



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

September 10, 2020

The Gloversville Public Library Board of Trustees held a meeting on September 15, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Richard Carlson, Gregory Niforos, Sue Shrader, Karen Pepper, and *Leader-Herald* reporter Ashley Onyon.

Upon leaving the Annual Meeting, Mr. Reed called the meeting to order at 6:55 PM. When asked for public comment, there was none.

Mr. Reed asked for any discussion or questions regarding the August meeting minutes. Hearing none, Mrs. Pesses made a motion to accept the August meeting minutes, seconded by Mrs. Shrader. The board approved with a vote of "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the two-month period ending August 31, 2020. Mr. Frank informed the Trustees that our income for the period was below last year by approximately \$17,100 due to having very little in fines and lost books income this year due to our 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 our expenses for the period were up approximately \$30,500 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. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Mr. Niforos, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants list for September 2020 numbered 2170 through 2185 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. Shrader 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."

Mr. Reed delivered a report on the Friends of the Library on behalf of Mrs. Jean La Porta. The chicken barbecue tickets for September 18th have been mailed out to Friends. Tickets are available by contacting Barbara Reppenhagen and Marion Clemente and tickets are \$12.00. The raffle basket theme this year is titled "What a Year". So far, eighteen baskets have been submitted and raffle tickets are \$1 or 6 for \$5. The basket drawing will be Saturday, October 24th at 2 PM.

Mr. Reed asked for an update from the GPL Foundation. Mr. Frank informed the Trustees that the Foundation had not met; however, there will be a meeting in September.

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 an update from the Building and Grounds Committee. Mr. Carlson indicated an issue with the entry door on the parking lot side door as there are problems with the operating unit. Mrs. Pesses inquired if the handicap access option is the cause of malfunction, to which Ms. Acklin indicated the operator function is the cause of the problem. Mr. Carlson also indicated a leak of hydraulic oil from the motor has only exacerbated the issue, and this requires purchasing a new operator for the door at the cost of approximately \$2,000. Mr. Reed asked if there were any further discussion on this. Ms. Dunn-Brown inquired whether the repair would make the door ADA compliant and would there be a proper locking unit. MR. Reed indicated the lack of compliancy is due to that door, and a repair is necessary. Mr. Reed asked if there were any further questions or discussion. Hearing none, Mrs. Pesses made a motion to order a new operator, seconded by Mrs. Shrader. The board approved with a vote of "aye." Mr. Carlson also mentioned the tree at the rear of the parking lot. He suggested it would be best to have it taken down, for which neighboring business Walrath and Stewart Funeral Home have generously offered to pay.

Mr. Reed asked for a report from the Policy Committee. Mrs. Pesses noted that board members must sign the Conflict of Interest Policy. The following policies were read as a first reading: Collections, Behavior, and Donations. The following new policies require a first reading: Pandemic (new), Minimum Staff Requirement, Responsibility, and Social Justice Policy.

Mr. Reed asked for an update from the Outreach Committee. There has not been a meeting.

Mr. Reed asked for an update from the Personnel Committee. It was reported that the Personnel Committee would like to have a meeting to discuss plan of service.

Mr. Reed requested a report from the Program Committee. Ms. Acklin noted the staff have developed a virtual programming for adults with the following schedule:

- Monday: Game Night
- Tuesday: Meditation
- Wednesday: TBA
- Thursday: Nutrition

Ms. Dunn-Brown asked if there would be any programming during any lockdown due to the COVID-19 pandemic. Ms. Acklin assured her that virtual programming is a balanced, forward-thinking approach to reaching all patrons regardless of the circumstances.

Mr. Reed asked for a report from the Public Relations Committee. Mr. Rohrs inquired if Ms. Acklin is allowed to purchase advertisements via the local newspaper. Mrs. Pesses replied with an inquiry as to whether such purchases are included with the Outreach Committee. It was decided that the board would acknowledge publication deadlines for local advertisements and such deadlines would be respected. Additionally, Ms. Dunn-Brown mentioned a need to compile items and materials for new patrons of the library.

Ms. Acklin delivered her Director's Report. She noted a growth in patronage. She also discussed staff interaction with patrons regarding the required face mask and social distancing rules. With that, Ms. Acklin discussed a required seven-day quarantine for returned books. She also inquired a project management software such as Trello, etc. Mr. Reed inquired about the Director's checklist as he noted there wasn't any mention of the election. Ms. Acklin acknowledged his inquiry and will include that in the checklist. With that, Mrs. Pesses noted the importance of including an election timeline with specificity. Mr. Carlson also recommended specificity with dates for the Buildings and Grounds Committee.

Mr. Reed delivered the President's Report. He emailed the plan of service for all committees and he requested any and all committee-level discussion on the plan of service be shared by December, January, and February. This will be in a revision process over the next several months. Mrs. Pesses asked if the plan of service had been sent to everyone, and Mr. Reed indicated he would send another copy.

Mr. Reed asked if there was any old business to discuss. There was none.

Mr. Reed asked if there was any new business to discuss. Ms. Acklin asked if the board would pay for an ALA membership to provide continuing education and professional development for staff. Mr. Reed asked for any questions on this request. Hearing none, Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of "aye."

Additionally, discussion commenced regarding the vacant seat on the board since former board member Frank Carangelo's departure. The Ad Hoc Committee recommended to replace the vacant seat with Ms. Karen Pepper. Mr. Reed asked for any questions or discussion, to which Ms. Dunn-Brown noted that Ms. Pepper would be an excellent addition to the Gloversville Public Library's Board of Trustees. Hearing no further discussion, Mrs. Shrader made a motion to approve, seconded by Mrs. Pesses. The board approved with a vote of "aye."

Unfortunately, board member and former president Craig Clark had emailed Mr. Reed his intention to resign from the GPL Board of Trustees effective September 30, 2020 at the close of business. Mr. Clark noted the pride and enthusiasm with which he served on the Board of Trustees, and Ms. Dunn-Brown acknowledged his 10 year service to the board as a member, vice president of finance, and board president. Mr. Reed asked for a motion to accept Mr. Clark's resignation. Mrs. Pesses made a motion with regret, seconded by Mr. Rohrs with regret. The board voted "aye" with regret.

Similarly, it was with great regret the board was notified of Sally Fancher's retirement. Mrs. Pesses noted Mrs. Fancher "took off like a rocket", and had a great influence on the children of this community and did a terrific job of establishing a position of respect and leadership not just as a librarian, but as an educator. Mr. Rohrs and Ms. Acklin also echoed Mrs. Pesses' thoughts regarding Mrs. Fancher's retirement. Mr. Reed asked for a motion to accept Mrs. Fancher's retirement with regret. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board regretfully voted in favor with "aye."

Mr. Frank also wanted on the record that the 990 exempt on income tax return was to be approved by the library. Mr. Reed asked for a motion, to which Mrs. Pesses made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

At 8:46, Mr. Reed asked for a motion to go into Executive Session. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of "aye."

At 9:20, Mr. Reed asked for a motion to leave executive session. Mr. Rohrs made a motion, with a second motion made by Mrs. Pesses. The board approved with a vote of "aye."

Following executive session, the board voted upon the following motions:

- Motion to increase Sally Ostrander's hours up to maximum part time hours (29.75 hours) Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye."
- Motion to increase Patricia Devereaux's hours to 29.75 hours per week. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye."

- Motion to approve Sonny Duross' promotion to Library Assistant pending Civil Service requirements. Mr. Reed made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye."
- Motion to increase Sonny Duross' salary by \$2,000.00 per year subsequent to promotion as Library Assistant. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

At 9:24 PM, Mr. Reed asked for a motion to adjourn. Mr. Rohrs made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye."

Respectfully submitted,

Christian W. Rohrs, Secretary