



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
October 15, 2019 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the September 2019 meeting
2. Treasurer's Report
2018-19 annual report
990 Tax Return
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
Patron Borrowing Policy 1st reading
Sexual Harassment Policy 2nd reading
Harassment Policy 2nd reading
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
Friends group webinar 9/25/2019 2-3pm
13. President's Report
14. Old Business
15. New Business
16. Executive session
17. Adjourn

Next Meeting: October 15, 2019 at 6:30 pm



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 17, 2019

The Gloversville Public Library Board of Trustees held a meeting on September 17th, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078 at 6:41 PM and adjourned at 8:27 PM. Present were Mr. Frank Carangelo, Mr. Ren Reed, Mrs. Christine Pesses, Mr. Richard Carlson, Mr. Craig Clark, Mr. Greg Niforos, Mr. Christian Rohrs, Ms. Merry Brown, and Mrs. Sue Schrader. Also in attendance were Director Barbara Madonna, Financial Secretary Michael Frank, Claims Auditor John Blackmon, Friends President Jean Laporta, and Assistant Librarian Nicole Hauser.

Barbara Madonna
Library Director

Mr. Clark called the regular September meeting to order. There was no public comment. Mr. Carlson read his Oath of Office as a new GPL Board of Trustee. Mr. Ren Reed motioned to accept the minutes from the August meeting, Mrs. Pesses provided a second motion. This was approved with all voting aye.

2019-2020
Board of Trustees

Mr. Clark asked Mr. Frank to review the Financial Report for the two-month period ending August 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$53,900 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$64,000. This was partially offset by the Friends of the Library giving their \$10,000 for the current year's budget earlier than last year. 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 \$25,500 due to higher salaries and salary related benefits and higher Insurance Expense. The Baker and Taylor book lease was also renewed earlier this year, though at a lower fee, which resulted in the book expense item being higher this month as compared to August of last year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Schrader, to accept the Financial Report as presented. This 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. Frank distributed the Warrants list for September 2019 numbered 1875 through 1899 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. Clark, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta provided an update from the Friends of the Library. There will be a barbecue at Whitey's from 4-7 on 9/20/2019. Approximately 22 baskets are available for the Friends Fundraiser in the library. The drawing is the 26th of October. Friends Week is upcoming and a basket for first baby born during Friends Week and a Book Drawing will be available. Ms. LaPorta distributed a "thank you" card to the Board for donating a basket for the fundraiser. Mr. Clark read the thank you card to the board which stated their appreciation for the board's donation of a basket to the fundraiser. She also provided Ms. Pesses a "thank you" card for her years of service while acting as Board President. Friends Book Sale will be Thursday 10/3 4-6, Friday 10/4 10-6, and Saturday 10/5 10-2. Thursday is a \$1 at the door.

When asked for an update from the Foundation, Mr. Frank noted that no meeting occurred for the Foundation.

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Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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Mr. Carangelo provided an update from the Buildings and Grounds committee. He noted that the handicap accessibility button has been fixed. Also, the gravel on the Fulton Street side will not be replenished by the general contractor. A lock on the storage room has been catching, and the condensate reservoir overflowed in the mechanical room. Mazone replaced the reservoir with two new reservoirs for the boilers. Ms. Madonna reached out to Pasco, the HVAC software engineer to adjust the settings on the blowers for the Carnegie, Large and Small meeting rooms. Representative from Pasco said this cannot be done, according to Ms. Madonna, and the issue has been referred back to the engineers. The chiller has to be checked every month to ensure the pH is at a certain range; therefore, the B&G committee is working to establish a contract with EvapCo to ensure this is monitored. Custodian George has been spreading mulch where needed and he will be building a Rubbermaid style shed to store necessities. Our landscaper will be in to check on dead and dying plants and explore options to remove them. Mr. Reed asked if the B&G committee is interested in planting something else other than grass on the south side. The site contractor from Bunkhoff visited the library to remedy an issue around the northeast cache basin. Although the drain area is in need of new stone, the subcontractor covered that area with wood chips, which is a concern because the wood chips will fall into the catch basin. There are requests for proposals for winter plowing and it is advertised on the website, in *The Leader Herald*, and *The Fulton County Express* as well as on Facebook, the Library's website and letters have been sent out to area snow removal companies. The estimate on the pest control netting for the front of the building has not been returned. Also, the library has not received any bids on expanding the parking lot. Ms. Madonna has reached out to architects and attorneys to see if there is any recourse for expansion of the parking lot.

Mrs. Pesses provided updates from the Ad Hoc policy committee. She presented the Sexual Harassment policy for the 1st Reading. She stated this was written based on what is required from the state. Ms. Pesses also explained that both Harassment policy and appendix (i.e. definition of harassment from the State Department of Labor) needed to be amended to remove sexual harassment from that policy. Included in the policy are avenues by which victims of alleged harassment should take to report. Therefore, added to this policy will be a harassment complaint form and a sexual harassment complaint form.

Additionally, Mrs. Pesses provided an update on the Patron Borrowing Policy 2nd Reading. Mr. Clark noted that the Finance Committee is working on a policy to limit the amount of fund balance used on an annual balance in lieu of the Foundation's support; therefore, the fines lost due to passing this policy would tap into the fund balance, therefore this is money that the library cannot afford to lose. Ms. Madonna has noted that once the \$3.00 limit to fines is maxed, patrons lose access to other services to the library such as computer usage, printing, etc. Mr. Reed proposes that the Budget committee should take the time to collect more data before the budget proposal is presented in February. Mr. Clark also noted the policy worked on with the Finance Committee will include everything; however, it is really dependent upon the material lost. Ultimately, the financial impact on the building and the budget has yet to be determined. Mr. Clark motioned to table the discussion, seconded by Mr. Reed; however, continued discussion included Ms. Madonna's suggestion to other changes for the policy. Therefore, Mr. Clark rescinded his motion to table the discussion. The board unanimously voted down tabling the discussion of changing the policy with the intention that discussion of borrowing policy will be revisited.

Ms. Dunn-Brown reported on the Outreach Committee. Mr. Reed and Ms. Polly Hoyer visited the Senior Citizen Center. Ms. Pesses is continuing to offer tours of the library. Sally Fancher attended the elementary school open houses and Mr. Rohrs set up an advocacy table at the GMS Open House. Upcoming events: Bacon Jam, downtown Gloversville, September 28th 2:15-7:15; Fall Fest at Rail Station Park, October 12th 11:30 (Columbus Day Weekend); October 10th FMCC Community Resource Event; Oct. 21st Sunny and Pearl Concert (combined with Friends and Advocacy); Soroptimist Craft Fair 11/24 at GMS. September is Get a Library Card Month. At the end of the month, Nicole will draw the names of one adult and one child and will win a gift bag of prizes. Names will be drawn from adults and children who sign up for a library card during the last 12 months. Prizes include library supplies and ice cream tickets from Stewart's.

Mrs. Madonna provided an update from the Personnel Committee. She noted that there will be an interview for a part time library clerk on Thursday. Ms. Schrader is working toward setting up a personnel committee meeting.

Mr. Reed presented the notes from the Program Committee meeting from August 2019, during which he presented the Service and Sustainability Goals.

In her Director's report, Ms. Madonna provided an update regarding the Local History Room. She had a meeting with DHPSNY, noting that this will be a long term project. DHPSNY's first suggestion is that a mission statement should be established for the purpose of the Local History Room. With that, a committee needs to evaluate needs for the room including but not limited to usage, materials, resources, staff, etc. Also, exactly *how much* local material (books, etc.) should be included? Mr. Reed made a motion to create a Local History Room Ad Hoc Committee. Mr. Rohrs seconded it. Mr. Reed explained it to be created committee with up to three board members, up to four non-board community members. The board voted unanimously in favor of establishing this committee with "aye". Additionally, Ms. Madonna discussed the Friends of the Library webinar. This webinar works to see how to attract more Friends to the library, how to gain more volunteers, working with the Friends, getting use for the group, etc. Ms. Pesses asked how to access the webinar. Ms. Madonna noted that board members can attend the Webinar with her during the offered time.

Ms. Pesses updated work on the former board members' photographs that she and Mr. Reed had been working on. She has dropped some frames to the Micropolis Gallery and some to a framer in Canajoharie to see if there is interest by artists to purchase them. Due to cost, it has been determined that work to repackage these portraits has been tabled; however, portraits are safe and secure.

At the conclusion of the meeting, Mr. Rohrs motioned to adjourn, seconded by Mrs. Dunn-Brown. The Board of Trustees meeting was adjourned at 8:27 PM.

Respectfully submitted,

Christian Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 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	\$0.00	\$0.00	\$0.00	\$453,695.00
Investment Income	200.00	70.20	270.65	2.87	(70.65)
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	0.00	5,493.68	5,456.01	1,506.32
Fines & Miscellaneous Income	9,000.00	839.67	2,835.29	2,312.13	6,164.71
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>
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>\$909.87</u>	<u>\$18,599.62</u>	<u>\$72,741.01</u>	<u>\$471,295.38</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on September 1, 2019	\$210,810.30				
Plus: Receipts Per Report	909.87				
Less: Capital Expenditures - Furniture	0.00				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>46,633.29</u>				
Income Cash Balance on September 30, 2019	<u><u>165,086.88</u></u>				
Accounts Payable as of 09/30/19	14,349.00				
Prepaid Expenses as of 09/30/19	<u>(352.60)</u>				
Actual Cash Balance on September 30, 2019	<u><u>\$179,083.28</u></u>				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY
OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on September 1, 2019	\$801,966.15
Plus: Receipts:	
Interest on Money Market Account	494.36
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on September 30, 2019	<u><u>\$802,460.51</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2019	\$110,267.74
Plus: Receipts:	
Interest Earned	2.34
Grant Money Received	68,405.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP	<u>298.86</u>
Balance on September 30, 2019	<u><u>\$178,376.22</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on September 1, 2019	\$204.77
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on September 30, 2019	<u><u>\$204.77</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 2019

	<u>Budget July 1, 2019 to June 30, 2020</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$283,378.00	\$ 21,491.54	\$ 64,474.62	\$ 49,599.32	\$218,903.38
Salaries - Part Time Employees	77,177.00	4,938.23	13,987.91	13,576.20	63,189.09
Salaries - Custodians	29,329.00	2,444.10	7,332.30	7,013.76	21,996.70
F I C A & Medicare Tax	29,826.00	2,195.74	6,523.72	5,329.76	23,302.28
Unemployment Insurance	800.00	0.00	193.00	179.00	607.00
Disability & Family Leave Insurance	1,000.00	0.00	473.24	377.73	526.76
Medical Insurance & Reimbursements	48,600.00	4,129.74	14,290.61	9,504.10	34,309.39
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	49.04	0.00	3,950.96
Electricity	20,000.00	2,093.63	4,307.10	0.00	15,692.90
Telephone	6,720.00	546.46	1,614.82	761.96	5,105.18
Insurance	16,300.00	0.00	6,027.02	2,882.40	10,272.98
Books, Periodicals, etc.	46,500.00	3,068.93	13,825.04	16,470.47	32,674.96
Computer & Automation Services	11,400.00	1,249.06	3,102.62	2,650.41	8,297.38
Library, Office Supplies & Postage	9,500.00	430.21	819.94	2,223.22	8,680.06
Maintenance, Repairs & Bldg. Supplies	13,000.00	2,697.45	3,098.27	169.09	9,901.73
Treasurer	8,600.00	750.00	2,150.00	2,150.00	6,450.00
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	0.00	39.44	92.68	3,160.56
Events & Programming	5,500.00	37.01	1,546.68	691.28	3,953.32
Promotion Expense	4,500.00	397.00	756.00	580.49	3,744.00
General Expense	<u>1,300.00</u>	<u>139.67</u>	<u>417.31</u>	<u>413.27</u>	<u>882.69</u>
TOTAL EXPENSE	<u><u>\$665,280.00</u></u>	<u><u>\$46,633.29</u></u>	<u><u>\$148,672.21</u></u>	<u><u>\$118,019.35</u></u>	<u><u>\$516,607.79</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,266.40)	\$1,078.70	FICA & Medicare Expense
			2,187.70	Payroll
6183		Gloversville Public Library	10,876.51	Payroll
6184	1875	Nicole Hauser	451.50	Petty Cash
6185	1876	Michael J. Frank	750.00	Treasurer
6186	1877	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6187	1878	M V P Health Care, Inc.	3,479.34	Medical Insurance
6188	1879	United Health Care	17.40	Medical Insurance
6189	1880	Frontier Communications	546.46	Telephone
6190	1881	Unique Management Services, Inc.	98.45	G/E-Collection Expense
6191	1882	National Grid (2,118.15)	2,093.63	Electricity
			24.52	Natural Gas
6192	1883	The Leader-Herald (438.22)	397.00	Promotion Expense
			41.22	G/E- Bid Adv. Parking Lot
6193	1884	Baker & Taylor Books	1,937.60	Books
6194	1885	Mysteries on Main Street	25.00	Events & Programming
6195	1886	Gloversville True Value Hardware	100.78	Maintenance & Repairs
6196	1887	Commissioner of Finance	35.00	Maintenance & Repairs
6197	1888	Johnstown Public Library	20.87	Fines, etc.
6198	1889	Schenectady County Public Library	29.99	Fines, etc.
6199	1890	Go For It Fitness & Personal Training Studio	30.00	Events & Programming
6200	1891	Derby Office Equipment, Inc.	44.90	Library Supplies
6201	1892	Blackstone Publishing	212.62	A/V - DVDs
6202	1893	Mohawk Valley Library System (1,269.40)	1,229.06	Computer & Automation
			40.34	Library Supplies
6203	1894	Quill Corporation	113.97	Library Supplies
6204	1895	Business Card (641.18)	20.00	Computer & Automation
			(17.99)	Events & Programming
			145.00	Postage
			408.17	A/V - DVDs
			86.00	Library Supplies
6205	1896	Center Point Large Print	51.04	Books
6206	1897	Palmateer Trucking & Container Service	171.00	Maintenance & Repairs
6207	1898	Johnson Controls Fire Protection, LP	2,384.67	Maintenance & Repairs
6208		Gloversville Public Library	11,292.13	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	349.92	Pension - Withholdings
DM		E F T NYS Tax Department	1,075.80	Payroll
DM		E F T United States Treasury (3,372.91)	1,117.04	FICA & Medicare Expense
			2,255.87	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	650.40	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2019	46,670.15	
		PETTY CASH PAID OUTS - SEPTEMBER 2019		
		Books	14.00	
		Maintenance & Repairs	6.00	
		Newspapers (Books)	445.50	
		TOTAL SEPTEMBER 2019 PAID OUTS	<u>\$47,135.65</u>	
		Less: Fines, etc.	(50.86)	
		Less: Petty Cash Check	(451.50)	
		NET TO BALANCE TO EXPENSES	<u>\$46,633.29</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of September 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 September 30, 2019		\$60.47

W G Y CHRISTMAS WISH GRANT

Balance as of September 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 September 30, 2019		\$371.62

ADVOCACY GRANT

Balance as of September 1, 2019		\$1,272.05
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 September 30, 2019		\$1,272.05

WORKFORCE LITERACY GRANT

Balance as of September 1, 2019		\$0.00
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 September 30, 2019		\$0.00

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 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>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at September 30, 2019		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of September 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 September 30, 2019		\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of September 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 September 30, 2019		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
September 30, 2019

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

Balance Per Bank Statement \$ 19,081.90

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	
08/20/19	6177	Johnstown Public Library	10.70	
09/17/19	6186	The Paul Revere Life Insurance Company	278.54	
09/17/19	6188	United Health Care	17.40	
09/17/19	6197	Johnstown Public Library	20.87	
09/17/19	6198	Schenectady County Public Library	29.99	
09/17/19	6206	Palmateer Trucking & Container Service	171.00	
Total Outstanding Checks				<u>5,328.50</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 13,753.40

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

Balance Per Bank Statement \$ 11,156.47

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
09/30/19	5099	Barbara J. Madonna	1,872.59	
09/30/19	5100	Nicole L. Hauser	1,279.70	
09/30/19	5102	Sally A. Fancher	1,135.58	
09/30/19	5103	Linda B. Conroy	1,196.64	
09/30/19	5104	Jameson M. Duross	811.24	
09/30/19	5105	Shari L. Peto	775.15	
09/30/19	5106	George Emden IV	928.70	
09/30/19	5108	Sally L. Ostrander	391.89	
09/30/19	5109	Kathy Van Volkenburg	73.41	
09/30/19	5110	Christine T. Prokopiak	298.66	
09/30/19	5111	Kimberly A. Collar	439.74	
09/30/19	5112	Patricia A. Devereaux	520.60	
09/30/19	5113	Kelly S. Lawlor	432.57	
Total Outstanding Checks				<u>10,156.47</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 \$ 151,288.07

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks		-
BALANCE IN LEDGER AND QUICKBOOKS				<u>\$ 151,288.07</u>

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

Balance Per Bank Statement \$ 802,460.51

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 802,460.51

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 178,376.22

Outstanding Checks:

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

Other Items: None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 178,376.22

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: September 2019

Barbara Madonna – Director

As reported last month, requests for proctoring remain high. In September I proctored 2 real estate exams and three exams for one student taking a higher education class online.

See the attached Building Committee report for a facilities update.

We had a lovely visit with a gentleman and his daughter; I did not catch their names. The man is in his 70's and his *grandfather* and uncle built our beautiful staircase in 1904. They were very impressed with the renovation and delighted to have a mini tour.

Friends had a very successful chicken BBQ fundraiser and there are 22 raffle baskets gracing the main floor. Tickets will be on sale until October 26, the drawing at 2pm.

While we await the report about the local history room from DHPSNY, we sent to the NYS Archivist a list of the titles we withdrew hoping his department can help us find new homes for them. We can also start work on a mission statement for the room.

We returned to regular hours after Labor Day. Now our staff are stretched over 6 days instead of 5 and I did my fair share of desk duty during the month to cover time off.

Meetings

- | | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sept 5 th | Mike Barker, Bunkoff General Contractors
2) Lisa Buggeln
3) Friends of the Library meeting |
| Sept 9 th | 1) Proctor |
| Sept 11 th | Building Committee meeting
2) Joe Brooks, Meerkat Pest Control
3) BID opening for parking lot at 66 E. Fulton St.
4) Craig Clark |
| Sept 12 th | 1) Director's Council meeting, Amsterdam |
| Sept 13 th | 1) Paul Mays, Butler Rowland Mays Architects
2) Kathryn McCary, McCary Law Firm |
| Sept 17 th | 1) Bill Monks, Asante Sign Group
2) Adam Thomas, B and L Controls
3) Joe Brooks, Meerkat Pest Control??? |
| Sept 18 th | 4) Board of Trustees meeting
1) Kali Angel, Accent Furniture
2) Deana Spoth, Schlage Locks
3) Proctor |
| Sept 19 th | 1) MVLS Board meeting
2) Proctor
3) Finance Committee meeting
4) Interview |
| Sept 23 rd | Proctor |
| Sept 25 th | 1) Joe Mazone, Mazone Plumbing and Heating
2) Jean LaPorta, Friends of the Library
3) Webinar
4) Kathryn McCary, McCary Law Firm
5) Meerkat Pest Control
6) Adam Young, B&L Controls |

Sept 26th 1) Colonie Mechanical
2) Dick Carlsen
3) Nicole Hauser
4) Craig Clark
Sept 27th Staff program committee meeting
Sept 30th John Edwards, Sage Engineering

October 2019 Building Committee Report

Hi everyone

1. No bidders for the parking lot at 66 E. Fulton St. I reached out to all of the contractors and they all stated that they could not meet the project deadline of Nov 27, 2019. I have shared that information with the library's attorney re: the legal avenues we have regarding the project. After speaking with Kathryn, it is not a legal issue preventing us from completing the parking lot this fall, it is a timing issue. We will need to put it out to bid again for an April 15ish start date.
2. Follow ups with the GC regarding the landscaping. Kyle is suggesting some ground covers instead of grass for the south side but I need approval of the concept to tell him we want to move in that direction so I can get pricing.
3. Follow ups with the GC regarding the lock on the storage door in the basement. Lock on Storage Room (old staff bathroom)... Talked to the GC. Found the manufacturer and model number. Talked to Product Support at the manufacturer. Made an appointment with an End User Support Technician. The end user confirmed it was an installation issue and offered some simple solutions. We need to purchase a few things to fix this in-house.
4. Follow ups with the GC regarding the stone drip edge. The Library needs to remedy it. I reached out to someone.
5. GC had someone come out to fix the handicap button on the back door and adjust the strike plate on the front door so the rod mechanism catches properly.
6. In contact with B and L Controls regarding preventative maintenance on the boilers. They took water samples and provided a proposal. (attached). We also spoke about the chiller. Evapco uses proprietary products and B&L can take a look, but I'm not sure if they can service the chiller. I also spoke with the EVAPCO technician that services the chiller now. He is going to provide a quote for the chiller AND boiler service. (attached). Based on the scope of work provided by EVAPCO and his comments about the current bacteria level in the boiler loop with a recommendation to shock the system before treatment I followed up with B and L Controls. I asked if there was anything in the water testing he performed that would require any initial treatment before service could begin. I also asked if he could provide a scope of work to be performed during each visit. The attached proposal is the updated one.
7. In contact with the architect to finalize the interior signs. She needs to redesign the signs and get the samples back to me. And spoke to a local manufacture (Asante Sign Group on Harrison St) about manufacturing. They do not install however. When the new design in hand, and a final review of wording for the ROOM signs, we can get some prices. The naming opportunities (Room and furnishings given by....) require that donors respond to Lisa Buggeln's requests for information. Fortunately the new design separates the room signs and the donor signs so they can be installed independent of each other.
8. Mazone Plumbing and Heating sent out Colonie Mechanical to repair leaking seal on one of the boiler pumps. It was quite the job of jury-rigging to get the pump apart, but he managed and got is fixed and all back together again.
9. Matt from PASCO, the software side of the HVAC system, was out. He attempted to adjust settings on the fans in the Carnegie Room, but he was unable to adjust them. He also worked on a few other units that were acting up. Engineer John Edwards came out on Sept 30 with Craig from Thermal Environmental Systems. They found high/low switches on the units in the Carnegie, Small and Large meeting rooms. They have been switched to low, but it make little difference. They also removed the grills, but that had no effect. The thermostats in the Carnegie Room do have high/low temperature settings so we can adjust the temperature at

which the units turn on, but its a matter of degrees. Each of the four units also has a software component to the temperature settings. I set two to kick on at a higher room temperature than the others in an attempt to start off with only 2 units running initially. At the moment, it is stuffy in there, but quiet because none of the fans are running. The engineer stated that a different heating system could be installed, but it would require hanging duct work from the ceiling of the Carnegie Room. And we know from a unit running in a soffit behind the Main Circulation desk that it is nearly as problematic. He suggested erecting acoustical panels panels that could be placed in front of the units to hopefully absorb the noise, instead of it launching right into the room at ear level. They will block the windows. The large and small meeting room unit fans are already set to low. He suggested add some acoustical panels to the walls to absorb more sound. The small room is especially difficult because there is nothing to absorb noise. The unit over the Circulation Desk can not be reached as it is in the soffit, but the factory setting is supposedly low. John suggested Lisa, the architect, and I talk about non-mechanical options.

10. The outlet by the back door has been turned off at the circuit breaker.
11. The dishwasher was installed.
12. Hiccups in the Carnegie Room with technology. No sound was coming through the speaker when using a library laptop. Chris Prokopiak did hours of troubleshooting and it was an issue with a Windows update on the computer.
13. We received a second quote for the pigeon issue from Meerkat Pest Control of Albany. We still have Lupini's proposal. AJS Masonry declined as did PCC.
14. We received 1 proposal for snow removal, from Esper. See attached. Though not stated in the proposal, i have an email from him that says it includes plowing and shoveling for 66 E. Fulton.
15. I reached out to the elevator company to talk to them about a service contract. I left a voicemail. We have a second company as well, but I want to understand the scope of work proposed by the company that manufactured, installed and has serviced the elevator over the last year before reaching out to someone new.
16. I have reached out to our construction manager, Chris Hopf at UW Marx, to hopefully help understand what scope of work is needed for the sprinkler system, elevator, fire alarm and roof inspections. We are playing phone tag.
17. I reached out to a small, local GC about the drip edge. We need to meet to review the work that needs to be done.
18. The electrician stopped in and we reviewed the balance of their punch list. They need to order a few things and then he'll be back to finish up. Then we can pay them the balance of their bill.

Ok, I am going to send this. I'm sure there will be more, but want to get you this info sooner rather than later.

Barb

Update:

#3 Old staff restroom door. All fixed.

#4 and #17 are the same issue

New: The County has granted up permission to continue parking behind Probation for the winter.

They are in the process of getting an appraisal for the Probation building so the County can sell it.

We will need to secure a contract with PASCO, the software company for the HVAC system. Their current service only extends for the 1st year.

Agenda:

1. Snow contract
2. pigeon contract
3. Landscape concept
4. Chiller contract and heating loop contract



Gloversville Public Library

Children's Room Report: September, 2019

Sally Fancher – Head of Children's Services

Summer vacation ended, and with it summer school. At the very end of August, we had an increase in teen and tween activity that would be considered inappropriate in most settings. It is our aim to provide a nice place for the kids to hang out, study and enjoy each other's company. We will not, however, tolerate actions that some refer to as "kids being kids". Bullying of each other and disrespect of the Library staff and space earns patrons a trip out of the door. Short of using ESP to anticipate who is going to do what, our current policy of ejecting disruptive and disrespectful people will be continued.

Story Time on Thursdays continues to see good attendance. We have some carry-over families from this summer. We also have enjoyed a decent turnout for themed Story Time on the 4th Saturday. We are following a scope and sequence of pre-K skills, including those which can be fostered at home.

Bright Futures Learning Center has grown increased in size. We now do outreach to 3 classes of 3 year-olds and 1 group of pre-K. Our presence there is a great outreach to the families of Mayfield and Broadalbin.

The teen writing group resumed and its first meeting had no people, and the first session of October had 1 person, but we will keep advertising and letting the kids know as they use the room after school.

Tween Crafts has started and we are expecting to have a good turn-out in October.

All of the departments collaborated in "Banned Book Trivia Night". We had six teams compete for a Chamber check. We are planning on doing this, with different themes, at least 3 times a year.

The weekly e-mail blast format was changed a few months ago, after consulting with Jen Jennings of the CRG. The changes have been received positively and we can show at least a doubling of patrons who view the e-mails each week.

The Great Give Back – A Day of Service in Public Libraries will occur on October 19th. We are the ONLY library in MVLS participating. Our project will be to help the school district's backpack food program, so we will be collecting non-perishable food. There is a box at the Youth Desk for items.

There are some collaborations in the works with the Fulton County Museum, and the Gloversville Recreation Commission, so watch for the exciting details.

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

	2019	2018
VISITORS	5,760	(6,208)

CIRCULATION

Adult Circulation	1,770	(1,855)
Teen Circulation	186	(123)
Juvenile Circulation	1,094	(802)
Audiobooks	335	(243)
eBooks	521	(430)
Music	59	(21)
Periodicals	86	(88)
Videos	1,610	(1,090)
Museum Passes	3	(4)
Subtotal	5,664	(4,656)
In-House Use		
Adult	20	(52)
Juvenile	50	(55)
Other Materials	1,215	(1,111)
Subtotal	1,285	(1,218)
Total Circulation	6,949	(5,874)

REFERENCE QUESTIONS	308	(145)
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MEETINGS/PROGRAMS/OUTREACH

73 Adult programs and meetings with 421 people	(28 Adult programs and meetings with 220 people)
10 Juvenile programs and meetings with 125 people	(10 Juvenile programs and meetings with 122 people)
0 Teen programs and meetings with 0 people	(2 Teen programs and meetings with 41 people)

INTERLIBRARY LOAN

Material Borrowed	708	(636)
Material Loaned	736	(680)
Total	1,444	(1,316)

COMPUTER USAGE	1,751	(1,497)
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HISTORICAL ROOM *	Temporarily Closed
Visitors	
Books Used	
Reference Questions	

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

Statistics for July, August and September 2019 are as follows:

	July	August	September
VISITORS	6,619	6,425	5,760
CIRCULATION			
Adult Circulation	2,113	1,997	1,770
Teen Circulation	208	234	186
Juvenile Circulation	1,764	1,390	1,094
Audiobooks	346	351	335
eBooks	554	561	521
Music	28	44	59
Periodicals	71	55	86
Videos	1,447	1,641	1,610
Museum Passes	8	5	3
Subtotal	6,539	6,278	5,664
In-House Use			
Adult	11	31	20
Juvenile	100	55	50
Other Materials	1,289	1,183	1,215
Subtotal	1,400	1,269	1,285
Total Circulation	7,939	7,547	6,949
REFERENCE QUESTIONS	217	301	308

MEETINGS/PROGRAMS/OUTREACH

July	65 Adult programs and meetings with 565 people 6 Juvenile programs and meetings with 366 people 7 Teen programs and meetings with 14 people
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

INTERLIBRARY LOAN

Material Borrowed	831	722	708
Material Loaned	780	768	736
Total	1,611	1,490	1,444

COMPUTER USAGE	2,246	2,147	1,751
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*HISTORICAL ROOM (in storage while in temporary location)

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

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

This policy applies to the behavior of patrons and staff of the Library and others on Library business or engaged in activities relating to the Library.

Policy Statement

The Gloversville Public Library is committed to supporting the right of all to work and study in an environment which is free from all forms of harassment including bullying, sexual harassment, racial harassment and any other forms of harassment. Such behavior can create an intimidating, hostile atmosphere and is unacceptable. It can damage an individual's welfare and can also undermine the mission of the Library.

These guidelines aim to provide guidance for providing such a work and study environment free of harassment, and a framework for dealing effectively with harassment complaints.

The Library is committed to reviewing this policy and procedure on a regular basis in line with changes in the law, relevant case law and other developments.

Responsibility

All members of the Library community share the responsibility for ensuring an environment that is free from any form of bullying or harassment.

Bullying

Bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity. A single incident of the behavior described in this definition may be an affront to dignity but, as a single incident is not considered to be bullying.

Bullying can take many forms, from open aggression, threats, and shouting to subtle comments or exclusion. It can be verbal, physical or psychological. It is destructive and may have serious consequences. The impact of the behavior on the recipient will be taken into consideration when dealing with cases of bullying.

Examples of Bullying:

Verbal: personal insults, demeaning remarks, humiliation in front of others, nicknames, ridicule, threats

Non-verbal or indirect: exclusion, hostile attitude, spreading malicious rumors

Abuse of power: excessive criticism, withholding essential information

Physical: aggressive behavior, physical intimidation, unwelcome physical contact up to and including assault

Sexual Harassment

See the Sexual Harassment Policy

~~Sexual harassment includes acts of physical intimacy, or requests for sexual favors or any act or conduct by a perpetrator, including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behavior, which is entered into freely and mutually. It is the damaging impact of the unwanted behavior on the recipient, not the intention of the perpetrator, which counts. The impact of sexual harassment is taken into account when cases of sexual harassment are investigated.~~

Examples of Sexual Harassment:

~~**Verbal:** unwelcome sexual advances, suggestive jokes and innuendo, requests for sexual favors, threats~~

~~**Non-verbal or indirect:** sexually suggestive pictures or written material, leering or gestures, spreading rumors about a person's sexual behavior or orientation~~

~~**Electronic:** sexually suggestive messages or images transmitted using technology~~

~~**Physical:** unwelcome physical contact, up to and including assault~~

Racial Harassment

Racial harassment, which is harassment on the grounds of race, including national or ethnic origins, is defined as unwanted or unwelcome conduct, or incitement to such conduct, based on a person's race, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile, or intimidating work or study environment.

Examples of Racial Harassment

Verbal: offensive jokes or remarks about a person's race or ethnic origin, ridicule or assumptions based on racial stereotypes

Non-verbal or indirect: exclusion, hostile or demeaning attitudes, spreading malicious rumors

Visual: production, display or circulation of materials offensive to particular racial or ethnic groups, such as cartoons or racial propaganda

Other Forms of Harassment

Any act or conduct by a perpetrator is considered to be harassment if it is unwelcome to the recipient and could reasonably be seen as offensive, humiliating or intimidating to the recipient, in relation to one or more of the following characteristics of the recipient: gender, marital or family status, sexual orientation, religion, age, and disability.

Reporting an Incident: A person who feels that she / he is being bullied or harassed may use one or all of the following steps. A person may prefer to proceed directly to the formal process and their decision to bypass the informal process should not be held against them.

Informal Process: The objective of this approach is to resolve the difficulties with the minimum of conflict and stress for the individuals involved.

Make it clear to the perpetrator that the behavior is unwelcome and unacceptable and ask them to stop. If this is not possible or you find it difficult to approach the perpetrator, then you should approach one of the contact persons listed below for help.

Keep a record of incidents as they occur: what happened, dates, times, places, witnesses (if any), your response and the impact on you.

Discuss the matter with one of the following contact persons:

- Library staff member
- Library Director
- President of the Board of Trustees

Formal Process: A formal complaint involves providing a written statement to the appropriate contact person listed above.

The Library Director and/or the President of the Board of Trustees will investigate all formal complaints, with the assistance of outside agencies if necessary.

Investigation meetings will be held in confidence and with sensitivity, and all parties will be treated with dignity and respect. Confidentiality is required of all parties involved in the investigation.

The Library will maintain a record of all statements and meetings.

All parties involved will receive written notification of the resolution of the complaint.

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

Reviewed December 19, 2017

Revised October 15, 2019

Sexual Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Director or the President of the Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Circle Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

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 Schrader

The last question is optional, but may help the investigation.

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____

Date: _____

Gloversville Public Library (GPL) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of GPL's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with GPL. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. GPL's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with GPL. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. GPL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of GPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the president of the Board of Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject GPL to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. GPL will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. GPL will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. GPL will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director or the President of the Board of Trustees.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Approved: October 15, 2019

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

Such conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
- Rape, sexual battery, molestation or attempts to commit these assaults.

Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.

Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a [subordinate](#), a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has::

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. GPL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Director or the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Director or the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director or the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. GPL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

Upon receipt of complaint, the Director or the President of the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

Request and review all relevant documents, including all electronic communications.

Interview all parties involved, including any relevant witnesses;

Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective action(s).

Keep the written documentation and associated documents in a secure and confidential location.

Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by GPL but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at GPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to GPL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

1. While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.
2. A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

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.