



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
November 19, 2019**

The Gloversville Public Library Board of Trustees held a meeting on November 19, 2019 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Mr. Mike Frank, Ms. Merry Dunn-Brown, Mr. Charles "Ren" Reed, Ms. Barbara Madonna, Library Director, Mr. Richard Carlson, Mr. Christian Rohrs, Mr. Gregory Niforos, Mr. Frank Carangelo, Mr. Craig Clark, Mrs. Jean LaPorta, Mr. John Blackmon, Ms. Nicole Hauser.

Mr. Clark called the meeting to order, and a special resolution acknowledging Mr. Frank's thirty years of service was recited. The board broke for recess to celebrate at 6:38 PM and resumed the meeting at 6:56 PM.

Mr. Clark asked if there were any public comment. Mr. John Blackmon commented about the departure of Ms. Barbara Madonna. Ms. Jean LaPorta announced, on behalf of the Friends, they had reluctantly accepted her letter of resignation.

Mr. Clark asked for a motion to accept the minutes for October. Mrs. Pesses motioned, with a second by Ms. Dunn-Brown. Additionally, Mr. Clark asked for a motion to approve minutes for the special meetings held in October and November, and Mrs. Pesses motioned, with a second motion made by Mr. Reed.

Mr. Clark asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$22,600 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$65,000. This was partially offset by the Friends of the Library giving their \$10,000 for the current year's budget earlier than last year and the \$30,000 increase in the Tax Levy over last year. In the prior fiscal year, the Foundation gave the Library \$64,000 which has not been budgeted for in this fiscal year. Expenses for the year-to-date period of 2019 are up approximately \$47,400 due to higher salaries and salary related benefits, higher Insurance Expense and Utility Expense of approximately \$6,000 which the Library did not have in the prior year due to construction. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses 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 November 2019 numbered 1929 through 1953 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. Carlson, 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 delivered an update from the Friends of the Library, during which she thanked the Board for all the help with fundraising this year. The book sale in October raised \$1,300. Books that were not sold will be picked up by Discovery Books which takes discarded books, etc. This will free up space in the Friends Storage Room which will help with reorganization. It is requested that more shelving be installed in the Friends Room to help with organization efforts. The Basket Raffle raised nearly \$1,759.00 in funds. Ms. LaPorta was very appreciative for all who donated a basket to the effort, including the basket donated by the Trustees. The September barbecue raised just over \$800.00 in funds. There will be another fundraiser held at the Colonial Little Theatre in April, 2020 for which Ms. LaPorta requests as much help as possible. Friends Week was a success as they were able to provide thanks and goodies to staff. On Monday, Dec. 2nd, Peck's Florist will be at the library to decorate, and members of the Friends will work to decorate the tree.

When asked for an update for the Foundation, Ms. Pesses noted that they did not have a meeting; however, the Foundation will be holding an appeal to nearly 387 local donors. Additionally, a letter has been issued soliciting donations from the community. Letters will be

sent to all who had previously donated to the capital campaign. All appeals are different from the Capital Campaign.

Mr. Carangelo delivered the monthly report from the Buildings and Grounds Committee. The pigeon netting has been installed over the front entrance. The B&G committee will review the service contract with PASCO to service the software that controls the heating and cooling of the building. Barbara has met with a local contractor re: supplying loose gravel along the building and with storm drains. Regarding the noise about the air conditioning system in the building, a representative from the company suggests the sound can vibrate off hard, metallic surfaces in the unit. There isn't much that can be done; however, quick fixes like installation of acoustic panels, for example, can help reduce the noise created by these units. Other quick fixes include hanging a curtain or a moving blanket to help reduce the noise. Ms. Madonna also noted that the parking lot bid should be out before the 1st of the year: putting it out to bid with a walkthrough meeting December 4th at 2 PM (optional meeting), the bid opening on December 19th at 2PM at Steve Smith's, Project Date: April 16th, 2020, Substantial completion June 19th, 2020. This includes a retaining wall, paving, new electric service, and three light poles. Ms. Shrader inquired if new curbing would be necessary; however, Ms. Madonna noted that the curb cut is already there, and may not be necessary for next to the side of the building. Mr. Carlson requested to take a closer look at the plans. Motion to approve those dates: TABLED. Also, Ms. Madonna noted that the county has opened bidding for the probation building on January 15th at 2PM. Also, Ms. Madonna noted that the basement got flooded from the water in the pipes to the chiller. The water flooded the gravel, and subsequently flooded the alcove to the Friends room. The fire department was called, and Mazzone and Chris Hopf reviewed the plans to inspect how the water got in.

The Ad Hoc Policy committee presented the second reading of a minor change to the Patron Borrowing Policy. After discussion, Mr. Niforos motioned to pass the revision, with a second motion made by Ms. Dunn-Brown. The Ad Hoc Policy committee also reviewed the changes to the Bylaws, Tobacco Use Policy and Public Notice Policy. The second reading of those will occur in December.

Ms. Dunn-Brown provided an update for the Outreach Committee. Ms. Robin Lair attended the Fall Fest at FMCC and Johnstown Retired Teachers took a tour of the library hosted by Ms. Betsy Batchellor and Mr. Reed. The Outreach Committee will be present at the Soroptimist Craft Fair. There will be a tote bag raffle and new ChapSticks are on the way. Next meeting will be in January.

Personnel met to discuss job description of Library Director. Mr. Clark inquired the comparison of the old job description to Civil Service requirements and job description. Ms. Madonna noted there is a little more oversight than action in the job description, therefore providing more supervisory requirements. The only part of the description that is different from the original job description was "original cataloguing"--a practice that is no longer in effect.

Mr. Reed noted that the Program Committee had not met; however, Ms. Madonna mentioned that there will be another Adult Open Craft Lab on December 7th. On December 14th, the Polar Express Event will be hosted in the Activity Room; Cocoa and Cookies will be served. Annual Jolly Readers Tea will be at 1PM on Sunday, December 15th.

Ms. Madonna delivered the Director's Report. More youth patrons were banned from the library today. However, on a positive note, a student who was banned came and apologized for misbehaving and was let back into the library. A local authors' event put on by the Library produced a lot of positive feedback heard by various members of the board.

During the President's Report, Mr. Clark requested to go into executive session. Mrs. Pesses made a motion, and Ms. Dunn-Brown made a second motion, and the board went into executive session at 8:29 PM. At 8:58, Ms. Pesses motioned to exit executive session, followed with a second motion made by Mr. Niforos.

Upon resuming the regular board meeting, Mr. Clark announced a resolution to accept the resignation of Library Director Barbara Madonna. She was recognized for her 21 years of service at the library, and it was widely noted how her efforts have shaped the library and its importance to the community. Ms. Pesses made a motion to accept, followed with a second motion made by Mr. Rohrs. The board approved with "aye".

Mr. Clark announced a resolution to appoint Ms. Nicole Hauser as interim director. Mr. Rohrs made a motion to accept, and Mr. Niforos provided a second motion. Again, the board unanimously voted in favor with "aye".

Mr. Clark requested a motion to adjourn. Mr. Reed made a motion to adjourn, and Mrs. Pesses made a second motion, and the November meeting adjourned at 9:14 PM.

Respectfully submitted,

Christian Rohrs, Secretary