASCO to provide training on how to log in and manage the software for the heating and air conditioning system. All of the heating and cooling points have been reset; therefore, there should be more stability to temperature control. It seems all of the temperatures were set so closely together that it created some confusion. The staff has also been having difficulty with the handicap accessible doors. Staff had noticed that when hitting the handicap button when the door was locked, the door would, in fact, unlock and open. Bunkhoff suggested reviewing closeout documents to check for warranty information to remediate some fix to this issue.

Mr. Carangelo also discussed the two dilapidated properties that were recently razed and potential use for the future. Mr. Clark inquired when this property might go up for auction, and Mrs. Hauser indicated either May or June. Mrs. Pesses indicated purchasing this property might preclude the need for a retaining wall, which might prove more financially feasible. Mrs. Hauser indicated that drainage would be required; however, Mr. Carlson indicated this could be tied in, and having this property could provide more options. Mrs. Hauser also indicated grants could be applied to offset the cost of this property. Mr. Clark requested the board discuss this further in April in order to inquire more about this property from the county.

Mrs. Pesses delivered an update from the Policy Committee. There was a second reading on the "Purchasing Policy and Procedures" policy the "Budget Development and Expenditure Policy". When asked to make a motion to accept these policies, Mrs. Dunn-Brown made a motion, seconded by Mrs. Shrader. The board approved with "aye".

Mr. Clark asked Mrs. Dunn-Brown to report on the Outreach Committee. Mrs. Dunn-Brown indicated that the Outreach Committee postponed the meeting scheduled for 3/19. However, she reported that three members of the Outreach Committee met with two members from the Friends of the Library to discuss another Book Drop and Swap tentatively scheduled for Saturday, 5/2 during Gloversville's 100 in 1 Day event. Again, this is all dependent upon state and local orders regarding social distancing during the COVID-19 emergency.

When asked to discuss the Personnel Committee, Mrs. Hauser discussed the Interim Director's leave of absence. When asked to approve the Interim Director's leave of absence, Mr. Rohrs made a motion, seconded by Mrs. Pesses. The board approved with "aye".

Mr. Clark asked for discussion regarding programming during the COVID-19 crisis. It was announced by Mrs. Hauser that programs have been cancelled thru the end of this week. Based on her recommendation, the board has approved the continued closure of the library through March 31st. There was no opposition to closing through March 31st. Mr. Reed made a motion to approve, with a second motion made by Mrs. Pesses. Limited services will be available during this closure such as WiFi access from the parking lot and the library answering service.

In the President's Report, Mr. Clark asked for a motion to accept the NYS Annual Report. Mrs. Pesses made a motion, with a second motion made by Mrs. Dunn-Brown. The board approved with all voting "aye."

Mr. Clark asked for a motion to adjourn the meeting at 8:16 PM. Mr. Carlson made a motion to adjourn, with a second motion made by Mrs. Shrader. The board approved with "aye".

Respectfully submitted,

Christian Rohrs, Secretary