



Minutes of the Groversville Public Library Board of Trustees Meeting October 20, 2020

The Groversville Public Library Board of Trustees held a meeting on October 20, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles “Ren” Reed, Library Director Valerie Acklin, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and *The Leader-Herald* Reporter Ashley Onyon.

Mr. Reed called the meeting to order at 6:33 PM.

Mr. Reed asked if there was any public comment. Mr. Reed would like to welcome our newest member Caren Pepper. At 6:36 PM, Ms. Pepper read the oath of office for board membership of the board of trustees. Mr. Reed also read a card from Mrs. Sally Fancher expressing her gratitude and appreciation for being a part of the GPL family.

Mr. Reed asked for a motion to approve the Annual Meeting minutes. Mrs. Pesses made a motion, with a second motion made by Mr. Carlson. He asked if there was any discussion. Hearing none, the board approved the minutes with a vote of “aye.”

Mr. Reed asked for a motion to approve the September Meeting minutes. Ms. Dunn-Brown made a motion, with a second motion made by Mr. Niforos. Mr. Reed asked if there was any discussion. Hearing none, the board approved the minutes with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the three-month period ending September 30, 2020. Mr. Frank informed the trustees that our income for the period was below last year by approximately \$17,900. This was due having very little in fine and lost book income this year, as we only offered limited service to the public, and last year the Friends of the Library had given us their support payment of \$10,000 which has not occurred yet this year. We have also not received the first payment of our State Aid yet this year. Mr. Frank also informed the Trustees that we would be receiving another COVID-19 payroll rebate from the Internal Revenue Service of approximately \$20,000 based on our third quarter payroll and the decline in our income for the period compared to last year. Mr. Frank also informed the trustees that our expenses for the period were up approximately \$32,800 over last year, due to having paid our building and contents insurance earlier this fiscal year and 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, Mrs. Pesses made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting “aye.”

Mr. Frank distributed the Warrants list for October 2020 numbered 2186 through 2207 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses 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.”

Valerie Acklin
Library Director

2020-2021
Board of Trustees

Merry Dunn Brown

Richard Carlson

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Reed asked for report from the Budget and Finance committee. Mr. Niforos had a preliminary budget meeting last week to get organized. They discussed fixed costs, salaries, etc. Minimum wage went up to \$13.50 and they do not know what's been scheduled for the last five years. They are trying to figure out balancing wage increases and budget. The next budget meeting will be November 10th. Although we don't know, they've got to begin planning for 2022. Mr. Reed asked for any questions or comments.

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. La Porta who was unable to attend. Articles for the Friends Newsletter are due to Jen Wojeski by November 5th. Be sure to label the subject line as "For December 2020 issue of Friends' Newsletter". The next Friends' meeting will be on Thursday, November 5th at 6 p.m. at 39 Prospect Avenue. Please contact Mrs. La Porta if you plan to attend, due to social distancing. Thank you to all who supported our recent fundraisers-Chicken BBQ and Basket Raffle. Friends who chaired BBQ are Barbara Reppenhagen and Marion Clemente. Chairperson for basket raffle is Nancy Krawczeski. The Friends would also like to thank Sally Fancher for all the wonderful years she's provided the library. They presented her with a gift during a surprise outdoor gathering at the library.

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

During the update from the Buildings and Grounds committee, Ms. Acklin discussed contracts regarding tree and snow removal. From that discussion, Mr. Reed asked if there was a motion to approve a contract with Jim Esper Landscaping for snow removal. Mr. Carlson made a motion, with a second motion made by Ms. Pepper. The board approved with a vote of "aye". After discussion, he made a motion to amend the contract in that GPL pays by weather occurrence with a second motion made by Ms. Pepper. The board approved with "aye".

Mr. Reed asked for an update from the Outreach Committee. Ms. Acklin made note of a thank you note from the Chamber of Commerce thanking Ms. Dunn-Brown for her efforts making the welcome to the community bags.

The Personnel Committee reported they have been meeting every two weeks. From these meetings, the topics of employee evaluations were discussed, whereas it is up to the director to conduct these evaluations. Regarding evaluations of the director, it is recommended the board conduct such reviews.

During the Policy Committee report, three policies were presented for motion to pass. The policies are as follows: Collection Development, Behavior and Environment, and Donations, Bequests, and Gifts. When asked to make a motion to approve all three policies, Ms. Dunn-Brown made a motion, with a second motion made by Mr. Rohrs. The board approved with a vote of "aye."

There was a first reading for the following policies: Social Justice, Responsibility for Library Operations Policy; Library Minimum Staff Requirement Policy; and Conflicts of Interest Policy. The board has reviewed the Conflict of Interest of policy and we have agreed to the proposed policy and it will be reviewed at each Organizational Meeting. Mr. Reed asked for a motion to approve the Conflict of Interest policy. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye".

Mr. Reed reported on behalf of the Program Committee, whereas he noted there was no report. However, Ms. Acklin reported that fall programming was still gearing up with activities such as Online Meditation, Author Fest, and Craft Kits.

There was no report from the Public Relations Committee.

Ms. Acklin delivered the Director's Report. She discussed how Book Clubs are still a primary form of event and programming although they only take place over Zoom, therefore numbers are somewhat dwindling. She also mentioned the Jolly Reader's program, which will be tabled for further discussion at another date.

In his President's Report, Mr. Reed noted that a legal notice for the board position vacancy has been posted.

Mr. Reed asked if there was any New Business. Ms. Acklin discussed the potential of rearranging certain sections of the library to promote browsing and ease of access to popular collections. This suggestion is still on the table for discussion.

At 8:57 PM, Mr. Reed asked for a motion to go into Executive Session. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with "aye."

At 9:18, Mr. Reed asked for a motion to leave executive session. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Mr. Reed welcomed Ms. Pepper to the board again. At 9:19, Mr. Reed asked for a motion to adjourn. Mrs. Shrader made a motion, with a second motion made by Mrs. Pesses. The board approved with "aye."

Respectfully submitted,

Christian W. Rohrs, Secretary