



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
March 15, 2022
6:00 PM

Pledge of Allegiance
Public Comment

1. Accept the Minutes of the February 2022 meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Friends' Report
6. Foundation Report
7. Buildings and Grounds Committee Report
8. Local History Room Committee Report
9. Outreach Committee Report
10. Personnel Committee Report
11. Policy Committee Report
12. Program Committee Report
13. Public Relations Committee Report
14. Director's Report
15. President's Report
16. Old Business
17. New Business
 - Annual Report
18. Executive Session
19. Adjourn

Next Meeting: April 19, 2022 at 6 PM



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
February 15, 2022
6:00 PM

The Gloversville Public Library Board of Trustees held its regular meeting on January 18, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Richard Carlson, Susan Shrader, John Mazur, Gregory Niforos, and Caren Pepper.

Mr. Reed called the meeting to order at 6:04 PM.

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked for a motion to accept the January minutes. Mr. Mazur made a motion, seconded by Ms. Pepper. Mr. Reed asked if there were any questions. Ms. Dunn-Brown asked for a correction to the Outreach Committee report so as follows:

“The Outreach Committee was invited to participate in The Friends' April event. We'll share a table with them. We'll promote the library by handing out promotional materials and answering questions. Fifty January calendars were distributed to downtown stores and non-profits.”

Mr. Niforos also requested an amendment to the November 2021 minutes which were not recorded by secretary Mr. Rohrs. The motion is as follows:

- Motion to amend the minutes of November 16, 2021 meeting of the Gloversville Public Library Board of Trustees, to include information about the FY 2022-2023 tax cap override. Mrs. Pesses made the motion, seconded by Mrs. Shrader. The board approved with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the seven-month period ending January 31, 2022. Mr. Frank informed the Trustees that our income for the period was up by approximately \$111,300 as compared to the same period of the preceding year, primarily due to the increase in the Tax Levy and also the increase in the IRS Payroll Credit due to Covid 19. Mr. Frank also informed the Trustees that the Friends of the Library gave us their pledged amount of \$10,000 for this year’s budget, in November. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$17,100 over last year, due primarily to the increase in our book expense, an increase in our maintenance contract expense and also an increase in our electricity expense. Mr. Frank also noted that our pension expense was higher than last year by approximately \$5,700. The increase in our maintenance contracts was due to adding two new service contracts. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Niforos made a motion, seconded by Mr. Carlson, to accept the Financial Report as presented. This was approved all voting “aye.”

In his Budget and Finance report, Mr. Niforos announced the finalized 2022-2023 budget of \$885,048.13, including the tax levy of \$553,695. The increase in the budget is mostly affected by the hiring of two full-time positions, the hiring of three part-time positions, and the need for a future full-time Children’s Librarian.

With that, Mr. Niforos made a motion to accept the 2022-2023 fiscal year budget and tax levy, as submitted by Mr. Niforos of the Budget and Finance Committee. Mrs. Pesses seconded the motion. The board approved, voting “aye.” Mr. Reed asked if there were any questions. Hearing none, the motion carried.

Mr. Frank distributed the Warrants list for February 2022, numbered 2553 through 2572, 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. Mazur made a motion, seconded by Ms. Pepper, 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 her Friends of the Library report, Mrs. La Porta discussed all of the great things the Friends have planned in the coming months. On April 28, the Friends are sponsoring a performance of "Love Letters", a play in two acts, to be performed in the Carnegie Room. Admission is free; however, registration is required. Also, the 2022 Friends' scholarship information has been sent to Gloversville High School and the Smith's pie sale will be conducted in April with pie deliveries scheduled in May. On February 8, the Friends proudly presented a \$500 check for educational toys for the Early Literacy Center. The next Friends of the Library meeting will be March 3, 2022 at 5 PM in the Large Meeting Room.

In his Foundation report, Mr. Frank indicated they had not yet met, but they are planning to meet by late May or early June.

In his Building and Grounds report, Mr. Carlson discussed the roof drain leak and the remediation of flooding in the Reading Room, Mechanical Room, and Atrium. Although he noted that past leaks may have been caused by current problems, the atrium leak can be attributed to the "band aid" roof repair, which needs to be addressed soon. He also discussed the HVAC chiller winter damage protection and the snowplowing contract. The next committee meeting will be Wednesday, March 9 at 1 PM. The first meeting of the ad hoc committee for the 66, 68, and 68 ½ E. Fulton street properties will follow the conclusion of the regular committee meeting.

In her Personnel Committee report, Mrs. Shrader reported that she would like to defer to the Executive Session, to discuss personnel matters.

In her Policy Committee report, Mrs. Pesses indicated that they had not yet met.

In her Outreach Committee report, Ms. Dunn-Brown reported that Robin Lair delivered nearly 80 event calendars to downtown businesses and she had been in communication with Diane Mott from the Loft, working towards a partnership with a focus on literacy. Ms. Mott took Ms. Dunn-Brown on a tour and she is pleased to see such an excellent afterschool opportunity being offered to our community students.

On behalf of the Program Committee, Ms. Pepper focused on programs that are scheduled and she thanks Valerie for the succinct planning of programs, etc.

On behalf of the Public Relations Committee, Mr. Mazur reported there was no meeting; however, he has been attending the April 2022 Celebration committee meetings.

In her Director's Report, Ms. Acklin discussed the flooding issues throughout the building. However, this has had little effect on patron traffic in the building. For example, Darla's Story Time program nearly tripled in size since the Leader-Herald article. She is very excited to keep that going and one of the next steps is to have specific programming for the Early Literacy Room. She is pleased to see that becoming a usable, viable space. She reported a few problems, which are minor. Also, the Library was chosen to participate in the Capital District Library Council's regional grant-funded project to improve our website. This means the GPL website will be rebuilt from the ground up with the help of professionals for free. They hope to have the website template done by late spring and go live in the fall. She also mentioned that the staff is happy to welcome Barbara Madonna back and to have Sally Ostrander here full time. They are also happy to have to have three new part-time employees and there is a lot of training going on, but we are now compliant with the ESD grant.

In his President's Report, Mr. Reed asked to create an ad hoc committee for the Landscaping Project, to which he asked Mrs. Shrader, Mr. Carlson, Ms. Pepper, and Ms. Dunn-Brown to attend. The intention is to establish an order to the landscaping plans. The Local History Room celebration will be April 1st 1 PM and he is requesting volunteers from the Board to help set up the night before. The seating will be limited due to COVID-19 restrictions and it will be streamed on Facebook live and screened in both the Carnegie Room and the Large Meeting Room. Due to COVID-19, there will not be a reception afterwards. Mr. Reed also brought up the role of secretary for the Board. Mr. Reed offered two ways to approach this: 1) Ask any staff member to take on the role of secretary, five-six hours a month to be paid, to record minutes, or 2) the Board hires someone from the outside on a per-event basis. It was decided table any decisions, and that until that time sub-committee reports be provided to Ms. Acklin by Thursday, March 10.

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

Ms. Acklin delivered new business. She discussed the disposition resolution that states the new policy and asks all entities to pass a resolution to abide by the changed rules for retention and disposition. Mrs. Pesses made a motion to pass the resolution, seconded by Mr. Niforos. The board approved with the vote of "aye."

Next, Ms. Acklin discussed NYS open meeting law and found a few discrepancies in the Board's current meeting procedures. The law states that the minutes need to be posted two weeks after the meeting is held. Also, the Executive Session motions need to be made in a certain way. Mr. Niforos asked if we should amend our bylaws to allow videoconferencing as permissible.

At 8:13 PM, Ms. Acklin requested that the Board to go into Executive Session to discuss a change in employment for a current employee. Mrs. Pesses made a motion, seconded Ms. Dunn-Brown. The board approved with "aye." The motion carried.

At 8:16 PM, Mr. Carlson made a motion to leave Executive Session, seconded by Mrs. Shrader. The board approved with the vote of "aye."

Upon leaving Executive Session, the following motion was made:

- Motion to make Bailey Darling a full-time Library Clerk, starting March 1, 2022, at an annual salary of \$25,480. Mr. Rohrs made a motion, seconded by Ms. Dunn-Brown. The board approved with a vote of "aye."

At 8:18 PM, Mr. Reed asked for a motion to adjourn. Mr. Mazur made a motion, seconded by Mr. Niforos. The board approved with a vote of "aye."

The next meeting will be Tuesday, March 15 at 6 PM.

Respectfully Submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 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	60.21	316.03	193.70	1,683.97
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	0.00	7,097.30	3,958.24	(97.30)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	187.20	2,248.79	1,344.64	251.21
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>
TOTAL RECEIPTS	<u>\$535,195.00</u>	<u>\$247.41</u>	<u>\$591,111.58</u>	<u>\$489,640.76</u>	<u>(\$55,916.58)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on February 1, 2022	<u>\$504,073.74</u>				
Plus: Receipts Per Report	247.41				
Less: Furniture & Equipment Purchased	(4,957.35)				
Less: Expenses Per Report	<u>(60,163.72)</u>				
Income Cash Balance on February 28, 2022	<u><u>439,200.08</u></u>				
Accounts Payable as of 02/28/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Deferred Liability - 403b Payable	50.00				
Prepaid Expenses as of 02/28/22	<u>(7,139.15)</u>				
Actual Cash Balance on February 28, 2022	<u><u>\$472,335.54</u></u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on February 1, 2022	\$406,120.10
Plus: Receipts:	
Interest on Money Market Account	15.58
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	0.00
Balance on February 28, 2022	<u>\$406,135.68</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on February 1, 2022	\$764,531.85
Plus: Receipts:	
Interest on Money Market Account	58.65
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
Balance on February 28, 2022	<u>\$764,590.50</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2022	\$1,085.56
Plus: Receipts:	
Interest Earned	0.05
Balance of NYS Education Grant Received	7,601.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	0.00
Balance on February 28, 2022	<u>\$8,686.61</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2022	\$463.29
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on February 28, 2022	<u>\$463.29</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 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	\$ 20,889.93	\$ 168,677.51	\$ 174,725.26	\$100,350.49
Salaries - Part Time Employees	110,419.00	9,252.15	61,970.50	53,724.39	48,448.50
Salaries - Custodians	31,504.00	2,556.38	20,313.05	20,396.16	11,190.95
F I C A & Medicare Tax	31,438.00	2,496.28	19,157.80	19,519.96	12,280.20
Unemployment Insurance	800.00	281.25	790.75	726.75	9.25
Disability & Family Leave Insurance	2,000.00	0.00	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	4,194.75	31,361.45	30,348.34	21,638.55
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	4,246.76	(906.09)
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	967.60	2,344.56	1,296.18	1,155.44
Electricity	20,000.00	4,771.05	19,663.53	11,246.17	336.47
Telephone	6,720.00	566.56	4,584.38	4,309.16	2,135.62
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	2,026.48	25,916.32	20,803.23	17,083.68
Computer & Automation Services	13,200.00	1,094.62	10,028.52	8,403.46	3,171.48
Library, Office Supplies & Postage	11,500.00	1,585.82	5,909.45	4,243.31	5,590.55
Maintenance, Repairs & Bldg. Supplies	10,000.00	1,067.14	4,588.47	11,344.10	5,411.53
Maintenance Contracts	28,000.00	7,519.99	25,401.31	21,649.34	2,598.69
Treasurer	8,800.00	750.00	5,850.00	5,850.00	2,950.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	1,046.07	337.10	(46.07)
Events & Programming	5,000.00	128.73	2,360.84	1,132.56	2,639.16
Promotion Expense	4,800.00	0.00	329.02	1,457.00	4,470.98
General Expense	2,000.00	14.99	348.23	1,796.51	1,651.77
TOTAL EXPENSE	\$736,860.00	\$60,163.72	\$478,311.60	\$452,400.18	\$258,548.40

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2022

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
6915		Void	\$ -	
6916		Void	-	
6917		Gloversville Public Library	11,925.70	Payroll
6918		Gloversville Public Library	13,746.09	Payroll
6919	2553	Michael J. Frank	750.00	Treasurer
6920	2554	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6921	2555	United Health Care	23.20	Medical Insurance
6922	2556	C D P H P	3,644.95	Medical Insurance
6923	2557	Frontier Communications	566.56	Telephone
6924	2558	National Grid (5,738.65)	967.60	Natural Gas
			4,771.05	Electricity
6925	2559	James Esper Landscaping	3,500.00	Maintenance Contracts
6926	2560	Business Card (698.81)	80.80	Computer & Automation
			14.99	G/E - Zoom
			128.73	Events & Programming
			190.12	Library Supplies
			284.17	A/V - DVDs
6927	2561	Naif's	314.00	Newspapers
6928	2562	Palmateer Trucking & Container Service	311.00	Maintenance & Repairs
6929	2563	Evapco, Inc.	1,458.74	Maintenance Contracts
6930	2564	PASCO Building Automation Systems (2,377.50)	1,981.25	Maintenance Contracts
			396.25	Prepaid Expense
6931	2565	First Nonprofit Unemployment Program (481.25)	281.25	Unemployment Insurance
			200.00	Cash Reserve
6932	2566	Hudson Falls Free Library	10.00	Fines, etc.
6933	2567	M.I.S. of America, Inc. (1,160.00)	580.00	Maintenance Contracts
			580.00	Prepaid Expense
6934	2568	Quill, LLC	1,395.70	Library Supplies
6935	2569	Blackstone Publishing	127.99	A/V - DVDs
6936	2570	Mohawk Valley Library System (5,971.17)	1,013.82	Computer & Automation
			4,957.35	Computer Equipment
6937	2571	Technical Building Services, Inc.	756.14	Maintenance & Repairs
6938	2572	Ingram Library Services	1,300.32	Books
DM		E F T NYS & Local Retirement System	454.61	Pension - Withholdings
DM		E F T NYS Tax Department	1,183.80	Payroll
DM		E F T United States Treasury (3,565.44)	1,159.72	FICA & Medicare Expense
			2,405.72	Payroll
DM		E F T United States Treasury (4,073.12)	1,336.56	FICA & Medicare Expense
			2,736.56	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	1,157.29	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2022	<u>66,864.81</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2022		
		None	<u>0.00</u>	
		TOTAL FEBRUARY 2022 PAID OUTS	<u>\$66,864.81</u>	
		Plus: 403b Payable	50.00	
		Less: Prepaid Expense	(976.25)	
		Less: Computer Equipment	(4,957.35)	
		Less: Fines, etc.	(10.00)	
		Less: Cash Reserve	(200.00)	
		Less: Johnson Medical Ins. Reimb.	<u>(607.49)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$60,163.72</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of February 1, 2022			\$1,160.47
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 28, 2022			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of February 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 February 28, 2022			\$621.62

ADVOCACY GRANT

Balance as of February 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 February 28, 2022			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 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 February 28, 2022			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 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 February 28, 2022			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of February 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 Colorton Funds Left at February 28, 2022			\$404.39

Financial Review February 2022

The Financial Report for the month and year-to-date period ending February 28, 2022 shows income up approximately \$101,500 as compared to the same period of the preceding year primarily due to the increase in the Tax Levy and also the increase in the IRS Payroll Credit due to Covid 19. Expenses for the period were up approximately \$25,900 over last year due primarily to the increase in our Book Expense, an increase in our Maintenance Contract Expense and also an increase in our Electricity Expense. The Library's Pension Expense also increased by approximately \$5,700 due to additional employees covered in the current year. The increase in our Maintenance Contracts was due to adding two new Service Contracts in the current year.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
February 28, 2022**

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

Balance Per Bank Statement \$ 44,093.55

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/18/22	6911	Scotty Nut Nut Entertainment	\$ 250.00	
02/15/22	6920	The Paul Revere Life Insurance Company	172.78	
02/15/22	6921	United Health Care	23.20	
02/15/22	6925	James Esper Landscaping	3,500.00	
02/15/22	6928	Palmateer Trucking & Container Service	311.00	
02/15/22	6930	PASCO Building Automation Systems	2,377.50	
02/15/22	6932	Hudson Falls Free Library	10.00	
02/15/22	6934	Quill, LLC	1,395.70	
02/28/22	DM	NYS & Local Employees' Retirement System	454.61	
		Total Outstanding Checks		<u>8,494.79</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 35,598.76

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

Balance Per Bank Statement \$ 15,001.50

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 15,001.50

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

Balance Per Bank Statement \$ 406,135.68

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 406,135.68

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

Balance Per Bank Statement \$ 764,590.50

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 764,590.50

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 8,686.61

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

\$ 8,686.61

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

Balance Per Bank Statement \$ 463.29

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 463.29

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

Friends of the Library Report March 2022

1. Information for the Friends' Scholarship has been sent to GHS for seniors to pick up in the guidance office. The winner will be announced at Awards Night on June 17th
2. The Friends' spaghetti dinner fundraiser will be held in May.
3. Pie order forms are available at the library. Pies are \$14 this year. Orders due by April 22.
4. At the March 3 Friends' meeting \$250 was approved for the Grounds Committee, for spring planting.
5. The Friends' newsletter is nearly ready to go to the printer. Thanks for all the articles submitted for this issue.
6. Ginni and John Mazur have reorganized the Friends' Room.
8. ELC event on Feb. 8 was very informative and the *Leader-Herald* did a nice job of reporting.
9. *Love Letters* a 2-act play is scheduled for April 28 in the Carnegie Room. Information now available on the Library's Facebook page. Registration is required and will start on March 31. Staff, Trustees, and Friends volunteers will meet at 12 PM on April 14 to organize the event. Information about the play will be on the Library's April event calendar. Room capacity is 60. A waiting list will be maintained, if necessary.
10. Next Friends meeting is on May 5 at 5 PM.

President's Report

March 2022

The April 2022 Library Celebration Committee has been meeting weekly since the end of January. We are celebrating to opening of our Local History Room to the public, as well as honoring the Library's 2021 Historic Preservation Award from the New York State Office of Park, Recreation, and Historic Preservation.

Invitations were sent to 77 people.

Additional parking has been found at the former probation building (for VIPs), at the First Congregation United Church of Christ (for volunteers), at the Kneseth Israel Synagogue (for volunteers), and, if available, at the Walrath and Stewart Funeral Home (for the general public). We are trying to keep our own parking lot open for the general Library patrons and for handicap users. We are also going to ask attendees to use the city public parking lot on Freemont Street.

Recognizing that COVID is still with us, the committee is going to air a Facebook Live Broadcast in the Carnegie Room as well as the Friends Meeting Room, in order to spread out the attendees.

We are happy to have Thomas Ruller, 1982 GHS graduate and New York State Archivist, as our keynote speaker.

We are still looking for 8 volunteers to help on the day of the event.

Building and Grounds Committee Report March 2022

March 9, 2022 Meeting Discussion Items:

Thursday 2/3 Roof Drain Building Leak

Status of permanent repair work, cost estimate, insurance claim, etc.

No further work has been done since the initial fix, and no further problems have occurred since. On hold for now, waiting for billings to arrive for work to date and scheduling of next stage of remediation work.

Building Leak in the Atrium

Plan for permanent repair of Atrium leak to be part of future (within next two years?) capital project. Are there potential funding sources out there?

Valerie will call architect to initiate process for needed design services for future capital project. Began discussion of potential sources of grant funding for that future project and discussed how the Foundation might play a role in the funding mix. Discussed the possibility of restoring the skylight that was part of the original building and agreed that it was worth a look to see if it's feasible.

HVAC Chiller Winter Damage Protection

Chiller protection working as anticipated, possibly may not need to be removed in off season. Any other HVAC issues at this time?

No new issues. Agreed that protection should be removed at beginning of cooling season and reinstalled next fall.

Snowplowing Contract

Any outstanding issues, or are things going smoothly?

Everything is OK for now.

Exit Driveway Slope Landscaping

Will schedule ad hoc committee meeting to finalize work plan, etc. within the next week.

Meeting will be scheduled in second half of week of 3/14.

Maintenance Contracts

Review Current Status of Scheduled Visits and Actions:

- HVAC Software
- HVAC Maintenance: *TBS contract up for renewal, \$800 increase over last year's amount.*
- HVAC Cooling Tower Maintenance
- Sprinkler System/Status of inspection: *Contract to be renewed at last year's amount.*
- Fire Extinguishers
- Elevator
- Fire Alarm Inspection

- *Microfilm Reader Maintenance: New item, will require \$700 each year.*

New Library Parcel on East Fulton Street:

First meeting of *ad hoc* committee to continue discussion of master plan for the development and use of the parcel to support Barb Madonna's grant application work will be convened at the conclusion of this meeting.

First meeting of committee was held at conclusion of B&G Committee meeting; brainstorming session provided comments on Barb Madonna's concept sketches and additional possibilities for use of parcel. These will be considered further as initial scope of the project is refined. Valerie will contact architect to initiate process required to secure professional design services needed to advance project.

Maintenance Checklist

Review how well it's working, whether additions or changes are needed, etc.

General agreement that it's working as intended and that no additional changes are required at this time.

Local History Room Ad Hoc Committee Report March 2022

The volunteers for the Local History Room have been steadily working on getting it ready for the public. So here is what we have done and what needs to be done:

The microfilm cabinet is organized with all the new microfilm we got. We have an amazing collection of old newspapers that were published in Gloversville starting in 1857 through 2018. (I will attach a copy of the list at the end of this report).

The large bank of hanging files (3 cabinets) on the wall under the windows that look into the magazine room, have been reviewed and we at least have a list of what files are in there. These files really will be needed to be sorted, reviewed and organized at a later date, and might be something that we would like to talk to Cooperstown about.

The young man who was going to make a cabinet for us to store the fragile items we have has informed us that he unfortunately unable to help us at this time. I will be contacting a local cabinet maker to see if he would be able to make what we need to store these items and protect them. The public will not be able to just pore through items. They will need to request to see what we have and make an appointment to have a staff member bring them out and be present when using them.

We will be making a list of the items that are in the archival boxes so that the public knows what we have available.

Linda Callahan is helping us by making signs to be placed on the cabinets indicating what is in them. She had started to do this before she retired and then Covid stopped it. We will have clear signs indicating what we have in each file so that people don't have to root around.

With assistance and advice from our librarians, the archival boxes will be stored somewhere where they are accessible but out of the public area. We need a lockable cabinet.

The books that we are taking off the shelves are being decommissioned and our volunteer (Don Fleischut) will be working on finding new homes for them. The space left allowed us to shift the rest of our collection over to the taller shelves and save the short shelves under the windows for our special items, such as Business directories, telephone books, yearbooks, and various research notebooks. All of these "research" notebooks will have to be reviewed and determined if they are to be kept or tossed.

As we approach the opening of this room to the public, each time I am in that room, I realize how much we still have to do to make the room a resource for our community. It will require volunteers to review and sort and organize, it will take professionals to help us to determine what to keep and how we should organize what we have. But the things in that room are amazing.

Outreach Committee Report
March 2022

- 95 March calendars were distributed to downtown shops and non-profits.
- 50 calendars were dropped off at The Loft. Dianne Mott, the director, is eager to work with the library and to promote the students getting library cards.

Public Relations Committee Report March 2022

I have been attending the weekly meetings of the Local History Room Ad Hoc Committee, which has been planning the LHR grand opening celebration. The event will take place on Friday, April 1, from 1 to 4 PM. Those in attendance were Ren Reed, Valerie Acklin, Chriss Pesses, and Merry Brown.

I'm still working with radio station WENT to schedule dates for the taping of two segments for Tri-County Close Up, to be broadcast in April. Ren Reed has prepared information concerning the grand opening of the Local History Room, and Chris Pesses has prepared a presentation on why the Library was awarded the NYS Preservation Award, honoring us for the renovation of our historic 1904 Carnegie library.

--John Mazur, Chair

**Personnel Committee Report
March 2022**

The personnel committee met via Zoom on March 10 @ 1 PM.

Present were Greg Niforos, Merry Dunn Brown, Director Valerie Acklin, and committee chair Sue Shrader.

1. The committee decided to clarify a paragraph in the Employee Handbook concerning payment for unused leave days.

XI. Resignation/Retirement

- A. The second sentence shall read: "Employees who successfully complete probation will receive payment for remaining base and additional leave time up to 10 days (70 hours)."

We added the sentence: "Leave time may not be taken in the last 2 weeks of employment. Any exceptions must be approved by the Director."

2. Executive session needed to discuss staff issue and status of ESD grant.
3. Schedule set for Director evaluation:

Mid-year checkup was held in January with Valerie, Ren and Sue

- 4/15 Director given self-evaluation forms
- 4/19 Hand out evaluation forms to all board members at monthly board meeting.
- 5/17 All materials due back to Greg at Board Meeting
- 5/26 (Thursday) Personnel Committee meeting @1:00 to go over results
- 6/3 Personnel committee meets with Valerie
- 6/17 Board meeting committee submits recommendations



Director's Report
February 2022
Valerie Acklin/Library Director

LOCAL HISTORY ROOM SERVICES

With the Local History Room on verge of opening, I worked with the staff on finalizing the services we will be able to provide and the procedures surrounding them. We have established a schedule that will have the room available to the public for three days per week: Tuesday morning, Thursday morning, and Saturday. The room will be available by appointment only on Tuesdays and Thursdays, to ensure that we are able to adequately schedule staffing, both in the room itself, as well in the rest of the building. On Saturdays the room will have open hours. Since Shari works every Saturday, and we have adequate staffing, she will be able to work out of the room all day, helping any patrons who may need assistance. Until we can establish electronic reservations/appointments for the room through our website, we have an appointment book at the Information Desk, and staff have been instructed how to take appointment requests. We have also established a new distribution list for the Local History Room through MVLS. This list will have its own email – gpllocalhistory@mvls.info – which will be automatically forwarded to Shari, Nicole, Linda, and myself. We will then coordinate replies, based on the content of the message. Of course, if we find out there is more demand for the room, or that we need to tweak services and/or hours, we will do so.

WEBSITE REDO

I received the first draft of the new website template, designed by Unity Web, the third-party developers that CDLC has hired for the grant-funded regional redesign initiative. They presented both a "light" and a "dark" design, with both sporting many similar features and an almost-identical design. Of the two, the "light" option is far preferable, as the "dark" one was almost illegible. As for the rest of the design, it contained many features that we don't currently have on our website, which is a huge plus. That said, the functionality of the design left a bit to be desired, and it is our hope that the next draft iteration will address some of these concerns. Lex and I are scheduled to sit down and come up with a list of other suggestions that we will be passing on to Unity Web at our next virtual meeting.

ADVOCACY DAY

I participated, once again, in NYLA's annual Library Advocacy Day at the end of the month. Since the event was virtual for the second year in a row, due to Covid, meetings weren't limited to the day itself, and were, instead, spread out over the course of the last week of the month. First up, was Sen. Jim Tedisco. Both Chris Pesses and I were part of the Zoom meeting with him, which included discussion of the need for increased library and construction aid, as well as the expansion of services that libraries have been providing our patrons since the pandemic hit, along with the current staffing difficulties that public libraries face. Chris also remembered to remind him of our Local History Room celebration! Later that week, I was part of the Zoom meeting with Assemblyman Bob Smullen. During that conversation, Erica Wing of Johnstown and I were able to speak with the Assemblyman for an extended time about the importance of increasing both library aid and construction aid, as the two truly go hand-in-hand. Not only do we need to reinvent our services and programming for virtual and outdoor spaces, we also need to revamp those physical spaces, themselves – both inside, and most urgently, outside our buildings, in order to ensure that we can always engage our communities safely. Both legislators promised to strongly support libraries during the state budget negotiations.



Gloversville Public Library
Adult Services Report
Nicole Hauser / Head of Adult Services & Collection Development
February 2022

February started off with a bang with Kim discovering a leak in the Reading Room while filing seeds for the new Seed Club. If Kim had not been doing this task, the leak may not have been discovered. I was able to trace the leak and discover where it was happening. It seems probable that this was the cause of all of the leaks we've had since the renovation and we've now solved the problem.

The new staff laptops ordered in September finally arrived. I finished setting them up and assigned them to their respective staff members. I also took the opportunity to recycle a lot of old technology that had been accumulating: an old printer, an old projector, two 1-gallon sized bags of various power and monitor cords, and old network switches from before the renovation, as well as the staff laptops we retired. Looking forward, we have four staff desktop PCs that will no longer be serviced by JA as of June 30, 2022. Two of these are being used in offices and we can wait to replace them. But, two are being used as circulation computers. This means that library services could be impacted if they have a problem. I have come up with a plan to relocate these two computers to staff offices and to move computers that are still serviced by JA out to circulation. This will allow us, if all goes according to plan, to place our next computer order in September 2022, or later depending on JA's support end date for the G4s.

In February we changed how new and popular audiobooks circulate by removing the "pick up at GLV only" restriction during the first 6 months. Now, our new audiobooks can circulate through interlibrary loan immediately, the same as our new non-fiction books. This was done in an effort to increase their circulation.

The Essentials Kit was used for the first time on 2/22.

Towards the end of the month a lot of progress was made on processing board and card games to add to our Library of Things collection. More progress will be made in March, with the hope that the games will hit the shelves before the end of month.

A lot of work has been done towards getting our Seed Club up and running and more information will be forthcoming once it is finalized.

Shari and I have been preparing for the opening of the Local History Room in April. We've been working on figuring out the details and procedures of how folks will be able to access the collection once it is available again. I've also been working on a brochure specific to the Local History Room.

Programs in February:

- For the Love of Reading's topic was to read a book on a best books of 2021 list.
- Book Tasting, our first time offering this program, had 1 participant. We had a good conversation about books on best books of 2021 lists. It was almost like a test run and hopefully we'll move up from here.
- Joy of Coloring had 3 participants.
- Adult Crafting had a total of 29 participants registered with 27 participating: 6 at the 1:30 class, 10 at the 5:30 class, and 11 picked up as kits. The paper lanterns were not easy and even though most participants found it challenging, they all persevered and created some unique pieces! April's craft will be flowers made out of straws. (FYI: Registration is limited to 30)



Gloversville Public Library
Youth Services Report
Darla Barry / Head of Youth Services
February 2022

This month began with our introduction to the public, our new Children's Early Literacy Room! Fortunately, there was a family of four children available when the photographer was here to make it all that more special. We have had a steady attendance in the room and many families are taking the opportunity to enjoy what the room offers. I have observed parents reading to their little ones, youngsters coloring, playing with the games, browsing the shelves, putting puzzles together (young and old), playing with the cash register, cars, building blocks, "making a meal" with the plastic food, and utilizing the games on the computers. I have had little ones ask if they could take the veterinarian kit home with them because they have had so much fun with it! It is nice to see how well they interact with others while in the room; it has a great atmosphere.

The first Monday in February, I visited two schools during their Career Day afterschool program, informing them about the Library and my job. I also read the *Library Lion* by Michelle Knudsen and handed out goodie bags that contained a GPL rubber bracelet, pencil, calendar, upcoming program notice, Valentine's Day coloring sheet, and an updated informational brochure highlighting "Play, Grow, & Learn Together at the Gloversville Public Library."

In the middle of the month, I virtually attended a great program from MVLS titled: "Oceans of Possibilities Collaborative Summer Reading Workshop." It was very informative, with support and summer programming ideas, offering lots of wonderful suggestions to enhance our agenda.

Our Story Time this month began with Valentine's Day stories, we covered animals and stories that embraced caring and sharing. Crafts included a Valentine turtle, a polar bear spiral, and a pompom teddy bear. Activity sheets were a Valentine, polar bears, colors, tracing, and counting. During winter break, we had a larger attendance for our Thursday Story Time. After the snow storm on Friday, Saturday experienced only one child and his parents. Unfortunately, Mr. Matt's Turtle Dance Music program followed Story Time at Noon and he still didn't have any attendance during his performance. He has offered another "free" show during Spring Break in April, hoping for a positive outcome.

The Tuesday evening STEM program has gained another participant. The youngsters seem to enjoy themselves while actually learning the basics about coding. They had a great time while "playing" with the Code n' Go Mice. And because there were three mice, they were each able to make their own mouse go where they wanted it to!

are as follows (Figures in parentheses are comparable figures for 2021. Figures for 2021 are low due to Covid-19.)

	2022	2021
VISITORS	5,223	(3565)
CIRCULATION		
Adult Circulation	1,254	(742)
Teen Circulation	109	(69)
Juvenile Circulation	825	(422)
Audiobooks	63	(44)
eAudio	147	(153)
eBooks	557	(677)
Music	2	(3)
Periodicals	54	(17)
eMagazines	79	(80)
Videos	645	(353)
Museum Passes	1	0
Library of Things	1	0
Subtotal	3,737	(2560)
In-House Use		
Adult	2	0
Juvenile	0	0
Other Materials	660	0
Subtotal	662	0
Total Circulation	4,399	(2560)

REFERENCE QUESTIONS	29	(55)
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MEETINGS/PROGRAMS/OUTREACH

32	Adult programs and meetings with 251 people	(14 Adult programs and meetings with 86 people
11	Juvenile programs and meetings with 277 people	(9 Juvenile programs and meetings with 591 people)
5	Teen programs and meetings with 15 people	(0 Teen programs and meetings with 0 people)
84	One-on-one programs and meetings with 84 people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	542	(641)
Material Loaned	536	(760)
Total	1,078	(1401)

COMPUTER USAGE	845	(227)
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HISTORICAL ROOM *

Temporarily Closed

Visitors	1	0
Books Used	10	0
Reference Questions	10	0

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