



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
September 17, 2019 6:30pm

Pledge to the Flag
Public Comment
Oath of Office

1. Accept minutes of the August 2019 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
Sexual Harassment Policy 1st reading
Harassment Policy 1st reading
Patron Borrowing Policy 2nd reading
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
Local History Room update
Friends group webinar 9/25/2019 2-3pm
13. President's Report
14. Old Business
15. New Business
16. Adjourn

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



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

August 20, 2019

The Gloversville Public Library Board of Trustees held a meeting on August 20, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Gregory Niforos, Susan Shrader, President Craig Clark, Charles Ren Reed, Frank Carangelo, Christine Pesses, Christian Rohrs, Michael J. Frank, Treasurer, Library Director Barbara Madonna. Nicole Hauser, Librarian I, Jean La Porta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Absent was Merry Brown.

Barbara Madonna
Library Director

There was no public comment. Mrs. Pesses motioned to accept the July 2019 Meeting minutes with a second by Mr. Carangelo. Mrs. Pesses also motioned to approve the Organizational Minutes, seconded by Mr. Reed.

2019-2020
Board of Trustees

Mr. Clark asked Mr. Frank to review the Financial Report for the month of July 2019. Mr. Frank informed the Trustees that our income for the month was down approximately \$63,600 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$64,000. 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 month of July 2019 are up approximately \$9,500 due to higher salaries and salary related benefits and higher Insurance Expense. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Frank Carangelo

Mr. Frank distributed the Warrants list for August 2019 numbered 1840 through 1874 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. Ms. 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.

Richard Carlson

Craig Clark

Greg Niforos

Ms. LaPorta presented a report on the Friends of the Library. The Friends have their annual meeting the first Thursday in September. All are welcome to attend. Friday, 8/23 an Apple Crisp Social will be held from 3-5 PM. The Friends are hosting a Basket Raffle and all are welcome to contribute baskets. Participants have until Wednesday, 8/28 to donate. Tickets will be on sale until late October with the drawing on October 26 at 2pm. There will be a barbecue on 9/20 for which tickets are on sale. The Friends offer a service for home book pick-up and drop off. Please contact Ginny Mazur to coordinate this effort.

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

When asked for an update from the Foundation meeting, it was noted that there had been no said meeting.

Mr. Clark asked Mr. Frank to provide an update from the Buildings and Grounds committee. Mr. Carangelo explained that bids for the new parking lot are due on 9/11. The packet includes repainting the parking stripes and arrows in the existing lot. There will be a mandatory visit Thursday, 8/22 at the Library for contractors wishing to submit a bid. Discussion on the netting over the front entrance regarding the pigeon problem. A masonry company suggested a pest control company out of Albany; however, it is the concern of the committee to install the netting anchors without affecting the structural integrity of the library. The architect and the mechanical engineer stopped to examine the noisy air conditioning problem. Mr. Carangelo also noted instances of vandalism, such as plantings around the library being affected. Video of the area and subsequently filed police reports have not identified who is responsible; however, members of staff and Friends have done well to fix the issue. Mr. Carangelo also discussed an electrical issue including damage to a covered outlet closest the library parking lot. It has been replaced; however, there are concerns that it has been broken again.

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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www.gloversvillelibrary.org

Mrs. Pesses provided an update from the Ad Hoc Policy committee. Mrs. Pesses presented changes to the Patron Borrowing policy regarding fines. After 21 days, instead of 28, patrons will be charged with the replacement cost of the book. Ms. Madonna explained how phone calls are made by staff: two reminders (phone calls) by staff are made, then a bill is issued. The biggest change would be how quickly people will be charged for a lost book. Mrs. Pesses made the point that there is a regressive element to continuing to charge lost books; however, there is also the concern of the loss of funds to the library. During the 2018-19 fiscal year the Library received \$5,333 in fines. The second policy reading will be next month. Ms. Madonna feels that this would create an uptick in circulation if the library were to go fine-free. National study demonstrate that patrons who owe fines feel dissuaded from visiting the library. Mr. Rohrs asked if the library continues to accept canned goods in lieu of fines, to which Ms. Madonna answered the library no longer does do a canned food drive. Mr. Frank mentioned a concern that the public may not be welcomed here if they owe fines. Mrs. LaPorta suggested that our Library may create an image that funding is not necessary.

Mrs. Pesses also mentioned that the Sexual Harassment policy must be in place by the end of September. First reading of the Sexual Harassment policy will be discussed at the Policy meeting to be discussed before the board at the end of September. Next policy meeting TBA.

Mrs. Pesses provided an update from the Outreach Committee in Ms. Brown's absence. It was noted that committee member Robin Lair put together a video slideshow including images and music to present at Outreach events. This slideshow was used at the Office of the Aging picnic. Railfest was a success. Mr. Reed is now helping Mrs. Pesses with library tours. Tours will be accompanied with a booklet of before-and-after photos of the library. Next tour is Thursday, 11AM 8/22. Monday, 8/26, Friday, 8/30 at 12P. Tour information will be posted on the website.

Mr. Clark asked for an update on the Personnel Committee from Ms. Madonna. Ms. Madonna is planning interviews for Library Clerk position and Library Assistant for Youth Programming. A new employee handbook will be needed included a Director's evaluation form.

Mr. Reed noted that there had been no Program Committee meeting as of yet; however, they were planning to meet 8/29.

Ms. Madonna provided the director's report. She discussed the donor plaque campaign and their efforts to post the plaques one year since the opening. All donors who were eligible for a recognition wall plaque for 1,000-5,000 have received a letter stating recognition for their donation. Letters indicated donation amount and naming on the plaque (wording, etc.) Naming opportunities will be posted on a plaque, but said plaque will not be posted on the actual object to which donation was designated. Any phone calls taken regarding plaque donations should be forwarded to Lisa Buggeln.

Although no Old Business was discussed, Ms. Pesses discussed new business including her willingness to conduct a new board member orientation for members Mr. Niforos and Mr. Richard Carlson. Anyone interested in participating are welcome to attend. Mr. Reed suggested new/current board training/presentations by Eric Trahan from MVLS.

When asked to adjourn, Mr. Reed motioned to adjourn, seconded by Ms. Pesses. All members responded with "aye".

Respectfully submitted,

Christian Rohrs
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

AUGUST 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	94.19	200.45	2.22	(0.45)
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	470.00	10,000.00
Government Affiliations	7,000.00	5,078.70	5,493.68	5,456.01	1,506.32
Fines & Miscellaneous Income	9,000.00	909.68	1,995.62	1,676.51	7,004.38
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u><u>\$489,895.00</u></u>	<u><u>\$16,082.57</u></u>	<u><u>\$17,689.75</u></u>	<u><u>\$71,604.74</u></u>	<u><u>\$472,205.25</u></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on August 1, 2019	<u>\$244,679.63</u>				
Plus: Receipts Per Report	16,082.57				
Less: Capital Expenditures - Furniture	299.00				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>49,652.90</u>				
Income Cash Balance on August 31, 2019	<u><u>210,810.30</u></u>				
Accounts Payable as of 08/31/19	14,349.00				
Prepaid Expenses as of 08/31/19	<u>(352.60)</u>				
Actual Cash Balance on August 31, 2019	<u><u>\$224,806.70</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 August 1, 2019	\$801,455.63
Plus: Receipts:	
Interest on Money Market Account	510.52
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on August 31, 2019	<u><u>\$801,966.15</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on August 1, 2019	\$139,979.99
Plus: Receipts:	
Interest Earned	2.28
Grant Money Received	0.00
Less: Paid Outs:	
SRI Fire Sprinkler, LLC	5,439.97
Mazone Plumbing & Heating, Inc.	20,989.56
U>W> Marx, Inc.	<u>3,285.00</u>
Balance on August 31, 2019	<u><u>\$110,267.74</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on August 1, 2019	\$178.45
Plus: Receipts:	
Donations	26.32
Less: Paid Outs:	
None	<u>0.00</u>
Balance on August 31, 2019	<u><u>\$204.77</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

AUGUST 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	\$ 42,983.08	\$ 32,809.32	\$240,394.92
Salaries - Part Time Employees	77,177.00	4,580.36	9,049.68	8,896.55	68,127.32
Salaries - Custodians	29,329.00	2,444.10	4,888.20	4,675.84	24,440.80
F I C A & Medicare Tax	29,826.00	2,168.24	4,327.98	3,521.77	25,498.02
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	3,945.85	10,160.87	7,147.08	38,439.13
Worker's Compensation Insurance	3,000.00	641.32	3,643.53	3,129.62	(643.53)
Pension Expense	32,500.00	0.00	0.00	0.00	32,500.00
Heat	4,000.00	24.52	24.52	0.00	3,975.48
Electricity	20,000.00	2,213.47	2,213.47	0.00	17,786.53
Telephone	6,720.00	540.00	1,068.36	475.26	5,651.64
Insurance	16,300.00	360.00	6,027.02	2,882.40	10,272.98
Books, Periodicals, etc.	46,500.00	7,470.06	10,756.11	5,776.76	35,743.89
Computer & Automation Services	11,400.00	939.87	1,853.56	1,746.94	9,546.44
Library, Office Supplies & Postage	9,500.00	193.99	389.73	2,047.81	9,110.27
Maintenance, Repairs & Bldg. Supplies	13,000.00	386.72	400.82	4.09	12,599.18
Treasurer	8,600.00	700.00	1,400.00	1,400.00	7,200.00
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	39.44	39.44	39.79	3,160.56
Events & Programming	5,500.00	1,109.67	1,509.67	661.28	3,990.33
Promotion Expense	4,500.00	359.00	359.00	381.50	4,141.00
General Expense	1,300.00	44.75	277.64	243.52	1,022.36
TOTAL EXPENSE	<u><u>\$665,280.00</u></u>	<u><u>\$49,652.90</u></u>	<u><u>\$102,038.92</u></u>	<u><u>\$76,496.26</u></u>	<u><u>\$563,241.08</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

AUGUST 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,280.10)	\$1,085.55	FICA & Medicare Expense
			2,194.55	Payroll
6149		Gloversville Public Library	10,957.16	Payroll
6150	1840	Nicole Hauser	556.85	Petty Cash
6151	1841	Michael J. Frank	700.00	Treasurer
6152	1842	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6153	1843	M V P Health Care, Inc.	4,059.23	Medical Insurance
6154	1844	United Health Care	17.40	Medical Insurance
6155	1845	Frontier Communications	540.00	Telephone
6156	1846	Business Card (660.95)	20.00	Computer & Automation
			254.67	Events & Programming
			33.73	Grant - Workforce Solutions
			293.60	A/V - DVDs
			58.95	Books
6157	1847	The Leader-Herald	359.00	Promotion Expense
6158	1848	National Grid (2,237.99)	2,213.47	Electricity
			24.52	Natural Gas
6159	1849	Baker & Taylor Books (6,423.46)	6,070.86	Books
			352.60	Prepaid Expense
6160	1850	Unique Management Services, Inc.	44.75	G/E-Collection Expense
6161	1851	Blackstone Publishing	489.14	A/V - DVDs
6162	1852	Liberty Mutual Insurance	360.00	Insurance - General
6163	1853	Derby Office Equipment, Inc. (180.00)	50.00	Advocacy Grant
			130.00	Library Supplies
6164	1854	Palmateer Trucking & Container Service	188.00	Maintenance & Repairs
6165	1855	NYSIF Workers' Compensation	578.52	Insurance - Workers' Comp.
6166	1856	Fleury Risk Management, LLC	62.80	Insurance - Workers' Comp.
6167	1857	Mohawk Valley Library System	919.87	Computer & Automation
6168	1858	Gloversville True Value Hardware (497.72)	198.72	Maintenance & Repairs
			299.00	Furniture & Equipment
6169	1859	Caroga Arts Collective	300.00	Events & Programming
6170	1860	Moreland the Magician	345.00	Stewart's Grant
6171	1861	Tri-City Paranormal Society	75.00	Events & Programming
6172	1862	Center Point Large Print	106.01	Books
6173	1863	Molly Capito	100.00	Workforce Grant
6174	1864	Go For It Fitness & Personal Training Studio	30.00	Workforce Grant
6175	1865	Schoharie Crossing State Historical Site	30.00	Events & Programming
6176	1866	Bash Birthday Parties	450.00	Events & Programming
6177	1867	Johnstown Public Library	10.70	Fines, etc.
6178	1868	Schenectady County Public Library	9.79	Fines, etc.
6179	1869	Quill Corporation	63.99	Library Supplies
6180	1870	Barbara J. Madonna	39.44	Prof. Meetings & Travel
6181	1871	George J. Steele	215.00	WGY Christmas Wish Grant
6182		Gloversville Public Library	10,925.38	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	350.98	Pension - Withholdings
DM		E F T NYS Tax Department	1,062.30	Payroll
DM		E F T United States Treasury (3,272.38)	1,082.69	FICA & Medicare Expense
			2,189.69	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	1,066.62	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2019	<u>52,384.07</u>	
		PETTY CASH PAID OUTS - AUGUST 2019		
		Newspapers (Books)	<u>451.50</u>	
		TOTAL AUGUST 2019 PAID OUTS	<u>\$52,835.57</u>	
		Less: Workforce Grant	(163.73)	
		Less: WGY Christmas Wish Grant	(215.00)	
		Less: Furniture & Equipment	(299.00)	
		Less: Prepaid Expenses	(352.60)	
		Less: Medical Insurance Reimbursement	(1,180.00)	
		Less: Advocacy Grant	(50.00)	
		Less: Stewart's Grant	(345.00)	
		Less: Fines, etc.	(20.49)	
		Less: Petty Cash Check	<u>(556.85)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$49,652.90</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of August 1, 2019				\$405.47
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Moreland the Magician	6170	Programming	345.00	
Total Expenses			<u>345.00</u>	<u>345.00</u>
Balance of Grant Money Left at August 31, 2019				<u><u>\$60.47</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of August 1, 2019				\$336.62
Grant Money Received				250.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
George J. Steele	6181	Programming	215.00	
Total Expenses			<u>215.00</u>	<u>215.00</u>
Balance of Grant Money Left at August 31, 2019				<u><u>\$371.62</u></u>

ADVOCACY GRANT

Balance as of August 1, 2019				\$1,322.05
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Derby Office Equipment, Inc.	6163		50.00	
Total Expenses			<u>50.00</u>	<u>50.00</u>
Balance of Grant Money Left at August 31, 2019				<u><u>\$1,272.05</u></u>

WORKFORCE LITERACY GRANT

Balance as of August 1, 2019				\$163.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Business Card	6156	Programming	33.73	
Molly Capito	6173	Programming	100.00	
Go For It Fitness & Personal Training	6174	Programming	<u>30.00</u>	
Total Expenses			<u>163.73</u>	<u>163.73</u>
Balance of Grant Money Left at August 31, 2019				<u><u>\$0.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of August 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			<u>0.00</u>	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at August 31, 2019				<u><u>\$9,825.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of August 1, 2019				\$2,507.18
Funds Received - Garage Sale				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at August 31, 2019				<u><u>\$2,507.18</u></u>

PARK TERRACE PTA - COLORTON

Balance as of August 1, 2019				\$559.25
Funds Received - Donation				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Colorton Funds Left at August 31, 2019				<u><u>\$559.25</u></u>

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
August 31, 2019

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

Balance Per Bank Statement \$ 24,162.14

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/19/19	6004	James Esper Landscaping	4,300.00	
05/21/19	6073	James Esper Landscaping	4,800.00	
08/20/19	6152	The Paul Revere Life Insurance Company	278.54	
08/20/19	6153	MVP Health Care, Inc.	4,059.23	
08/20/19	6154	United Health Care	17.40	
08/20/19	6164	Palmateer Trucking & Container Service	188.00	
08/20/19	6171	Tri-City Paranormal Society	75.00	
08/20/19	6177	Johnstown Public Library	10.70	
08/20/19	6178	Schenectady County Public Library	9.79	
08/30/19	DM	NYS & Local Employees' Retirement System	350.98	
08/30/19	DM	Invesco - 403b	540.00	
		Total Outstanding Checks	14,629.64	14,629.64

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 9,532.50

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

Balance Per Bank Statement \$ 8,506.08

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
08/30/19	5069	Barbara J. Madonna	1,872.59	
08/30/19	5070	Nicole L. Hauser	1,279.70	
08/30/19	5072	Sally A. Fancher	1,135.58	
08/30/19	5073	Linda B. Conroy	1,196.64	
08/30/19	5074	Jameson M. Duross	811.24	
08/30/19	5077	Linda J. Callahan	142.96	
08/30/19	5078	Sally L. Ostrander	347.11	
08/30/19	5079	Kathy Van Volkenburg	79.95	
08/30/19	5081	Kimberly A. Collar	380.10	
08/30/19	5083	Kelly S. Lawlor	260.21	
		Total Outstanding Checks	7,506.08	7,506.08

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 \$ 201,218.39

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 201,218.39

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

Balance Per Bank Statement \$ 801,966.15

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 801,966.15

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 110,267.74

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

\$ 110,267.74

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: August 2019
Barbara Madonna – Director

Demand for proctoring the real estate exam really jumped during August with 4 students. The majority of the proctoring has been for this test, but I have also proctored exams for a certification for the administration of Section 8 housing, financial exams for lending institutions, and entrance exams for college. Sally has also proctored test for homeschoolers taking Regents exams. The requirement for each school are different, but most seem to require a proctor possess a Master's degree and some form of an educational certification. The proctor must also be pre-approved by the student's school.

The 50th anniversary of Woodstock took place this summer and we were able to premier a documentary made by local filmmaker Greg Hitchcock. In the spring he also premiered "Rising Cities", his documentary about Gloversville and Johnstown. Developing new local partnerships was one of the goals of the renovation project and I am pleased that so many community members are reaching out to the Library.

Thanks to the hard work of Lisa Buggeln, letters and forms to campaign donors were mailed in August to verify the wording donors would like on their recognition plaques and naming opportunities. It is critical to the Library's reputation in the community that these are as accurate as possible. And tracking 180 donors with over 250 plaques has been a time consuming, detail oriented task.

Summer school ended on August 9th and trouble with teens began again. By the end of the month, a fist fight in the Teen Room required police and EMTs, and another child was banned for 12 months.

During the spring Nicole and I wrote a grant to the Document Heritage Preservation Society | New York for a grant to evaluate the Local History Collection. During the month Anastasia Matijkiw and Marissa Halderman arrived from Philadelphia to meet with Nicole, Ren Reed and myself. During their visit we discussed to purpose of the room, the collections it contains, resources dedicated to supporting it and timeline. DHPSNY will provide an official report, hopefully by the end of December, outlining their findings and suggestions. In the meantime, it was strongly recommended that we:

1. create a mission statement specifically for the local history room. 'How does what we own contribute to what we do?' This will drive all of our decisions with regards to the room. What we keep, what we discard, what we accept, what we purchase, what projects we prioritize.
2. and, create a Collection Development policy specifically for the local history room. This room is a little different from the rest of the collection, which is a bit more transient and impermanent. This, along with a Collection Management Policy, will outline the process for procuring, soliciting, accepting and weeding material.

There are a few changes being implemented for collection development in the rest of the Library. The first is lowering the monthly allotment of the Library's Baker and Taylor Lease Plan. The plan is used for new adult fiction and nonfiction. The plan has been in place for approximately 17 years, replacing the McNaughton Lease Plan used during a different administration. The annual subscription has been approximately \$10,500 per year and provides the Library will an allotment of around 50 titles per month. The benefit of the plan was the ability to return titles we no longer wanted to keep and to purchase leased titles for \$3.25 per book. After analyzing the pros and cons of continuing the plan, it is not a cost effective method for collection maintenance of titles we know will remain in the collection long term. Therefore, we have reduced the per month number from 50 to 20. This lower amount will still allow us to rent new authors that do not yet have a following, second copies of books with an unusually high initial demand, and titles that are wildly popular one minute, but fade from the public's interest after a year or so. This reduces the cost of the plan which can then be reallocated toward purchases of titles that will remain in the collection for years, rather than months.

The second change is moving away from Baker and Taylor as the Library's primary book supplier. The new company, Ingram, offers a steeper discount, more lists and tools to help Nicole and Sally Fancher review potential additions, and seamless integration with the Library's ordering software (a module in the circulation system).

Initially, it all feels a little overwhelming, especially during a year of so much change, but Nicole and Sally are embracing the shift.

Meetings

- August 1st
 - 1) Mike Frank
 - 2) Chris Carigan, Bunkoff General Contractors
 - 3) Lisa Buggeln
 - 4) Nicole Hauser
 - 5) Friends of the Library meeting
- August 2nd
 - 1) Proctor
 - 2) Lisa Buggeln
 - 3) Steve Smith, Steven E. Smith PE
- August 5th
 - Staff meeting
- August 7th
 - Lisa Buggeln
- August 8th
 - Lisa Buggeln
- August 9th
 - Proctor
- August 12th
 - 1) Staff meeting
 - 2) Wade Abbott, MVLS
- August 14th
 - 1) Proctor
 - 2) Craig Clark
- August 15th
 - MVLS Board meeting
- August 16th
 - 1) Jean LaPorta and Chris Pesses
 - 2) Building committee meeting
- August 19th
 - 1) Staff meeting
 - 2) Proctor
- August 20th
 - Board of Trustees meeting
- August 21st
 - DHPSNY visit
- August 22nd
 - Pre-bid meeting for 66 E. Fulton St project
- August 29th
 - 1) Program committee meeting
 - 2) Chris Pesses
 - 3) Chris Mazone, Mazone Plumbing and Heating
- August 20th
 - 1) Joe Mazone, Mazone Plumbing and Heating
 - 2) David Briggs, NBT Insurance
 - 3) Lisa Buggeln and Lisa Queeney



Gloversville Public Library

Children's Room Report: August 2019

Sally Fancher – Head of Children's Services

The month of August saw several different outside organizations utilizing our Lower Activity room. We had the Capital District Child Care Council, the Fulton and Montgomery Mental Health Association, and the Family Counseling Center all enjoy programs in our space. All were well attended and each agency is planning more programs for our kids.

"Spy Bash" was a new program this year and it was a great success. Sonny Duross helped the presenter guide the children through activities like finger printing, invisible ink messaging, code breaking and marshmallow catapult techniques. The children were presented with a "Spy Kit" of dark glasses, fake mustaches, flashlights and invisible ink to take home.

On August 14 and 15th we had a volunteer from the Albany Academies helping in the Youth Center. This young person was completing community service hours for school credit. As my regular student volunteer was on vacation, the help was welcome.

Star Stories with George Steele was a great success. Several families enjoyed folktales and stories about the moon and stars. The program included a craft that allowed the kids to make their own personal planetariums.

The final story time was at Price Chopper. We were overwhelmed with the generosity of the store and personnel. All venues were friendly welcoming and gracious, but Price Chopper presented the kids with 4 different kinds of cookies, juice and pizza. They also brought out take-out boxes for who wanted to have pizza later. We could not have planned a better time.

My summer volunteer, Bridget Will, helped me at the Friends' Ice Cream and Apple Crisp social. While this was going on, Sonny facilitated the raffle drawing and we had many happy kids and families. This was a nice close to Summer Reading. I am looking forward to the possibility of having Bridget return next Summer as a Summer Assistant.

We are in the process of transitioning to a new book supplier, and with this we will re-spines a great many books in the Youth Center. While this may seem daunting, it will be a positive change for staff, patrons and the overall ascetic of the collection.

The last day of August saw a huge disturbance in the Teen room, police had to be called, and an incident report was filed by Director Madonna.

The statistics for Summer Reading in the Youth Department

Registered- 17 teens for 11,864 minutes of recorded reading

167 kids for 22,500 minutes of recorded reading

27 programs, served 857 people: along with the dozens of kids who visited and stayed and played.

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

	2019	2018
VISITORS	6,425	7,169
CIRCULATION		
Adult Circulation	1,997	2,035
Teen Circulation	234	166
Juvenile Circulation	1,390	1,003
Audiobooks	351	307
eBooks	561	449
Music	44	46
Periodicals	55	109
Videos	1,641	1,416
Museum Passes	5	3
Subtotal	6,278	5,534
In-House Use		
Adult	31	20
Juvenile	55	66
Other Materials	1,183	1,190
Subtotal	1,269	1,276
Total Circulation	7,547	6,810
 REFERENCE QUESTIONS	 301	 202
 MEETINGS/PROGRAMS/OUTREACH		
76 Adult programs and meetings with 421 people		(46 Adult programs and meetings with 590 people)
19 Juvenile programs and meetings with 452 people		(16 Juvenile programs and meetings with 237 people)
0 Teen programs and meetings with 0 people		(0 Teen programs and meetings with 0 people)
 INTERLIBRARY LOAN		
Material Borrowed	722	748
Material Loaned	768	786
Total	1,490	1,534
 COMPUTER USAGE	 2,147	 1,822
 HISTORICAL ROOM *	 Temporarily Closed	
1 Visitors		
Books Used		
Reference Questions		

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

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

	June	July	August
VISITORS	5,429	6,619	6,425
CIRCULATION			
Adult Circulation	1,737	2,113	1,997
Teen Circulation	124	208	234
Juvenile Circulation	1,141	1,764	1,390
Audiobooks	300	346	351
eBooks	654	554	561
Music	25	28	44
Periodicals	61	71	55
Videos	1,270	1,447	1,641
Museum Passes	3	8	5
Subtotal	5,315	6,539	6,278
In-House Use			
Adult	21	11	31
Juvenile	55	100	55
Other Materials	977	1,289	1,183
Subtotal	1,053	1,400	1,269
Total Circulation	6,368	7,939	7,547
REFERENCE QUESTIONS	271	217	301
MEETINGS/PROGRAMS/OUTREACH			
June	62 Adult programs and meetings with 375 people 13 Juvenile programs and meetings with 602 people 7 Teen programs and meetings with 14 people		
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		
INTERLIBRARY LOAN			
Material Borrowed	571	831	722
Material Loaned	631	780	768
Total	1,202	1,611	1,490
COMPUTER USAGE	1,566	2,246	2,147
*HISTORICAL ROOM (in storage while in temporary location)			
Visitors	0	1	
Books Used	0	1	
Reference Questions	0	1	

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

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. [There is no charge for a library card when an account is first opened. Replacement cards for lost or stolen cards will cost \\$1 for adults and teens and 50 cents for children.](#)

To obtain a card for juvenile patrons, those ages 5 - 12 or in kindergarten, and for teen patrons, those ages 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 [this policy](#). ~~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 & [museum passes](#)

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.

Replacement Fees for Lost Items

[Any item borrowed from the Library and not renewed or returned by its due date is considered overdue. Although the library does not charge a fee for overdue material, any item that is overdue 21 days or more will be considered lost and the borrower will automatically be charged a replacement fee for that item, and the borrower's account will be considered delinquent. The amount of 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. 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.

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.

Any audio-visual item missing a disc is considered damaged.

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.

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.

Delinquent Accounts

Any adult or teen account 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.

Delinquent accounts may be referred to a collection agency for the purpose of additional collection procedures, this will include a non-refundable processing fee.

Any patron account with 5 items overdue will have all privileges at the Gloversville Public Library suspended until the items are renewed or returned.

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

Confidentiality of library records is governed by New York CPLR 4509 (see [Appendix A](#)).

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 2017
Revised January 2018
[Revised August 2019](#)

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.

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.

Gloversville Public Library Board of Trustees Program Committee Meeting – August 2019

The Gloversville Public Library will work on the following goals, objectives, and tasks during the 2019-2020 fiscal year. The following goals, objectives, and tasks will be reviewed in February 2020 and again in August 2020.

Service Goal 1: Increase the use of the Library by the community.

Objective 1: Evaluate existing Library programs and services.

Task 1: Key program staff will meet three times per year to review, assess, and modify in-house programs and services.

During the 2019-2020 fiscal year, the staff will meet three times to review, assess, and modify in-house programs and services.

Objective 2: Develop new Library programs and services.

Task 1: Develop and implement two new in-house programs or services that meet the needs of underserved populations in the community.

During the 2019-2020 fiscal year, the staff will develop and implement a new program for teens (ages 13 to 18), a group that they have identified as an underserved population in the community.

Service Goal 2: Increase programming and outreach efforts outside the walls of the building to engage the community.

Objective 1: Increase the number of Library programs offered off site.

Task 1: Key program staff will meet three times per year to review, assess, and plan for off-site programs and services.

During the 2019-2020 fiscal year, the staff will meet three times to review, assess, and modify off-site programs and services.

Task 2: Develop and implement one new off-site program or service that meets the needs of an underserved population in the community.

During the 2019-2020 fiscal year, the staff will reach out to and will work with the Friends of the Gloversville Public Library to expand and to advertise the Home Bound Book Service.

Sustainability Goal 1: Develop and implement a framework to sustain the Library as a community resource.

Objective 6: Develop and implement a budgetary process to reflect the changes in Library services

Task 5: Develop a tracking system for the Program Committee budget and grants.

During the 2019-2020 fiscal year, Barbara Madonna and Nicole Hauser will develop a prototype budget and grants tracking system using Microsoft Excel.

Task 6: Determine the role of grants in funding the Library's mission.

During the 2019-2020 fiscal year, the Board of Trustees, the Finance Committee, the Program Committee, and the Library staff will discuss the issue of the role of grants in funding the Library's mission.

Sustainability Goal 2: Build and strengthen community partnerships with organizations and individuals.

Objective 1: Share information with and capture feedback and ideas from patrons attending Library programs and meetings.

Task 1: Develop a database of program attendees.

This task may be difficult to achieve. Attendees may not wish to share their names, addresses, or email with the Library. Attendees may not wish to have a record of what programs they have attended.

Task 2: Develop mechanisms for collecting and using feedback for future planning.

During the 2019-2020 fiscal year, the staff will develop survey(s) for collecting feedback about a program as well as what future programs patrons may desire.

September 2019 Building Committee report

Hello everyone,

1. The Landscaper is supposed to be here this week to replace dead plants and check out the grass.
2. Bunkoff came last week and fixed the handicap button. They also adjusted the rods on the front doors because they have not been catching properly to lock the doors at night. They can't spread gravel in the drip edge on the north side with a rake, but Mike confirmed it needs a new load of stone, not just raking. He needs to talk to the bosses about that. And we have having issue with a lock on one of the storage room doors in the basement. It keeps catching and we can't get it open. We are working on that issue.
3. George is spreading mulch around the building and will be assembling a Rubbermade-style shed for the dumpster area to house the lawnmower and some other things.
4. No word from the County about the Probation building. The article in the paper provided no light on the subject.
5. Bids for the parking lot project are due on Thursday, Sept 11. The opening is at 2pm at Steven Smith's office at 25 W. Fulton St.
6. The condensate reservoir overflowed in the Mechanical Room. Mazone replaced the single one that was feed by both boilers, with two of a different design, each attached to one boiler. There is also a pump that needs to be replaced. It is on order. We are still having issue with rooms being stuffy. I have reached out to Matt Boyd, our contact at PASCO (software) about the issue. He is also supposed to tweak the fans in the Carnegie Room. No word on that either. EVAPCO has continued its monthly maintenance on the chiller. We'll need to reach out to them for a contract for 2020. And Mazone instructed me to have some pH maintenance done on the boilers. I am discussing it with B and L Controls, the company Mazone recommended. (Adam Thomas, B&L Control Service Inc., Commercial and Industrial Water Treatment Consultants and Manufactures, Representatives, 1448 Saratoga Road, Ballston Spa, NY 12020, [\(518\)273-0500](tel:5182730500), [\(518\)225-9764](tel:5182259764) Cell.
7. I've been slow to get the snow removal information out. The RFP is on our website with an announcement that we are looking for proposals. Its on our Facebook page. I'm putting ads in the Leader-herald and Fulton County Express this week. And I need to send copies directly to some contractors.
8. Gannon, the site contractor for Bunkoff, added woodchips around the cache basin on the northside of the building. Not the fix I expected since it had rock there, but...
9. We have a estimator coming out on Sept 11th to look at the pigeon problem.