



Minutes of the Gloversville Public Library Board of Trustees Meeting December 20, 2022

The Gloversville Public Library Board of Trustees held their regular Board meeting December 20, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Sue Shrader, Caren Pepper, John Mazur, Richard “Dick” Carlson, Library Director Valerie Acklin, and Library Treasurer Michael Frank. Mr. Reed agreed to serve as Secretary Pro Tempore.

Valerie Acklin
Library Director

Mr. Reed called the meeting to order at 6:00 PM and all present recited the Pledge of Allegiance.

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked if there was any discussion regarding the November minutes. Mr. Mazur pointed out that his name was left off the list of trustees that were present at the November meeting. Ms. Pepper made a motion to approve the amended minutes which was seconded by Mr. Mazur. The Board unanimously approved the minutes with a vote of “aye”.

Mr. Reed asked Mr. Frank to deliver the Treasurer’s Report. At the end of his regular report, Mr. Frank informed the Board about the six new United States Treasury Bills that were bought with money that is currently in savings, but which is designated for specific use over the next five years. Ms. Shrader made a motion to approve the Treasurer’s report which was seconded by Ms. Pesses. The Board unanimously approved the Treasurer’s Report with a vote of “aye”.

Mr. Frank distributed the Warrants List for November 2022 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 to approve the Warrants List which was seconded by Ms. Dunn-Brown and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. The Board unanimously approved the Warrants List with a vote of “aye”.

Mr. Niforos delivered his Budget and Finance Committee Report. Mr. Niforos reported that the committee had completed the 2023-2024 draft budget. It was decided that the \$500,000 Empire State Development Grant that the Library was awarded, in order to cover the needed increase in staffing due to the larger amount of public space after the Library was renovated, would be used in \$100,000 amounts over the next five years to support staffing for those annual budgets. For the time being, the money will be invested in United States Treasury Bills until it is needed to support the annual budget. The increased cost of staffing since 2018 is due in part due to the increased number of library staff needed to fully support the library, but also due to New York State’s efforts to increase minimum wage to \$15 per hour. The committee also recommended that the Library ask the community to support a \$60,000 tax levy increase for the 2023-2024 fiscal year.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met in early December. Mr. Frank reported that the Foundation Board modified its by-laws. First, the modified by-laws will allow the Board’s treasurer to be paid a salary. Second, the modified by-laws will make the two Gloversville Public Library Trustee liaisons no-voting mem-

2022-2023
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

bers of the Gloversville Library Foundation Board. Mr. Frank reported that the Gloversville Library Foundation Board had decided to move its investment account from Morgan Stanley to Wells Fargo. Lastly, Mr. Frank reported that the Gloversville Library Foundation Annual Appeal had raised \$12,000 in its first two weeks. All money raised from this appeal will be used to support the Library in purchasing new technology.

Mr. Reed delivered Mrs. Jean LaPorta's Friends of the Gloversville Public Library Report.

Mr. Reed had no President's Report this month.

Mr. Carlson delivered his Building and Grounds Committee Report. It was reported that approximately two thirds of the money in the NBT Building Fund money market account was invested in United States Treasury Bills until the money is needed for the three main upcoming building and grounds projects that will be happening over the next five years. Phase I of the 66, 68, and 68 ½ East Fulton Street project will begin in 2023. The library dome repair project will begin in 2024. Phase II of the 66, 68, and 68 ½ East Fulton Street project will not begin until 2025 or 2026.

Mr. Reed informed that Board that there was no report from the New Lawyer Search Ad Hoc Committee.

Ms. Pesses gave the Local History Room Committee Report. It was reported that an estimate had been received for room darkening shades for the Local History Room.

Ms. Dunn-Brown gave the Outreach Committee Report. Ms. Dunn-Brown reported that Outreach Committee had a table at the annual Soroptimist Craft Fair held in November at the Gloversville Middle School and that the volunteers interacted with many of the fair's attendees.

In the Personnel Committee Report, the Board was told that the new library clerk, Madison Smrtic, had joined the staff.

Ms. Pesses reported that the Policy Committee was recommending that four library policies, the Tobacco Free Policy, the Responsibility for Library Operations Policy, the Pandemic Policy, and the Public Notice Bulletin Board Policy, be reviewed and passed as they are. After reviewing these policies, Ms. Dunn-Brown made a motion that they be passed as they are. The motion was seconded by Mr. Carlson. The Board unanimously approved the four policies with a vote of "aye". The Collections Development Policy was amended to comply with the Board Ethics Policy. Mr. Mazur made a motion to amend the Collections Development Policy which was seconded by Mr. Niforos and the Board unanimously approved the amendment with a vote of "aye". The Board reviewed changes to the Harassment Policy and the Sexual Harassment Policy. These two policies will be reviewed again in January. The Board then reviewed the new Programming Policy. This policy will be reviewed again in January.

Ms. Pepper indicated there was no Program Committee Report.

Mr. Mazur indicated there was no Public Relations Committee Report.

Mr. Reed had no Plan of Service Ad Hoc Committee Report. The Board was informed that the Community Engagement Workshop that was to have occurred on December 16, 2022, with the staff was cancelled due to the snowstorm that day and was rescheduled for January 20, 2023.

Ms. Acklin delivered Director's Report to the Board. Ms. Acklin also informed the Board that the Library had purchased new scheduling software that is far superior to the current scheduling software being used. She indicated that while she and the staff are learning how to use the new software, the current software will still be used. It is anticipated that the new software will be in full use by July 1, 2023. Ms. Acklin read two thank you notes – one from Boulevard School and one from Mr. Michael Coons.

No old business was discussed.

Under new business, Mr. Reed requested a motion to enter Executive Session at 7:58 PM in order to discuss a specific Civil Service personnel issue. Mr. Mazur made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye". At 8:09 PM, Mr. Reed requested a motion to exit Executive Session. Ms. Pesses made the motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

At 8:10 PM, Mr. Reed requested a motion to adjourn. Ms. Pesses made the motion, seconded by Ms. Mazur. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

Charles "Ren" Reed, Secretary Pro Tempore