



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
November 19, 2019 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the October 2019 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Resolution to override tax cap
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy  
Patron Borrowing Policy 2nd reading  
Bylaws 1st reading  
Tobacco Use Policy 1st reading  
Public Notice Policy 1st reading
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
14. Executive session
15. Old Business
16. New Business
17. Adjourn

Next Meeting: December 17, 2019 at 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

October 15, 2019

The Gloversville Public Library Board of Trustees held a meeting on October 15, 2019 in the Small Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Susan Shrader, Greg Niforos, Frank Carangelo, Craig Clark, Richard Carlsen, Charles Reed and Merry Dunn Brown. Absent were Christian Rohrs and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting.

Barbara Madonna  
Library Director

Mr. Clark, President of the Board of Trustees, opened the regular meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Clark asked if there was anything anyone from the public wished to present at this time. Hearing none, the meeting continued.

2019-2020  
Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 17, 2019. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Mr. Reed noted that Patti Hoye, not Polly Hoye volunteered at the Outreach Committee table in the Senior Center. With that correction noted, Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Clark asked Mr. Frank to review the Financial Report for the month of September 2019. Mr. Frank informed the Trustees the fine income was the only money received in the General Fund for the month. The investments earned approximately \$70. During the month \$68,405, or 90%, of last year's Division of Library Development Construction grant was received into the Construction Account. These funds assisted with replacing windows and installation of new room signs. The money market account has a balance of approximately \$800,000 and earned \$494 of interest. Expenses of just over \$46,000 were higher than the previous year. The only expense of note was a bill of \$2,384 from Johnson Controls for work performed on the fire alarm system in July. Ms. Madonna noted that it might be an expense that is deducted from the balanced owed to the electrician for the renovation work. Mr. Frank asked the Trustees for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Carlsen, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank reviewed the 2018-2019 Annual Financial Report which was not available for the Annual Meeting in September as Mr. Frank was waiting on figures from NYS to complete it last month. A couple items on the Annual Report differ from the June 2019 report. The first is related to the account of our NYS GASB68 pension accrual. This is the information that was delayed from the state. For the 2017-2018 fiscal year the calculation listed our pension accrual as extraordinary income, while for the 2018-2019 fiscal year it is booked as an expense. The calculation is based on the pension's stock market earning each year and is only recorded on our balance sheet. It does not impact our bank accounts or budget. The second item of note is our depreciation of \$225,000 for the building, furniture, fixtures and equipment for the 2018-2019 fiscal year. Again, this is a figure on our balance sheet. It does not impact our budget, bank accounts or the Library's tax return. Mr. Frank asked the Trustees for any questions or comments about the 2018-2019 Annual Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mr. Niforos, to accept the 2018-2019 Financial Report as presented. This was approved all voting aye.

Wrapping up the Financial Report Mr. Frank presented the Library's 990 tax return for review by the Trustees.

Mr. Frank distributed the Warrants list for October 2019 numbered 1811 through 1839 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. Reed made a motion, seconded by Mr. Niforos, 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 informed the Trustees that the Friends had a successful book sale at the beginning of October earning approximately \$1,800. This sale was the first back in the renovated building and as such books needed to be boxed up and stored during the year. Mrs. LaPorta thanked Mrs. Shrader for finding students from the High School to assist with the transportation of the books to the Carnegie Room, unpacking them for the sale, then repacking and moving them back to the basement at the sale's conclusion. Mrs. LaPorta hope that more space can be found in the building for storing donations between sales as the Friends' workroom is not large enough. Mrs. LaPorta reported that ticket sales for the basket raffle is going really well and that the drawing at the end of Friends week on October 26, 2019. Mrs. LaPorta also informed the Trustees that the Friends would be hosting several events during Friends Week include a concert on Monday, October 21st and a children's book giveaway on Friday, October 25th. Mrs. LaPorta also informed the Trustees that the Friends will be holding a wreath making fundraiser taught by staff from Cornell Cooperative Extension. The workshop will be held on Monday, November 4th from 5:30-7:30pm. Pre-registration with the \$25 fee is required. Mrs. LaPorta reported that the Friends are considering a cloth bag fundraiser to coincide with the March 2020 ban on plastic grocery bags. Mrs. LaPorta noted that the deadline for submissions for the next newsletter was early November. Finally, Mrs. LaPorta informed the Trustees that the Friends next meeting will be on November 7, 2019.

Mr. Frank informed the Trustees that the Foundation did not meet.

Mr. Carangelo informed the Trustees that no bids were received for the parking lot improvements at 66 E. Fulton Street. Conversations with the bid packet holders indicated that there was not enough time left in the fall season to complete the work per the schedule in the bid. The Buildings and Grounds Committee sought and received approval from the Trustees to rebid the project before the end of 2019 with a project start date of mid-April 2020. Mr. Carangelo reported that the landscaper has been contacted about replacing the dead plants and that it was recommended that the poorly performing grass at the end of the parking lot, the south slop and the strip of land by the funeral home be replaced with ground cover. The Buildings and Grounds Committee sought and received approval from the Trustees to request a proposal from the landscaper to replace the grass with ground cover. Mr. Carangelo reported that only one contractor submitted a proposal for snow removal for the 2019-2020 season. Mr. Esper provided two proposals for season which includes the parking lots at 58 and 66 E. Fulton street and all walkways and sidewalks. The first is a flat rate of \$12,500, not including relocation of snow from the 58 E. Fulton St parking lot. The second is a \$350 per time rate for snow removal and a \$150 per time rate for sanding/salting. Removal of snow from 58 E. Fulton St would be charged at \$125 per hour for either proposal. Mr. Reed made a motion, seconded by Mrs. Shrader to approve a contract on a per visit basis. This was approved all voting aye.

Mr. Carangelo informed the Trustees that two proposals were received to install anti-pigeon measures over the front entrance. The first proposals from Lupini Construction, the contractor that restored the front entrance during the renovation, only included the installation of netting for \$6,792. Meerkat Pest Control is the second contractor. That proposal for \$5,800 included spikes, slides and peppermint discs to repel the birds from the ledges around the front entrance as well as netting over the entrance. Mr. Reed made a motion, seconded by Mrs. Shrader to approve the Meerkat contract for \$5,800. This was approved all voting aye. Mr. Carangelo reviewed two proposals for water treatment for the HVAC system. The first proposal from B and L Controls only provided treatment for the heating loop at a price of \$1606 for 4 visits per year. The second proposal from Evapco included 8 treatments for the chiller as well as 4 visits for the heating loop which included a comprehensive explanation of the monthly service. The company offers a 1 year or a 3 year contract. The fee for year 1 is \$5,500, year 2 is \$5,665, and year 3 is \$5,834.95. Evapco also provided the results from the water test taken from the heating loop. Those results indicate that the current bacteria level in the heating loop is excessively high and Evapco provided a proposal to clean and flush the heating loop for \$2,000. Mr. Reed made a motion, seconded by Mrs. Shrader to approve a 3 year contract with Evapco for water treatment maintenance of the chiller and heating loops, and for the cleaning and flushing of the heating loop. This was approved all voting aye.

Mr. Carangelo informed the Trustees that a proposal was provided by Thyssen Krupp for elevator maintenance, repairs and emergency service. The proposal is their Gold Plan that includes full coverage of parts, maintenance, service during normal business hours Monday-Friday, and 24/7 monitoring and emergency call service. The Library would be responsible for labor costs for overtime service requests. The Platinum Plan includes overtime and weekend calls while the Bronze Plan eliminates coverage for parts and repairs, which can eclipse the cost of the Gold Plan after a couple service calls. The account representative recommended the Gold Plan. Mr. Niforos made a motion, seconded by Ms. Dunn Brown to sign a five year contract for the Gold Plan. This was approved all voting aye.

Mr. Niforos reported the the AD HOC Policy Committee had met. He stated there were no new changes for the second reading of the Sexual Harassment Policy or the Harassment Policy. Ms. Dunn Brown made a motion, seconded by Mr. Carlsen to pass the Sexual Harassment Policy. This was approved all voting aye. Mr. Reed made a motion, seconded by Mr. Niforos to pass the amended Harassment Policy. This was approved all voting aye. Mr. Niforos reviewed the minor changes to the Patron Borrowing Policy that align the age ranges for Juvenile and Teen library cards with the age range for use of the Teen Space. The second reading will occur in November. Mr. Niforos continued by outlining the proposed changes to the Gloversville Public Library By-laws. Mr. Clark noted the absence of the Policy Committee in the By-laws. Mr. Niforos stated that the By-laws revision would be send out after the committee's November meeting for review at the November Trustees meeting. Mr. Carlsen explained that the committee was also charged with reviewing the Meeting Room Use Policy. A report was handed to each Trustee though no changes are being recommended by the committee at this time.

Ms. Dunn Brown informed the Trustees that the Outreach Committee provided 12 Librayr tours between July 16 and October 10. The Johnstown Retired Teachers Association will have a tour next week in conjunction with their monthly meeting, and the Gloversville Retired Teachers Association scheduled a tour too. Robin Lair spoke to 27 students, professors and staff at the FMCC Resource Fair. Volunteers chatted with over 100 community members at last weekend's fall fest. The committee will have a table with the Friends at next week's concert in the Carnegie Room. And there will be a table at the Soroptomist's November craft fair. Two new popular additions are the selfie board and the children's book handout. Each book has a sticker in it promoting the Library.

Mrs. Shrader reported that the Personnel Committee met in October. Meetings were set for November and December. The Plan of Service was reviewed and a review of the Employee Handbook is underway. Additionally the committee will be examining the impact of minimum wage on staff salaries, staffing needs related to the goals of the Plan of Service, and reviewing the Director's evaluation. Ms. Madonna informed the Trustees that three interviews were held for the part-time Library Clerk position and someone will be brought on as soon as the Eligible List is received from Civil Service.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustees meeting.

Mr. Clark reported that the PR Committee met. He and Ms. Madonna have outlined a plan for promoting aspects of Library service with the first focusing on changes MVLS is implementing for eMagazines.

Ms. Madonna informed the Trustees she and Mrs. Pesses added a webinar regarding the recruitment of volunteers, especially Friends. Ms. Madonna's impression is that the training was advocating an entire HR department just for volunteers. She indicated that Mrs. Pesses was developing some ideas to share.

Mr. Clark informed the Trustees that he had nothing to report for the President's Report.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Hearing none, Mr. Clark asked for a motion to go into Executive Session at 8:15 P.M. to discuss the employment of a specific employee. Mr. Reed seconded and the motion was approved.

Mr. Clark noted the executive session ended at 8:33 P.M.

Mr. Clark made a motion to adjourn the meeting at 8:35 PM. This motion was seconded by Mr. Reed and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday November 19, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

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Prepared by Barbara Madonna  
Library Director

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Christian Rohrs  
Secretary



**Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting  
October 30, 2019**

The Gloversville Public Library Board of Trustees held a special meeting on October 30th, 2019 in the Small Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Frank Carangelo, Charles Reed, Christine Pesses, Richard Carlson, Craig Clark, Merry Brown, Susan Shrader, Greg Niforos, Christian Rohrs, Director Barbara Madonna, and Eric Trahan.

Barbara Madonna  
Library Director

Mr. Clark lead the board in the Pledge of Allegiance. Mr. Clark called the meeting to order at 5:25. Mr. Clark asked for comment, and there was none. Mr. Clark motioned to go into Executive Session which was so motioned by Mrs. Pesses and Mr. Reed, respectively.

Mr. Clark motioned to end the executive session at 6:37 PM and was so motioned by Mrs. Pesses and Mr. Niforos, respectively. Mr. Clark motioned to adjourn the special meeting at 6:38 PM which was seconded by Mrs. Shrader and Ms. Dunn-Brown.

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

Barbara Madonna  
Library 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 Special Meeting November 4, 2019

The Gloversville Public Library Board of Trustees held a special meeting on November 4th, 2019 in the Activity Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Frank Carangelo, Charles "Ren" Reed, Christine Pesses, Richard Carlson, Craig Clark, Merry Brown, Susan Shrader, Greg Niforos, and Christian Rohrs.

Mr. Clark called the meeting to order at 4:32 PM and immediately motioned to go into Executive Session, which was seconded by Mrs. Pesses and Mr. Reed, respectively.

Mr. Clark motioned to end the executive session at 5:32 PM and was so motioned by Mrs. Pesses and Mr. Carlson, respectively. Mr. Clark motioned to adjourn the special meeting at 5:33 PM which was seconded by Ms. Dunn-Brown and Mr. Niforos.

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■

518 773-0292 ■

gpl@sals.edu ■

www.gloversvillelibrary.org

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2019**

	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	\$453,695.00	\$453,695.00	\$423,695.00	\$0.00
Investment Income	200.00	209.80	480.45	5.49	(280.45)
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	0.00	970.00	10,000.00
Government Affiliations	7,000.00	750.00	6,243.68	5,956.01	756.32
Fines & Miscellaneous Income	9,000.00	1,388.00	4,223.29	2,629.43	4,776.71
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$489,895.00</b></u>	<u><b>\$456,042.80</b></u>	<u><b>\$474,642.42</b></u>	<u><b>\$497,255.93</b></u>	<u><b>\$15,252.58</b></u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2019	<u>\$165,086.88</u>				
Plus: Receipts Per Report	456,042.80				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>60,582.66</u>				
Income Cash Balance on October 31, 2019	<u><u>560,547.02</u></u>				
Accounts Payable as of 10/31/19	7,849.00				
Prepaid Expenses as of 10/31/19	<u>(352.60)</u>				
Actual Cash Balance on October 31, 2019	<u><u>\$568,043.42</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2019	\$151,288.07
Plus: Receipts:	
Interest on Money Market Account	209.23
Tax Levy	453,695.00
Less: Paid Outs:	
Transfer to Checking Account	<u>55,000.00</u>
Balance on October 31, 2019	<u><u>\$550,192.30</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2019	\$802,460.51
Plus: Receipts:	
Interest on Money Market Account	511.16
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on October 31, 2019	<u><u>\$802,971.67</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on October 1, 2019	\$178,376.22
Plus: Receipts:	
Interest Earned	3.03
Grant Money Received	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on October 31, 2019	<u><u>\$178,379.25</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on October 1, 2019	\$204.77
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on October 31, 2019	<u><u>\$204.77</u></u>



**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2019**

	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	\$ 21,491.54	\$ 85,966.16	\$ 69,707.04	\$197,411.84
Salaries - Part Time Employees	77,177.00	6,097.87	20,085.78	17,655.65	57,091.22
Salaries - Custodians	29,329.00	2,444.10	9,776.40	9,351.68	19,552.60
F I C A & Medicare Tax	29,826.00	2,284.31	8,808.03	7,345.73	21,017.97
Unemployment Insurance	800.00	193.00	386.00	358.00	414.00
Disability & Family Leave Insurance	1,000.00	0.00	473.24	377.73	526.76
Medical Insurance & Reimbursements	48,600.00	3,404.57	17,695.18	11,948.13	30,904.82
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	3,254.21	(643.53)
Pension Expense	32,500.00	0.00	0.00	0.00	32,500.00
Heat	4,000.00	24.52	73.56	0.00	3,926.44
Electricity	20,000.00	1,644.62	5,951.72	0.00	14,048.28
Telephone	6,720.00	540.59	2,155.41	1,096.05	4,564.59
Insurance	16,300.00	14,727.50	20,754.52	7,609.47	(4,454.52)
Books, Periodicals, etc.	46,500.00	3,707.96	17,533.00	17,931.46	28,967.00
Computer & Automation Services	11,400.00	913.69	4,016.31	3,603.84	7,383.69
Library, Office Supplies & Postage	9,500.00	777.18	1,597.12	3,222.88	7,902.88
Maintenance, Repairs & Bldg. Supplies	13,000.00	201.75	3,300.02	169.09	9,699.98
Treasurer	8,600.00	700.00	2,850.00	2,850.00	5,750.00
Professional Fees	8,000.00	0.00	0.00	(100.00)	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	592.16	631.60	160.26	2,568.40
Events & Programming	5,500.00	225.00	1,771.68	736.19	3,728.32
Promotion Expense	4,500.00	480.00	1,236.00	1,030.49	3,264.00
General Expense	1,300.00	132.30	549.61	3,549.07	750.39
<b>TOTAL EXPENSE</b>	<u>\$665,280.00</u>	<u>\$60,582.66</u>	<u>\$209,254.87</u>	<u>\$161,856.97</u>	<u>\$456,025.13</u>

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

**OCTOBER 2019**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,327.24)	\$1,100.62	FICA & Medicare Expense
			2,226.62	Payroll
6209		Gloversville Public Library	11,114.37	Payroll
6210	1900	Liberty Mutual Insurance	14,727.50	Insurance - General B & C
6211	1901	Barbara J. Madonna	465.50	Petty Cash
6212	1902	Michael J. Frank	700.00	Treasurer
6213	1903	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6214	1904	M V P Health Care, Inc.	3,479.34	Medical Insurance
6215	1905	United Health Care	17.40	Medical Insurance
6216	1906	Frontier Communications	540.59	Telephone
6217	1907	Unique Management Services, Inc.	89.50	G/E-Collection Expense
6218	1908	National Grid (1,669.14)	1,644.62	Electricity
			24.52	Natural Gas
6219	1909	Philip Beckett, CPA, P.C.	6,500.00	A/P - Professional Fees
6220	1910	Baker & Taylor Books	703.89	Books
6221	1911	The Leader-Herald (508.80)	480.00	Promotion Expense
			28.80	G/E- Bid Adv. Snow Removal
6222	1912	Gloversville True Value Hardware	201.75	Maintenance & Repairs
6223	1913	Nicole Hauser	59.16	Prof. Meetings & Travel
6224	1914	Johnstown Public Library	30.25	Fines, etc.
6225	1915	Schenectady County Public Library	21.99	Fines, etc.
6226	1916	Sebco Books	981.84	Books
6227	1917	Children's Plus, Inc.	792.01	Books
6228	1918	Taste of Home Books	34.98	Books
6229	1919	Mc Clary Media, Inc.	14.00	G/E- Bid Adv. Snow Removal
6230	1920	Linda Bumpus	75.00	Events & Programming
6231	1921	Quill Corporation	453.74	Library Supplies
6232	1922	Mohawk Valley Library System (1,217.13)	893.69	Computer & Automation
			323.44	Library Supplies
6233	1923	Blackstone Publishing	38.95	A/V - DVDs
6234	1924	Center Point Large Print	51.04	Books
6235	1925	Heather Shalhoub, CCFC	150.00	Events & Programming
6236	1926	Business Card (768.55)	20.00	Computer & Automation
			(400.00)	Miscellaneous Income
			533.00	Prof. Meetings & Travel
			304.55	A/V - DVDs
			311.00	Advocacy Grant
6237	1927	First Nonprofit Unemployment Program (393.00)	200.00	Cash Reserve
			193.00	Unemployment Insurance
6238	1928	Kids Reference Company, Inc.	286.70	Books
6239		Gloversville Public Library	12,005.62	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	359.57	Pension - Withholdings
DM		E F T NYS Tax Department	1,113.70	Payroll
DM		E F T United States Treasury (3,561.38)	1,183.69	FICA & Medicare Expense
			2,377.69	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	525.23	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2019	<u>67,797.40</u>	
		PETTY CASH PAID OUTS - OCTOBER 2019		
		Newspapers (Books)	<u>514.00</u>	
		<b>TOTAL OCTOBER 2019 PAID OUTS</b>	<b><u>\$68,311.40</u></b>	
		Less: Fines, etc.	(52.24)	
		Less: Accounts Payable	(6,500.00)	
		Less: Medical Ins. Reimbursement	(600.00)	
		Plus: Miscellaneous Income - Cr. Card Cash back Bonus	400.00	
		Less: Cash Reserve	(200.00)	
		Less: Advocacy Grant	(311.00)	
		Less: Petty Cash Check	<u>(465.50)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$60,582.66</u></b>	

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

**STEWART'S GRANT**

Balance as of October 1, 2019			\$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 October 31, 2019			\$60.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of October 1, 2019			\$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 October 31, 2019			\$371.62

**ADVOCACY GRANT**

Balance as of October 1, 2019			\$1,272.05
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	6236	Promotion	311.00
Total Expenses			311.00
Balance of Grant Money Left at October 31, 2019			\$961.05

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of October 1, 2019			\$9,825.00
Appropriation Provided For In 2019-2020 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
Philip Beckett, CPA, P.C.	6219	Audit	6,500.00
Total Expenses			6,500.00
Balance of Appropriation Funds Left at October 31, 2019			\$3,325.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of October 1, 2019			\$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 October 31, 2019			\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of October 1, 2019			\$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 October 31, 2019			\$559.25

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**October 31, 2019**

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

Balance Per Bank Statement \$ 19,035.20

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/21/19	6073	James Esper Landscaping	4,800.00	
09/17/19	6197	Johnstown Public Library	20.87	
10/15/19	6213	The Paul Revere Life Insurance Company	278.54	
10/15/19	6214	MVP Health Care, Inc.	3,479.34	
10/15/19	6215	United Health Care	17.40	
10/15/19	6219	Philip Beckett, CPA, PC	6,500.00	
10/15/19	6224	Johnstown Public Library	30.25	
10/15/19	6225	Schenectady County Public Library	21.99	
10/31/19	DM	EFY - Invesco - 403b	540.00	
		Total Outstanding Checks	<u>15,688.39</u>	<u>15,688.39</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 3,346.81

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

Balance Per Bank Statement \$ 10,159.11

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
10/15/19	5124	Kathy Van Volkenburg	73.41	
10/31/19	5129	Barbara J. Madonna	1,872.59	
10/31/19	5130	Nicole L. Hauser	1,279.70	
10/31/19	5132	Sally A. Fancher	1,135.58	
10/31/19	5133	Linda B. Conroy	1,196.64	
10/31/19	5134	Jameson M. Duross	811.24	
10/31/19	5138	Sally L. Ostrander	626.81	
10/31/19	5139	Kathy Van Volkenburg	79.95	
10/31/19	5140	Christine T. Prokopiak	325.10	
10/31/19	5141	Kimberly A. Collar	504.82	
10/31/19	5142	Patricia A. Devereaux	700.03	
10/31/19	5143	Kelly S. Lawlor	553.24	
		Total Outstanding Checks	<u>9,159.11</u>	<u>9,159.11</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				\$ 550,192.30
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 550,192.30

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

Balance Per Bank Statement				\$ 802,971.67
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 802,971.67

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

Balance Per Bank Statement				\$ 178,379.25
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

Other Items:

None				-
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**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 178,379.25

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

Balance Per Bank Statement				\$ 204.77
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 204.77

Prepared By,  
Michael J. Frank, Treasurer

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



## Gloversville Public Library

Director's Report: October 2019

Barbara Madonna – Director

The Friends of the Gloversville Public Library held their first book sale in our new space. Unlike the old sale that used the basement for storage and set up, the Friends were required to store all of the books in their small room on the lower level, bring everything up to the Carnegie Room and set up in there. It was a lot of effort and I give high praise to the co-chairs of the sale for all of their work. The sale ran Thursday afternoon through early Saturday afternoon. I think having the sale on Saturday was a nice option for the community. All total, this sale made approximately \$1,300.

Unfortunately, the Friends Room on the Lower Level is not sufficient for the book sale storage and sorting *and* to store the Friends' Box of Books items. They have asked for additional storage, but I'm not sure where we can put them. With the renovation of the basement into the Youth Center, the Library also lost a lot of storage. It does not help that there are 5 rooms that, per NYS Building Code, cannot be used for storage; elevator machine room, IT room, electrical room, mechanical room, and water service room.

Joint Automation successfully complete a migration of the Polaris book and patron databases from servers located in Saratoga to a hosted service. The initial morning was a little bumpy with lag issues, but we weathered it well with no noticeable disruption for the patrons. The migration accomplishes two things. First, it provides greater security for the information we collect on patrons. There have been two hacks into library patron databases in NYS this year. The system around Syracuse had on-site services and was crippled for nearly three weeks before they could provide any patron services. The system on Long Island uses a hosted service and was back up in less than 48 hours. The second benefit is the cost savings. After crunching the numbers, the Joint Automation Council determined that maintaining and replacing servers was more expensive than paying for hosting. This benefits the member libraries because our monthly fees support JA's expenses which include the databases.

We wrapped up interviews for the part-time Library Clerk position and hired Bailey Darling. This round of interviews included folks at the end of the current Library Clerk list. Civil Service will be holding another test in January. I also learned from Civil Service that the list for the Library Assistant has expired. They will be holding another test for this title in January as well. We can appoint someone provisionally now, but they will need to take and pass the test, and be reachable once it is scored in 2020.

In other personnel news, in October I announced my resignation as Director. In working with the Board, we've determined my last day will be December 7, 2019. Our team has accomplished a lot in the last 21+ years and it is time for new leadership to move the Library forward. The Board will be appointing an Interim Director while conducting a search. The goal is to have a new Director in place by spring.

### Meetings

- October 1<sup>st</sup>
  - Colonie Mechanical
  - 2) Mike Frank
  - 3) Carolyn Siarkowski, Friends booksale
- October 2<sup>nd</sup>
  - 1) MVLS Communications Committee meeting
  - 2) Chris Hopf, UW Marx
  - 3) Proctor
- October 3<sup>rd</sup>
  - 1) Mark Yost, Fulton County Highways and Facilities
  - 2) Mike Frank
- October 4<sup>th</sup>
  - Policy Committee meeting
- October 7<sup>th</sup>
  - PR Committee meeting
- October 8<sup>th</sup>
  - 1) Interview
  - 2) Craig Clark

October 9<sup>th</sup> Building Committee meeting  
October 10<sup>th</sup> Personnel Committee meeting  
October 15<sup>th</sup> 1) Lisa Hayes  
2) Board of Trustees meeting  
October 16<sup>th</sup> Mark Yost, Fulton County Highways and Facilities  
October 17<sup>th</sup> Proctor  
October 22<sup>nd</sup> Meerkat Pest Control  
October 23<sup>rd</sup> 1) Laura Neelan, DPW  
2) Jean LaPorta, Friends  
October 29<sup>th</sup> Lisa Hayes and Rebecca Elder  
October 30<sup>th</sup> 1) Mike Frank  
2) Craig Clark  
3) Lisa Buggeln and Betsy Batchelor  
4) Nicole Hauser  
5) Craig Clark  
6) Special Board of Trustees meeting



## Gloversville Public Library

Children's Room Report: October 2019

Sally Fancher – Head of Children's Services

One year into our new building and we seem to be settling in very well. Our new space has been well received by the community, especially the Youth Center and the elevator access to all levels of the building.

Themed story time continues with an early literacy and STEAM based curriculum, and the kids and families are having a great time!

Tweens Craft time has restarted and we hope to have a nice following like did last year. The older kids want to have projects that are more age appropriate and they are willing to try new things.

Teens -eye roll and sigh- There are some great kids in this area, with great behaviors and parents that expect them to behave properly in public. There are also some great kids who do not have the support structure at home that instills respect of themselves and others. We get a mix of both, and unfortunately, the former is intimidated by the latter, and we have problems in the Teen Room. The staff in the Youth Center is constantly on watch and working to acknowledge appropriate behavior and eject those who do not comply with basic library rules. It is a process and there are no easy answers, or quick fixes. The extra effort on the part of the staff is making a difference.

October 12 was the "Glove Design" winner announcement and celebration at the Fulton County Museum. The Winner is Nora Meyer and runners up with equal number of votes are: Kendra Stevens and Cabella VanNostrand-Pratt. There were at least 25 people at the Museum to celebrate with the winners. This was one of several successful partnerships with the Fulton County Museum. Our next will be a special event on December 7. The Library will be represented and facilitate a Victorian ornament making program. We also will have our first collaboration with the Gloversville Recreation Commission for Polar Express Day, at the Library on December 14.

The CDCCC has changed its name to "Brightside Up" and continues to bring early literacy events to our Library. October 18 was "A Pair of Socks" story time, with three pre-k families in attendance. They all had fun painting with socks as brushes! This program, which incorporated early literacy activities, could not have been accomplished without our new Activity Room.

We have ordered World Book Encyclopedia 2020 in keeping with the idea that our reference materials should be no older than 5 years. We waited until October in order to receive a free reference set for our juvenile biographies. Yes, the reference materials are being used. Many families use them for school projects, and patrons also want to access the information and great illustrations.

Due to the overwhelming number of teens who do not have Library cards, we have also added an "anonymous borrower" collection in the Teen Room. There are approximately 12 books that have been donated with the instructions to "use as we see fit, but do not sell". These have now been marked with a specific spine sticker, and anyone may take one home, no card or check-out needed. We have asked that the kids leave a checkmark by the titles of those they borrow, so that we may keep track of circulation and genre popularity. When they are returned, they go back in the Teen Room on the designated shelf.

Linda Conroy and Sonny Duross are also developing a new event - keep your eyes open!



Statistics for October 2019 are as follows (figures in parentheses are comparable figures for 2018)

\*\* The library was closed from October 14, 2018, through November 4, 2018, when we moved from the temporary location back to the newly renovated library.

This resulted in lower figures for October 2018, making the comparison for October 2018 to October 2019 skewed.

	<b>2019</b>	<b>2018</b>
<b>VISITORS</b>	<b>6,697</b>	<b>(4,009)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,868	(806)
Teen Circulation	165	(59)
Juvenile Circulation	1,144	(356)
Audiobooks	418	(191)
eBooks	571	(411)
Music	22	(14)
Periodicals	59	(18)
Videos	1,824	(583)
Museum Passes	3	(2)
Subtotal	<b>6,074</b>	<b>(2,440)</b>
In-House Use		
Adult	16	(19)
Juvenile	48	(31)
Other Materials	1,359	(545)
Subtotal	1,423	(595)
<b>Total Circulation</b>	<b>7,497</b>	<b>(3,035)</b>
<b>REFERENCE QUESTIONS</b>	<b>170</b>	<b>(65)</b>
<b>MEETINGS/PROGRAMS/OUTREACH</b>		
79 Adult programs and meetings with 640 people		(19 Adult programs and meetings with 355 people)
22 Juvenile programs and meetings with 152 people		(3 Juvenile programs and meetings with 39 people)
8 Teen programs and meetings with 34 people		(0 Teen programs and meetings with 0 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	781	(136)
Material Loaned	755	(367)
Total	<b>1,536</b>	<b>(503)</b>
<b>COMPUTER USAGE</b>	<b>1,867</b>	<b>(1,352)</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 August, September and October 2019 are as follows:

	<b>August</b>	<b>September</b>	<b>October</b>
<b>VISITORS</b>	6,425	5,760	6,697
<b>CIRCULATION</b>			
Adult Circulation	1,997	1,770	1,868
Teen Circulation	234	186	165
Juvenile Circulation	1,390	1,094	1,144
Audiobooks	351	335	418
eBooks	561	521	571
Music	44	59	22
Periodicals	55	86	59
Videos	1,641	1,610	1,824
Museum Passes	5	3	3
Subtotal	6,278	5,664	6,074
In-House Use			
Adult	31	20	16
Juvenile	55	50	48
Other Materials	1,183	1,215	1,359
Subtotal	1,269	1,285	1,423
<b>Total Circulation</b>	<b>7,547</b>	<b>6,949</b>	<b>7,497</b>

<b>REFERENCE QUESTIONS</b>	301	308	170
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#### MEETINGS/PROGRAMS/OUTREACH

**August** 76 Adult programs and meetings with 421 people  
 19 Juvenile programs and meetings with 452 people  
 0 Teen programs and meetings with 0 people

**September** 73 Adult programs and meetings with 421 people  
 10 Juvenile programs and meetings with 125 people  
 0 Teen programs and meetings with 0 people

**October** 79 Adult programs and meetings with 640 people  
 22 Juvenile programs and meetings with 152 people  
 8 Teen programs and meetings with 34 people

#### INTERLIBRARY LOAN

Material Borrowed	722	708	781
Material Loaned	768	736	755
Total	1,490	1,444	1,536

<b>COMPUTER USAGE</b>	2,147	1,751	1,867
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#### \*HISTORICAL ROOM (in storage while in temporary location)

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

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

## November Building Committee Report

1. Meerkat Pest control began installation of the pigeon netting and other items on Monday, November 4 and wrapped up on November 11th.
2. We are a go with Evapco for the chiller and heating loop testing for 3 years. They also completed the October service on the chiller.
3. I received the manual for the chiller unit, but Evapco does not provide winterizing or start up services. We need to find a local contractor. We will probably need an RFP if we think it is beyond our ability to perform in-house.
4. We have an issue with scapping on the west door of the elevator. I put in a service call.
5. We have another service contract to review: the software for the HVAC system with PASCO. Another \$4,755.
6. I met last week with a contractor about stone for the drip edge. Waiting for an estimate.
7. Carpet installer stopped to check on the spots in the carpet. The GC put down sticky plastic sheets to protect the carpet during construction and he believes the residue is pulling dirt off of patrons' shoes. There is a way to clean it and he will have someone from the retailer call me to talk about the proper dry system to clean it.
8. No word from the landscaper. I sent an email pushing it to the spring at this point.
9. I spoke to Steve Smith's office to get moving on the re-bidding of the parking lot before Christmas. Project start date would be 4/16/20 and the end date would be 6/19/20.



ARTICLE I  
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II  
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:
  - ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.
  - ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.

Section 5: In the event of conflict of interest, a Board member will abstain from voting.

Section 6: In the event of a Trustee’s resignation, dismissal, death, or inability to serve, a successor shall be selected by a vote of the Board. [President may appoint a special committee to present a recommendation to the Board for approval.](#) The newly appointed trustee will serve until the next library election at which time the position will be up for election for the remainder of the term of office of the vacant position. If an election is held to fill a seat for a full five-year term in addition to a seat for an unexpired term of less than five years, the candidate with the greatest number of votes will fill the full term seat, the candidate with the next highest number of votes will receive the shorter term seat.

ARTICLE III  
Officers

- Section 1: The officers of the Library Board of Trustees shall be as follows:
  - A President
  - A Vice-President
  - A Vice-President for Finance
  - A Secretary



The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office, ~~the ad committee shall recommend and~~ the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV  
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V  
Meetings

Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board’s newspaper of notice.

Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization



Meeting and may be renewed annually.

Section 3: Regular meetings shall be held the third Tuesday of the month.

Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.

Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

ARTICLE VI  
Committees

~~Section 1: Standing Committees—Members of Standing Committees shall be appointed by the President at the Organization Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually.~~

~~A. The Executive Committee shall be comprised of all officers of the Board of Trustees.~~

~~B. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.~~

~~C. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.~~

~~D. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.~~

~~E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.~~

~~F. The PR Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.~~

~~Section 2: Ad Hoc Committees—The President of the Board may appoint special committees.~~

## ARTICLE VI Committees

Section 1: **Committees of the Board** – Members of **Committees of the Board** shall be appointed by the President at the Organization Meeting. Members of committees **MUST** be members of the Board. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually. **The President may appoint additional committees as needed.**

A. The Executive Committee shall be comprised of all officers of the Board of Trustees.

Section 2: **Committees of the Corporation** – Members of **Committees of the Corporation** shall be appointed by the President at the Organizational Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. Actions and decisions by **Committees of the Corporation cannot bind the board, unless stated in these By-laws.** A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually. **The President may appoint additional committees as needed.**

A. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.

B. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.

C. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.

D. **The Policy Committee shall have a minimum of two Board members and shall regularly review the Library's By-laws and existing policies and recommend changes as necessary, develop new policies as situations require, and seek the input of the other board committees on policies that cover the subject of those committee assignments.**

E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.

F. **The PR Committee shall have a minimum of two Board members and shall work with the Board's Committees, Director and staff to promote effective two-way communication with the Library's stakeholders to build understanding of the Library's mission and goals.**

- G. Outreach Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services by attending community events.

#### ARTICLE VII Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

#### ARTICLE VIII Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library's bills and payroll, and completing NYS, Federal and additional financial reports.

~~All checks must be co-signed by an Officer of the Board and the Treasurer.~~

All checks must be co-signed. Eligible signatories are Officers of the Board and the Treasurer.

Section 2 The Board of Trustees may utilize the position of Claims Auditor to certify claims for payment.

A Claims Auditor, who is not a member of the Board, may be appointed by the Board of Trustees. The Claims Auditor will not receive compensation.





The Claims Auditor shall review claims presented for payment, certify that each claim presented for payment was audited and payment is authorized, and work with the Treasurer to prepare a list of warrants for presentation to the Board at its monthly meeting.

See the Claims Audit Policy for more details.

Amendments

Section 1 Amendments to these By-Laws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

- Adopted: December 20, 2005
- Revised: April 18, 2006
- Revised: June 19, 2007
- Revised: October 19, 2010
- Revised: October 16, 2012
- Revised: November 19, 2013
- Revised: December 2014
- Revised: [December 2019](#)

To obtain a Gloversville Public Library card, anyone 18 or older must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

To obtain a card for juvenile patrons, those ages ~~5-13~~ 5-12 or in kindergarten, and for teen patrons, those ages 14-13 - 17, a parent, guardian, or care-giver is required to come into the library with identification and complete an application for the minor.

Applications must be filled out at the Library.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a patron can not have any outstanding debt as defined by the Fee and Charges Appendix.

### **Borrowing Limits**

New adult and teen patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 5 DVDs. After 3 months, adult and teen cardholders may borrow a maximum of 25 items, which includes a maximum of 5 DVDs.

Patrons with a juvenile card may borrow a maximum of 7 books from either department. Juvenile patrons may not borrow audio-visual items. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

### **Loan Periods**

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books  
2 weeks: New adult fiction and magazines  
1 week: DVDs

Loan periods for eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

### **Fees**

The Gloversville Public Library charges a fee for late, lost and/or damaged materials. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. This includes a non-refundable processing fee.

### **CONFIDENTIALITY**

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy

applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

When the Library Director receives any law-enforcement request for patron information the Director will consult with the Mohawk Valley Library System, Joint Automation and the Library's attorney. The Director will also keep the Board of Trustees informed. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Revised October 2016

Revised November 21, 2017

Revised November 2019

### Outstanding Debt

Any adult or teen card with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges at the Gloversville Public Library suspended until the account is brought below those monetary thresholds.

### Lost and Stolen Cards

The initial card is free. Replacement cards will cost \$1.00 for adults and teens, and \$.50 for children.

### Overdue Notices and Bills

When an item is one (1) week overdue, the patron will receive a reminder phone call or an email. When an item is two (2) weeks overdue, the patron will receive a second reminder phone call or an email. When an item is four (4) weeks overdue the patron will receive a bill. The computer automatically tallies fines based on the patron's patron class (Adult, Teen, Juvenile) and the number of days an item is overdue. After six (6) weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A non-refundable processing fee of \$10 will be added to all accounts in collection.

### Fines and Lost Item Charges

Adults and teens are charged 20¢ per day with a maximum fine of \$5.00 per item. Adult and teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

### Replacement Fee

An item that is overdue 4 weeks is considered lost. Patrons will automatically be charged a replacement fee for lost items. The replacement fee is the price listed by the circulation system for that item.

If a lost Gloversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived, but the overdue fine will stand. If a lost Gloversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee only, the overdue fine will stand.

Any audio-visual item missing a disc is considered damaged.

A patron may only provide a replacement item in lieu of paying the replacement fee for an item owned by the Gloversville Public Library if the replacement is in very good condition, the same title, of the same format (hardcover for hardcover, paperback for paperback, DVD for DVD, etc.) and equivalent edition. (5th ed., extended version, bonus disc, etc.)

Items borrowed from other libraries will have fees assessed by the library that owns the item.

### Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed.

If an item is damaged and can be repaired to a condition that makes it suitable for circulation, the following fees will be assessed:

- Books - a fee equal to 25% of the book's replacement value will be charged.
- DVD cases/covers - a \$3 fee will be charged.
- Audiobook cases - a \$5 fee will be charged.
- Replacement audiobook discs - an \$8 fee per disc will be charged. If replacement discs can not be purchased, the item can not be repaired to a condition that makes it suitable for circulation and whole item is considered damaged beyond repair.

## Damaged Materials continued

- If an item is damaged and can not be repaired to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Items borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the library that owns the item.
- A damaged item will be held for **30** days for a patron to examine its condition.

## NY CLS CPLR § 4509 (2001) § 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

In order to protect the health and welfare of all the residents of our community, Gloversville Public Library prohibits the use of all tobacco products on all grounds.

Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; Public Health Law §1399-o section 6.

This policy applies to all persons that utilize Gloversville Public Library. Individuals who refuse to comply with the policy may be asked to leave the premises.

#### Procedures

- Tobacco-Free signs will be posted in entryway areas covered by this policy.
- To educate the community, Gloversville Public Library will be designated as tobacco-free in all informational brochures and advertisements.
- Facility will be responsible for enforcing the policy.

Adopted October 18, 2011 by the Board of Trustees of the Gloversville Public Library

Reviewed September 2017

Revised December 2019

Notices must deal with literary, educational, philosophic, or **community civic** events in the Gloversville, Fulton County, or Mohawk Valley area.

Notices must be neat and not larger than 17 inches by 23 inches.

Notices for informational political events such as debates and lectures may be posted.

Notices for political candidates, parties, and issues will not be posted.

Notices of ~~church services, private instructional courses~~, commercial ventures **and** events will not be posted.

If the bulletin board is crowded, the Library staff reserves the right to select notices for events with the widest appeal.

All notices must be left at the Library's circulation desk for Library approval.

Library staff will place and remove postings.

Notices will not be returned after posting.

Limited space generally allows for only short-term notices.

Final approval authority rests with the Director. Complaints should be in writing and directed to the Library Director and/or the Board of Trustees.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library  
Reviewed September 2017  
Revised December 2019