



Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting

November 17, 2020

The Gloversville Public Library Board of Trustees held a meeting on November 17, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles “Ren” Reed, Director Valerie Acklin, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Gregory Niforos, Richard Carlson, Caren Pepper, John Mazur, and *The Leader-Herald* Reporter Ashley Onyon.

Valerie Acklin
Library Director

Mr. Reed called the meeting to order at 6:34 PM.

Mr. Reed asked if there was any public comment. Hearing none, Mr. Reed asked for a motion to approve the October meeting minutes. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. Mr. Reed asked if there was any discussion. Hearing none, the board approved with “aye.”

2020-2021
Board of Trustees

Mr. Reed asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2020. Mr. Frank informed the Trustees that our income for the period was virtually unchanged from the prior year. The receipt of \$20,449 this year has basically offset the decline in investment income, the decline in government affiliation income, the decline in fines and miscellaneous income, as well as the fact that the Friends of the Library have not given us their support check yet. Mr. Frank also informed the Trustees that we received our tax levy check from the Gloversville Enlarged School District in October. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$16,300 over last year, due primarily to the new maintenance contracts this year that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Rohrs made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting “aye.”

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Frank distributed the Warrants list for November 2020 numbered 2208 through 2230, 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 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.”

Mr. Reed asked for an update from the Budget and Finance Committee. Mr. Niforos reported that the committee met on November 10th in the Carnegie Room for preliminary 2021-2022 budget planning. The committee discussed staffing and wage increases. They also discussed the feasibility of adding one full-time employee (or part-time equivalent) to be in compliance for a \$500,000 ESD grant. It was determined economically prudent to add \$30,000 to the budget for such a position.

Mr. Reed requested the following resolution be passed by the board regarding the tax levy: RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Gloversville Public Library overrides, for the 2021-2022 fiscal year, the tax levy limit imposed by Municipal Law § 3-c(3). Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. The board voted all in favor with “aye.”

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. La Porta, who was unable to attend. Mrs. La Porta indicated that Friends' Week (October 18-24) was a very eventful week. The gift basket raffle was conducted outside the library on October 23, with the help of library staff members Valerie Acklin and Sonny Dross. Not only were the Friends able to enjoy a beautiful fall afternoon outside, but Sonny volunteered to join in as emcee, making the event very enjoyable. He also made a video of the drawing and it is available on the Library's Facebook page. Turnout for ticket sales was excellent and the Friends were very happy with the results. Thank you also to Nancy Krawczeski, who chaired this event, and to Richard Stack and Barbara Reppenhagen, for participating in the event.

In addition, staff recognition is one of the Friends' favorite activities during the week. Each staff member receives a gift from the Friends and patrons are encouraged to leave one small gift for staff to enjoy, to be left at the front. In addition, the first baby born at NLH during Friends' Week also received a basket of baby items donated by many of the Friends. Items included several books, baby clothes, and toys. Because of Covid-19 the hospital staff actually delivered the basket, as visitors are still restricted. Plans are being made for decorating the library for the holiday season and decorating will be done on November 30th. Friends of the Library membership renewal is still ongoing and Friends are encouraged to renew their membership at this time. Lastly, articles for the December issue of the newsletter have been submitted to Editor Jennifer Wojeski and the Friends should anticipate a copy in the coming weeks. Mr. Reed offered thanks for the great work the Friends do, not only for the Library, but the community.

Mr. Reed asked for an update from the Foundation. There was no meeting yet; however, they are waiting on Jay Wood.

Mr. Reed asked for an update from the Buildings and Grounds Committee. Mr. Carlson indicated they had met last Wednesday and did not discuss any major issues. The library is set with snow plowing.

Mr. Reed asked for an update from the Outreach Committee. Ms. Dunn-Brown indicated there is no report and they have been unable to meet due to the present health crisis.

Mr. Reed asked for a report from the Personnel Committee. The employee evaluation form was discussed. Employment requirements were also discussed regarding preexisting grant requirements; however, the Civil Service process and subsequent obstacles were mentioned. Therefore, to maintain grant status recognition, Mr. Reed asked for a motion to create two part-time library clerk positions, with the minimum work expectancy of 17.5 hours per week. Mr. Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Mrs. Pesses delivered the Policy Committee report. A second reading of the Social Justice Policy, Responsibility for Library Operations Policy, and Library Minimum Staff Requirement Policy was conducted. Mr. Reed asked for a motion to accept the aforementioned policies. Ms. Pepper made a motion, with a second motion made by Mr. Carlson. The board approved with a vote of "aye."

Mr. Reed asked for an update from the Program Committee. Ms. Acklin reported that virtual programming is going well. Sonny and Darla have often been garnering hundreds of views on Facebook for the Story Time program.

Ms. Acklin delivered the Director's Report. It was mentioned that she and Nicole Hauser have been sorting the nonfiction section and discarding outdated titles. Physical aspects of the building are going well and the elevator has been inspected. Also, due to COVID-19, MERV 13 filters have been purchased for HVAC units.

In his President's Report, Mr. Reed requested that, for the sake of the staff's health and safety, committee meetings be held virtually, as well as board meetings.

Mr. Reed asked if there was any new business. A motion was made to appoint Mr. John Mazur to the Board of Trustees to fill the vacant seat until the end of June. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. With great enthusiasm, the board approved with "aye."

At 8:09 PM, Mr. Reed asked for a motion to enter Executive Session. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper.

At 8:17 PM, Mr. Reed asked for a motion to leave Executive Session. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader.

At 8:18 PM, Mr. Reed asked for a motion to adjourn. Mr. Carlson made a motion, with a second motion made by Mr. Rohrs.

Respectfully submitted,

Christian W. Rohrs