



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
May 19, 2020 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the April 2020 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
6. Personnel Committee
Clerk Resignation
7. Director's Report
8. President's Report
Director Search Update
9. Old Business
10. New Business
11. Adjourn

Next Meeting: June 16, 2020 at 6:30 pm



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

April 21, 2020

The Gloversville Public Library Board of Trustees held a meeting on April 21, 2020 at 6:30 PM via Zoom Video Conferencing.

President Craig Clark called the meeting to order at 6:30 PM. Present were President Craig Clark, Vice President Merry Dunn-Brown, Interim Director Nicole Hauser, Treasurer Michael Frank, Secretary Christian Rohrs, Christine Pesses, Frank Carangelo, Charles "Ren" Reed, Sue Shrader, Gregory Niforos, and Richard Carlson.

When asked for public comment, there was none.

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

Mr. Clark asked Mr. Frank to review the Financial Report for the nine-month period ending March 31, 2020. Mr. Frank informed the Trustees that during March 2020 we had received the Fulton County Youth Bureau Grant money of \$1,400 and that we had received our yearly interest payment on our First Nonprofit Cash Reserve Account of \$733.45. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Niforos made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting "aye".

Mr. Frank distributed the Warrants list for April 2020 numbered 2065 through 2084 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. Carlson made a motion, seconded by Mrs. Pesses, 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. LaPorta provided an email report from the Friends of the Library. The Friends are holding their Annual Spaghetti Dinner Fundraiser on Wednesday, May 13, 2020. This will be supporting the library's operating budget as well as a wonderful local restaurant during a time when most restaurants are struggling to stay open. This year, the Friends are doing everything by e-mail and US mail in order to follow "social distancing" guidelines. Orders can be forwarded to Kathy Konokov by May 4th, 2020.

The Friends are planning to donate five baskets to be raffled toward the kids' 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. Also, the Friends are planning for a Chicken BBQ on 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. A representative from PASCO arrived to complete spring maintenance and provided training to members of the staff and board as well. A new book return flap was ordered and installed to replace the broken flap caused by vandalism. Additionally, a representative from Commercial Door Specialties came to fix the handicap accessible door button. Although the problem was resolved, library staff were advised to monitor it for further issues.

Mr. Carangelo also reported that a representative from Professional Fire Protection came to the building to perform the semi-annual sprinkler inspection and back-flow test, of which everything passed. During the COVID-19 closure, a staff member has been reporting to the building each Monday, Wednesday, and Friday to check on everything. Due to the closure, the heating schedule has been reduced as well.

Mrs. Pesses delivered an update from the Policy Committee. The Claims Auditor Policy and Investment Policy were reviewed, in which the wording of the policies was improved without any major alterations to their essence. When asked for a motion to approve the reviews, Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader, with the board approving with "aye".

Mr. Clark asked Ms. Dunn-Brown to report on the Outreach Committee. Mrs. Dunn-Brown indicated that a Book Drop-and-Swap is tentatively postponed due to the COVID-19 emergency closures affecting the community.

When asked to discuss Personnel Committee, Mrs. Hauser reported there was a meeting on 4/20 in which comp time was discussed. Additionally, when asked to discuss programming, Ms. Hauser indicated that all programs and meetings will be cancelled through August; however, the committee is considering ways in which they can provide virtual programming during this time.

In the President's Report, Mr. Clark discussed the status of the Library Director search. With that, the board discussed old business in which the emergency closure may affect the hiring timeline of a new library director. Therefore, it was resolved that, in the interim, the board agreed for Mr. Clark to sign the December agreement with Ms. Hauser to extend her provisional appointment until August 1st, 2020 or until a new director is hired, whichever comes first. Mrs. Pesses made a motion to accept this resolution, with a second motion made by Mrs. Shrader. The board approved with "aye".

Mr. Clark asked for a motion to adjourn the meeting at 7:29 PM. Mrs. Pesses made a motion to adjourn, with a second motion made by Ms. Dunn-Brown. The board approved with "aye".

Respectfully submitted,

Christian Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

APRIL 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	23.20	2,125.77	785.86	(1,925.77)
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	21,207.98	8,240.01	(14,207.98)
Fines & Miscellaneous Income	9,000.00	(54.85)	8,585.21	9,360.50	414.79
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>(\$31.65)</u>	<u>\$498,369.96</u>	<u>\$522,151.37</u>	<u>(\$8,474.96)</u>
	Income Cash Reconcilement				
Income Cash Balance on April 1, 2020	<u>\$329,920.55</u>				
Plus: Receipts Per Report	(31.65)				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>38,690.94</u>				
Income Cash Balance on April 30, 2020	<u>291,197.96</u>				
Cobra Reserve Balance	141.85				
Accounts Payable as of 04/30/20	0.00				
Prepaid Expenses as of 04/30/20	<u>(10,571.11)</u>				
Actual Cash Balance on April 30, 2020	<u>\$280,768.70</u>				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

APRIL 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	\$ 16,704.04	\$ 197,920.26	\$ 193,859.00	\$85,457.74
Salaries - Part Time Employees	77,177.00	7,183.90	57,805.58	38,756.52	19,371.42
Salaries - Custodians	29,329.00	2,444.10	24,441.00	23,379.20	4,888.00
F I C A & Medicare Tax	29,826.00	2,001.21	21,360.57	19,451.33	8,465.43
Unemployment Insurance	800.00	236.00	858.00	744.00	(58.00)
Disability & Family Leave Insurance	1,000.00	0.00	1,326.89	850.97	(326.89)
Medical Insurance & Reimbursements	48,600.00	2,970.49	34,560.93	31,810.58	14,039.07
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	2,193.89	(643.53)
Pension Expense	32,500.00	0.00	25,655.00	21,278.50	6,845.00
Heat	4,000.00	325.97	2,201.93	2,222.46	1,798.07
Electricity	20,000.00	1,263.55	14,996.76	8,572.07	5,003.24
Telephone	6,720.00	536.04	5,361.55	4,298.00	1,358.45
Insurance	16,300.00	0.00	21,663.01	16,073.94	(5,363.01)
Books, Periodicals, etc.	46,500.00	1,440.10	37,188.45	39,929.09	9,311.55
Computer & Automation Services	11,400.00	952.24	9,861.24	24,384.75	1,538.76
Library, Office Supplies & Postage	9,500.00	143.08	5,647.49	12,043.97	3,852.51
Maintenance, Repairs & Bldg. Supplies	3,000.00	308.08	7,210.57	2,539.06	(4,210.57)
Maintenance Contracts	10,000.00	1,046.15	13,928.11	6,200.00	(3,928.11)
Treasurer	8,600.00	700.00	7,150.00	7,150.00	1,450.00
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	0.00	820.51	394.58	2,379.49
Events & Programming	5,500.00	75.00	2,829.85	3,845.58	2,670.15
Promotion Expense	4,500.00	346.00	4,914.75	4,798.98	(414.75)
General Expense	1,300.00	14.99	985.49	4,088.79	314.51
TOTAL EXPENSE	\$665,280.00	\$38,690.94	\$502,331.47	\$468,945.26	\$162,948.53

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

APRIL 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,807.88)	\$960.44	FICA & Medicare Expense
			1,847.44	Payroll
6384		Gloversville Public Library	10,010.11	Payroll
6385	2065	Nicole Hauser	428.00	Petty Cash
6386	2066	Michael J. Frank	700.00	Treasurer
6387	2067	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6388	2068	United Health Care	17.40	Medical Insurance
6389	2069	M V P Health Care, Inc.	3,479.34	Medical Insurance
6390	2070	Frontier Communications	536.04	Telephone
6391	2071	National Grid (1,589.52)	1,263.55	Electricity
			325.97	Natural Gas
6392	2072	Gloversville True Value Hardware	5.29	Maintenance & Repairs
6393	2073	Ingram Library Services	927.31	Books
6394	2074	Kingsboro Lumber Co., Inc.	55.79	Maintenance & Repairs
6395	2075	The Leader-Herald	346.00	Promotion Expense
6396	2076	Adirondack Experience	75.00	Events & Programming
6397	2077	Jackson Manufacturers Co., Inc.	28.00	Maintenance & Repairs
6398	2078	Business Card (655.91)	20.00	Computer & Automation
			477.84	A/V - DVDs
			143.08	Library Supplies
			14.99	G/E - Zoom Membership
6399	2079	Blackstone Publishing	34.95	A/V - DVDs
6400	2080	Mohawk Valley Library System	932.24	Computer & Automation
6401	2081	Palmateer Trucking & Container Service	219.00	Maintenance & Repairs
6402	2082	First Nonprofit Unemployment Program (436.00)	200.00	Cash Reserve
			236.00	Unemployment Insurance
6403	2083	Frothingham Free Library	54.85	Fines, etc.
6404	2084	Technical Building Services, Inc. (6,277.00)\	1,046.15	Maintenance Contracts
			5,230.85	Prepaid Expense
6405		Gloversville Public Library	10,870.68	Payroll
		E F T NYS & Local Retirement System	447.80	Pension - Withholdings
		E F T NYS Tax Department	855.30	Payroll
		E F T United States Treasury (3,045.54)	1,040.77	FICA & Medicare Expense
			2,004.77	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	71.04	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2020	<u>45,184.53</u>	
		PETTY CASH PAID OUTS - APRIL 2020		
		None	<u>0.00</u>	
		TOTAL APRIL 2020 PAID OUTS	<u>\$45,184.53</u>	
		Less: Fines, etc.	(54.85)	
		Less: Prepaid Expense	(5,230.85)	
		Less: Cash Reserve	(200.00)	
		Less: Cobra Reimbursement - Madonna	(579.89)	
		Less: Petty Cash Check	<u>(428.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$38,690.94</u>	

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on April 1, 2020	\$301,048.99
Plus: Receipts:	
Interest on Money Market Account	22.77
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	40,000.00
	<hr/>
Balance on April 30, 2020	<u>\$261,071.76</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on April 1, 2020	\$799,552.55
Plus: Receipts:	
Interest on Money Market Account	98.57
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2020	<u>\$799,651.12</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on April 1, 2020	\$119,488.09
Plus: Receipts:	
Interest Earned	1.96
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2020	<u>\$119,490.05</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on April 1, 2020	\$252.16
Plus: Receipts:	
Interest Earned	0.00
Donations _ Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2020	<u>\$252.16</u>

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of April 1, 2020			\$60.47
Grant Money Received			500.00
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 April 30, 2020			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of April 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 April 30, 2020			\$371.62

ADVOCACY GRANT

Balance as of April 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 April 30, 2020			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of April 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 April 30, 2020			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of April 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 April 30, 2020			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of April 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 April 30, 2020			\$559.25

GLOVERSVILLE PUBLIC LIBRARY

BANK RECONCILIATIONS

April 30, 2020

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

Balance Per Bank Statement \$ 9,892.98

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/18/20	6339	James Esper Landscaping	3,500.00	
03/17/20	6372	James Esper Landscaping	2,100.00	
03/17/20	6375	Canajoharie Public Library	12.99	
03/17/20	6376	Waterford Public Library	40.95	
04/21/20	6387	The Paul Revere Life Insurance Company	278.54	
04/21/20	6396	Adirondack Experience	75.00	
04/21/20	6397	Jackson Manufactures Co, Inc.	28.00	
04/21/20	6401	Palmateer Trucking & Container Service	219.00	
04/21/20	6402	First Nonprofit Unemployment Program	436.00	
04/21/20	6403	Frothingham Free Library	54.85	
		Total Outstanding Checks	<u>6,745.33</u>	<u>6,745.33</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 3,147.65

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

Balance Per Bank Statement \$ 11,067.66

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
04/15/20	5307	Kathy Van Volkenburg	125.68	
04/30/20	5313	Nicole L. Hauser	1,594.76	
04/30/20	5314	Circe I. Johnson	992.70	
04/30/20	5315	Sally A. Fancher	1,135.58	
04/30/20	5316	Linda B. Conroy	1,198.74	
04/30/20	5317	Jameson M. Duross	794.24	
04/30/20	5318	Shari L. Peto	775.15	
04/30/20	5320	Linda J. Callahan	113.17	
04/30/20	5321	Sally L. Ostrander	391.89	
04/30/20	5322	Kathy Van Volkenburg	125.68	
04/30/20	5323	Christine T. Prokopiak	284.43	
04/30/20	5324	Kimberly A. Collar	348.56	
04/30/20	5325	Patricia A. Devereaux	521.60	
04/30/20	5326	Kelly S. Lawlor	410.94	
04/30/20	5327	Bailey J. Darling	393.97	
04/30/20	5328	Barbara J. Madonna	860.57	
		Total Outstanding Checks	<u>10,067.66</u>	<u>10,067.66</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 \$ 261,071.76

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 261,071.76

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

Balance Per Bank Statement \$ 799,651.12

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 799,651.12

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 119,490.05

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

\$ 119,490.05

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

Balance Per Bank Statement \$ 252.16

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 252.16

Prepared By,
Michael J. Frank, Treasurer

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



Gloversville Public Library

Director's Report: April 2020

Nicole Hauser – Interim Director

The Library has been closed since March 17, an entire month and a half already, without a definitive end in sight due to the COVID-19 shutdown. We have continued to provide limited services for our patrons through online resources, Wi-Fi accessibility in the parking lot, and virtual Story Times, to name a few. Our election plans were also put on hold, and are still on hold, as we await guidance from the State.

As a staff it's been quite a transition to working from home and through mediums such as Zoom. Many of us have been working hard. Our Summer Reading Program was set to be finalized by the end of March. Now we are working on re-envisioning what our Summer Reading Program will look like this year. We have already cancelled all in person programs and meetings through August and are now coming up with ideas on how to provide programming online or in such a manner as it does not necessitate a group of people meeting. One of the main tools we will be using is a website called ReadSquared, being provided by MVLS. It is a great tool for keeping track of reading and encouraging participation remotely in our Summer Reading Program.

We have also been discussing how we might re-open when the time comes and expect MVLS to provide a set of guidelines for re-opening in the near future. Most of the staff also attended a webinar on the Libby app, learning about the features it offers and tips and tricks to share with our patrons once we've re-opened.

I have finished ordering materials (books/audiobooks/DVD's) for the fiscal year and have been working with our health insurance representative to provide coverage for the next fiscal year. I've ordered new traffic stops for the parking lot to replace the ones lost over the winter and hardware for the speed bumps also lost over the winter.

While the board has been busy searching for a new director, we have been interviewing candidates for our open Library Assistant position and hope to have a decision made shortly.

Sally Fancher and I have also been busy making sure the building and its systems are ready for summer. We've coordinated visits with TBS to service the HVAC system and to negotiate a contract for the physical servicing of the HVAC system. We've also alerted PASCO and EVAPCO that the cooling system is ready for the season so they can coordinate their services for the upcoming season.

Meetings & Programs

1. 4/1/20 – Technical Building Services Site Visit: Travis & Sally Fancher RE Proposal for maintenance contract
2. 4/2/20 – Policy Committee Meeting via Zoom
3. 4/2/20 – Libby Webinar
4. 4/3/20 – Sonny via phone
5. 4/3/20 – Barb via phone
6. 4/3/20 – Sally Fancher via Zoom
7. 4/6/20 – Sharon O'Brien via phone RE End of FY & maternity leave plans
8. 4/8/20 – Buildings and Grounds Committee Meeting via Zoom
9. 4/8/20 – Mike Frank
10. 4/10/20 – Matt Tedeschi via phone RE Health insurance
11. 4/10/20 – Craig Clark via phone
12. 4/14/20 – Interview for Library Assistant position via Zoom
13. 4/14/20 – Sally Fancher & Linda Conroy via Zoom
14. 4/15/20 – Barb via phone RE staffing questions

15. 4/16/20 – Interview for Library Assistant position via Zoom
16. 4/16/20 – Bill VanGorder via phone RE NBT insurance
17. 4/16/20 – Craig Clark RE Board Agenda Meeting via Zoom
18. 4/16/20 – Special Board Meeting
19. 4/17/20 – Staff Program Meeting via Zoom
20. 4/20/20 – Personnel Committee Meeting via Zoom
21. 4/21/20 – Chris Pesses RE Library Donations
22. 4/21/20 – Board Meeting via Zoom
23. 4/22/20 – Sally Fancher & Linda Conroy via Zoom
24. 4/23/20 – Wade Abbott via Zoom RE Library PR
25. 4/24/20 – Personnel Committee Meeting via Zoom
26. 4/28/20 – Staff Meeting via Zoom



Gloversville Public Library

Children's Room Report: April, 2020

Sally Fancher – Library Assistant, Head of Children's Services

While the Library is closed to the public, several staff members have been taking turns coming in to keep things on track. This includes, but is not limited to: checking books, processing new items, re-cleaning surfaces and keeping up with notices to the public. The team effort is not new here, and is working as well as ever.

The Youth Center is hosting "Virtual Story Times". This would not be possible without the technical expertise of Sonny Dross. We have a great following, including local elementary teachers who have shared the video with their students as part of the online communication.

Nicole Hauser and I met with a representative from Technical Building Services at the end of March. On April 9, a technician was at the Library to service and start-up our cooling tower (part of the HVAC system). I used this time in the building to continue to adjust plans for Summer Reading.

As far as Summer Reading is going for youth, we have had to cancel one presenter, and this was a person that was going to make special cupcakes with patrons. The nature of this event did not lend itself well to social distancing and hygiene. The other youth performers for this summer will be doing their shows on Facebook live. We will be physically hosting some of these events as some performers may not have the technology at their homes.

I contacted all of our Traveling Story Time hosts to let them know that we would not be offering the program this summer. Our community partners are very excited to participate in an alternate program- "Story Time Stroll". This is a self-guided tour of windows and storefronts, all of which will have displays for people to read and interact with, provided by the Library. These will be changed weekly, and all are "stand-alone" so that you may experience them in any order, and you won't miss anything. The displays will consist of poster boards with the logos of the Library and the host site in two clear plastic sleeves. One sleeve will have something for participants to read together, and the other, an activity. Patrons may download, or pick up, a hard copy of a "travel guide" to all of the host locations. Participants can mark off the places they have visited. The objective is to encourage our families to walk together, stop, read, and engage in conversations and literacy based activities. We are in the process of making the pages, and have approximately 90 of the 200 needed.

Staff is also looking at re-opening strategies including storing all of the toys, some furniture and the crayons, in an effort to discourage gathering.

Interviews for the Library Assistant position were conducted. Part of my duties this summer will be training the new Library Assistant to take over for when I retire.

I have also met with a TBS representative two more times to make sure that the HVAC system is ready for start-up. TBS took care of some maintenance and will be back in mid-May for their first preventative maintenance visit, and I am in the process of scheduling routine work from PASCO and EVAPCO.

There are many on-line meetings, tutorials and help videos regarding this crisis and we are diligently keeping up to make sure we can safely provide the services that our community needs once we re-open.

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

LIBRARY CLOSED APRIL 1 - 30, 2020, Governor's Executive Order due to Covid 19 virus

	2020	2019
VISITORS	87	(5,688)
CIRCULATION		
Adult Circulation	34	(1,851)
Teen Circulation	0	(161)
Juvenile Circulation	20	(1,455)
Audiobooks	149	(308)
eBooks	745	(542)
Music	0	(14)
Periodicals	36	(54)
Videos	12	(1,649)
Museum Passes	0	(3)
Subtotal	996	(6,037)
In-House Use		
Adult	0	(42)
Juvenile	0	(75)
Other Materials	0	(1,385)
Subtotal	0	(1,502)
Total Circulation	996	(7,539)

REFERENCE QUESTIONS **0** **(282)**

MEETINGS/PROGRAMS/OUTREACH

15 Adult programs and meetings with 84 people	(57 Adult programs and meetings with 437 people)
13 Juvenile programs and meetings with 1249 people	(14 Juvenile programs and 189 meetings with people)
0 Teen programs and meetings with 0 people	(4 Teen programs and meetings with 16 people)

INTERLIBRARY LOAN

Material Borrowed	0	810
Material Loaned	0	692
Total	0	1,502

COMPUTER USAGE **247** **2023**

HISTORICAL ROOM * Temporarily Closed

Visitors
Books Used
Reference Questions

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

Statistics for February, March, and April 2020 are as follows:

	February	March	April
VISITORS	5,571	4,156	87
CIRCULATION			
Adult Circulation	1,674	929	34
Teen Circulation	102	67	0
Juvenile Circulation	1,461	777	20
Audiobooks	380	250	149
eBooks	589	628	745
Music	19	14	0
Periodicals	83	70	36
Videos	1,436	926	12
Museum Passes	2	1	0
Subtotal	5,746	3,662	996
In-House Use			
Adult	11	4	0
Juvenile	29	27	0
Other Materials	1,191	669	0
Subtotal	1,231	700	0
			996
Total Circulation	6,977	4,362	

REFERENCE QUESTIONS	153	107	0
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MEETINGS/PROGRAMS/OUTREACH

- February** 41 Adult programs and meetings with 235 people
 18 Juvenile programs and meetings with 273 people
 7 Teen programs and meetings with 56 people
- March** 27 Adult programs and meetings with 170 people
 17 Juvenile programs and meetings with 1665 people
 2 Teen programs and meetings with 9 people
- April** 15 Adult programs and meetings with 84 people
 13 Juvenile programs and meetings with 1249 people
 0 Teen programs and meetings with 0 people

INTERLIBRARY LOAN

Material Borrowed	828	464	0
Material Loaned	654	355	0
Total	1,482	819	0

COMPUTER USAGE	1,598	986	247
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***HISTORICAL ROOM (in storage)**

Visitors	0	1	0
Books Used	0	4	0
Reference Questions	0	4	0

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

May 2020 Building Committee Report

- 1) PASCO - received report from spring visit. We also alerted them that we are ready for the cooling season after TBS serviced the cooling tower. Sally Fancher is in the process of setting up a time for the tech to return to adjust the computer and set up email alarms.
- 2) TBS came back out to finish up their original service call on 4/28 and met with Sally Fancher. They checked a sensor, changed some belts and put in pipes so when the unit is drained it flows directly into the outside drain. Our first preventative maintenance visit will occur sometime in May and Sally Fancher is in contact with them about setting this up.
- 3) I turned the electric heaters off throughout the building, except in the water service room on 4/21/20.
- 4) 4/28 Alerted EVAPCO that we are ready for the cooling season. Sally is setting up the meeting for the first site visit of the season.
- 5) New parking blocks & hardware, & speed bump hardware were ordered to replace ones damaged during the winter.
- 6) Fire extinguishers were supposed to be inspected in April. When we are open the company normally just shows up and takes care of it. Since we were closed the inspection didn't happen. Sally Fancher contacted Hydro Test to have them come complete the inspection on Friday 5/8 with her. The inspection went smoothly and the extinguishers are set until next April.
- 7) 5/6 – At 6:30am I received a call from the Gloversville Fire Department because our alarm went off overnight. There was something wrong with the fire sprinkler system. I contacted PFP, who inspects our sprinkler system, and they came out that day. It turns out a low pressure actuator needs to be replaced for the dry system in the attic space above the fiction side of the building. PFP is ordering a new part and anticipate replacing it the week of 5/11. They will contact Sally Fancher when they have the part and arrange a time with her to replace it. Until the part is replaced, the fire alarm is reset for the building, except for the attic space affected.

While I'm Out

Sally Fancher is stepping up to take on many of the responsibilities of building maintenance. She has contact information for contractors we've worked with and has met with several already. She knows what is scheduled to be done and will keep the board informed of her progress.

Issues that are the Board's, Building & Grounds Committee, and/or new Director's responsibilities:

- 1) Parking: When we re-open we need to have a plan in place for staff parking. Someone will need to find out if we can still park at the old probation building, and if we can't, then figure out

alternative parking (ex. Clean up our extra lot, ask the funeral home, other options?). Let Sally Fancher and Linda Conroy know so they can pass the information along to the staff. Also, are we still looking into the possibility of acquiring the vacant lot bordering ours?

2) The exterior lights seem to be on more than they should be. This is something we should have looked at but can wait until we have a new director or I am back part time in July.

3) Landscaping: I will also be forwarding 2 emails from Barb that deal with our landscaping issues. They explain the situation and give you contact information for moving forward with rectifying the problems as I will not be available to work on this.