



**Gloversville Public Library**  
**Minutes of the Meeting of the Board of Trustees**  
**November 16, 2021**  
**6:00 PM**

The Gloversville Public Library Board of Trustees held its regular meeting on November 16, 2021. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Mike Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Richard Carlson, and Greg Niforos, and Caren Pepper.

Mr. Reed called the meeting to order at 6:03 PM.

Mr. Reed asked for a motion to accept the October minutes. Ms. Pepper made a motion, seconded by Mr. Carlson. Mr. Reed asked if there was any discussion. Hearing none, the board approved with a vote of "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2021. Mr. Frank informed the Trustees that our income for the period was up by approximately \$103,600 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 our expenses for the period were up approximately \$6,800 over last year due primarily to the increase in our Building, Contents and Liability Insurance premium, an increase in our Maintenance Contract Expense and also an increase in our Electricity Expense. The increase in the Insurance Expense was due to the increase in our Liability Premium. 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. Rohrs made a motion, seconded by Ms. Dunn-Brown, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Niforos delivered his report on behalf of the Budget and Finance committee. Topics discussed included minimum wage, a purchasing schedule for computers, and the plan to have a meeting in December to discuss the budget process.

Mr. Frank distributed the Warrants list for November 2021 numbered 2498 through 2517 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. Niforos made a motion, seconded by Ms. Dunn-Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting "aye."

Mr. Reed delivered the Friends of the Library report on behalf of Mrs. Jean La Porta. The following items were discussed:

- Friends' Week in October included a very successful Basket Raffle, which raised more than \$1800, as well as fun Book Raffle for the library's younger patrons. More details about the raffles will be in the December issue of the Friends' newsletter. Two enormous gift bags, full of baby items donated by the Friends, were presented to the first baby born at NLH during Friends Week.
- Membership renewal forms were mailed out last week. Kathy Konakov is the chairperson of that committee and does a great job keeping the membership list current.
- At the November 4th Friends' meeting unanimous approval was given to donate \$500 to the library for toys for the new toddler room. More collections are needed for the exhibit case. If you would like to know more about donating a special collection to be displayed in the exhibit case please contact Patty Franco.
- A special Thank you was sent to Jennifer Wojeski for her many years of editing and publishing the Friends' newsletter. The December issue was her final one.
- Friends are planning to make their annual \$10,000 donation to the library's operating budget.
- Linda Fisher and Patty Franco will be doing the 4th Saturday of the month story hour in the near future.
- On Nov. 29 Friends will decorate the lobby for the holidays and have approved funds for Merry Brown to order outside decorations from Pecks as well. Be sure to visit the library during December and enjoy the lobby with all its holiday decorations.
- We were happy to let the Foundation use the Friends' bulk mail postal rate for their fundraiser mailing.

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- We continue to thank Sonny Duross for his help in publishing Friends' information on the library's Facebook page. He also helped us with updates to the Friends' link on the library website.
  - The next Friends' meeting is scheduled for Thursday, January 6, 2022, at 5 p.m.

Mr. Frank informed the Trustees that the Foundation Board had not met yet this year but that a meeting is being planned for December 9, 2021 at 3 PM. Mr. Frank informed the Board that the Finance Committee meeting in November was going to be held on November 18, 2021 at 3 PM in Jay Wood's office.

Mr. Carlson delivered his Buildings and Grounds Committee report. Items discussed included the cooling system and snow removal. After discussion with the board, Mr. Reed requested the following motion to be passed:

- Motion to adopt option 1 of the proposal for snow plowing and snow removal purposes by J.D. Landscaping for snow plowing and snow shoveling at \$350 per occurrence and sanding \$350 with snow removal from patron's parking lot to 68 ½ E. Fulton Street at \$125 per hour.

Mr. Carlson made a motion, seconded by Ms. Pesses. The board unanimously approved with a vote of "aye."

In her Local History Room report, Ms. Pesses discussed the meticulous work conducted by the committee as they sort through volumes of scrapbooks and other items in the library's Local History collection. Further details are forthcoming.

In her Outreach Committee report, Ms. Dunn-Brown discussed the committee has been corresponding via e-mail and Zoom meetings. They have been busy putting calendars in local establishments, stores, non-profits, etc. She thanks Sonny Duross for helping design and arrange the calendars and is looking forward to continuing to promote library events, programs, etc.

In her Personnel Committee report, Mrs. Shrader discussed the primary items of staffing salaries and minimum wage increases. As a result, the following motions were passed:

- Motion to Override September's Motion regarding Ms. Hauser's salary increase and move to increase Ms. Hauser's salary by \$2,500 on Jan 1st 2022. Increase her salary by \$2,500 on July 1st, 2022. Increase her salary on July 1st 2023 by \$2,500. Increase by an additional 2500 by July 1st, 2024. Mrs. Shrader made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."
- Motion to increase all full- and part-time employee salaries by \$.80 per hour by the first pay period in January, 2022 except Valerie Acklin and Nicole Hauser. Ms. Dunn-Brown made a motion, seconded by Mrs. Pesses. The board approved with a vote of "aye."

Mrs. Pesses discussed the Policies up for reading/approval in her Policy Committee Report. All Board members have provided their signatures for the *Conflict of Interest Policy*. Mr. Reed asked for a motion to approve the Patron Borrowing Policy. Ms. Pepper made a motion seconded by Mrs. Shrader. The Board approved with a vote of "aye."

On behalf of the Program Committee, Mr. Reed announced they had not met; however, a report will be forthcoming in December.

On behalf of the Public Relations Committee, it was noted they had not yet met.

In her Director's Report, Ms. Acklin offered deepest thanks for all of the well-wishes. October has been a "take a breath" kind of month, but so far, they are very happy with changes made and the response from the public has been overwhelmingly positive and not one negative comment. Mostly, Ms. Acklin has been making sure the new collections can be sustained, is thankful for the \$500 donation from the Friends, and is now working toward shelving them and storing items for the Early Literacy Center.

In his President's Report, Mr. Reed discussed the application for Director's and Officers' insurance policies. He also discussed the most recent audit including employee handbook and director/employee evaluations.

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

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At 7:54 PM, Mr. Reed asked for a motion to adjourn. Mr. Rohrs made a motion, seconded by Mr. Niforos. The board approved with a vote of "aye."

Respectfully submitted,

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Christian W. Rohrs, Secretary