



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

October 15, 2019

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

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

Barbara Madonna
Library Director

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

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

2019-2020
Board of Trustees

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

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

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

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

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

Mr. Frank distributed the Warrants list for October 2019 numbered 1811 through 1839 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Reed made a motion, seconded by Mr. Niforos, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prepared by Barbara Madonna
Library Director

Christian Rohrs
Secretary