



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

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

Barbara Madonna  
Library Director

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

2019-2020  
Board of Trustees

Mr. Clark asked Mr. Frank to review the Financial Report for the two-month period ending August 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$53,900 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$64,000. This was partially offset by the Friends of the Library giving their \$10,000 for the current year's budget earlier than last year. In the prior fiscal year, the Foundation gave the Library \$64,000 which has not been budgeted for in this fiscal year. Expenses for the year-to-date period of 2019 are up approximately \$25,500 due to higher salaries and salary related benefits and higher Insurance Expense. The Baker and Taylor book lease was also renewed earlier this year, though at a lower fee, which resulted in the book expense item being higher this month as compared to August of last year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Schrader, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Frank distributed the Warrants list for September 2019 numbered 1875 through 1899 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. Clark, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Christian Rohrs, Secretary