



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
August 16, 2022 6:00 PM

Pledge to the Flag  
Public Comment

1. Accept the Minutes of the:
  - 2022-2023 Organizational Meeting
  - July 2022 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
  - Behavior and Environment [Second Read]
  - Bylaws [Second Read]
14. Program Committee Report
15. Public Relations Committee Report
16. Library Director's Report
17. Old Business
18. New Business
19. Executive Session

Adjourn

Next Meeting: September 20, 2022 at 6:00 PM



Valerie Acklin  
Library Director

2021-2022  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

## Minutes of the Gloversville Public Library Board of Trustees Organizational Meeting

July 20, 2021

The Gloversville Public Library Board of Trustees held its Organizational Meeting on July 19, 2022. Present were Charles “Ren” Reed, Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Christian W. Rohrs, Christine Pesses, Susan Shrader, Richard “Dick” Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Treasurer Michael Frank called the meeting to order at 6:04 PM.

The following Board Members and Library Clerks were sworn into office:

- 1-year board membership: Richard Carlson
- 5-year board membership: Christine Pesses
- Treasurer: Michael Frank
- Library Director: Valerie Acklin
- Library Election Clerk: Valerie Acklin
- Deputy Election Clerk: Nicole Hauser
- Deputy Election Clerk: Barbara Madonna

Mr. Frank asked for motions of election to be made for the following officers:

- Charles “Ren” Reed, President. Mrs. Pesses made a motion, seconded by Mrs. Shrader.
- Merry Dunn-Brown, Vice President. Mr. Rohrs made a motion, seconded by Mr. Carlson.
- Gregory Niforos, Vice President of Finance. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader.
- Christian W. Rohrs, Secretary. Mrs. Shrader made a motion, seconded by Mr. Carlson.

The aforementioned motions were each approved with a vote of “aye” from the Board.

At this point, President Charles “Ren” Reed assumed responsibility of overseeing the meeting.

Mr. Reed asked for a motion to approve items 3-10 on the agenda. Mrs. Pesses made a motion, seconded by Mr. Carlson. The Board approved with a vote of “aye.”

Mr. Reed asked for a motion to elect Mr. Niforos and Mrs. Pesses as Representatives to the Gloversville Library Foundation Board. Mrs. Shrader made a motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of

Mr. Reed inquired if the current chairpersons for GPL committees would continue serving as chairperson. Each chairperson agreed.

Mr. Reed requested a vote to appoint John Blackmon to be claims auditor for the Gloversville Public Library. Ms. Pesses made a motion, seconded by Ms. Dunn-Brown seconded the motion. The Board approved with a vote of "aye."

Mr. Reed asked if there was a motion to approve the GPL Holiday Observance Calendar. Mr. Carlson made a motion, seconded by Ms. Pepper. The Board approved with a vote of "aye."

Mr. Reed asked if there was a motion to designate the Library Director to be the appointing authority for Civil Service employment actions. Mrs. Pesses made a motion, seconded by Mrs. Pepper. The Board approved the motion with a vote of "aye."

Mr. Reed also noted the Conflict of Interest signage will be made available tomorrow, 7/20, at the Information Desk.

At 6:18 PM, Mr. Reed asked for a motion to adjourn the Organizational Meeting. Mrs. Pesses made a motion, seconded by Mr. Niforos. The Board approved with a vote of "aye."

Respectfully submitted,

---

Christian W. Rohrs, Secretary



## Minutes of the Groversville Public Library Board of Trustees Meeting July 19, 2022

The Groversville Public Library Board of Trustees held its regular meeting on July 19, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Susan Shrader, Richard “Dick” Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Mr. Reed called the meeting to order at 6:18 PM.

Mr. Reed asked if there was any public comment. Hearing none, Mr. Reed asked for a motion to accept the minutes for the June 2022 meeting. Mrs. Pesses made a motion, seconded by Ms. Pepper. Ms. Pepper noted that the Program Committee had not met at that point. Mr. Frank also noted that the Warrant List distribution should be for June. Mr. Reed asked if there were any other questions or comments. Hearing none, the motion carried with a vote of “aye.”

Mr. Frank delivered the Treasurer’s Report. Mr. Reed asked if there was any discussion. Mrs. Shrader asked if the inspection of the dome came out of the construction account, to which Ms. Acklin replied “yes”; however, GPL is waiting for the inspector to return. Mr. Reed asked for a motion to accept the Treasurer’s Report. Mrs. Pesses made a motion, seconded by Mr. Carlson.

Mr. Niforos reported on behalf of the Budget and Finance Committee. Mr. Niforos reported that the committee had not met.

Mr. Frank noted there was no report on behalf of the Foundation. Mr. Frank noted that the committee had not met.

Mr. Reed reported that Mrs. La Porta had not sent a report; however, Mrs. Shrader noted that the next meeting will be July 28 at 5:00 in the Large Meeting Room.

In his President’s Report, Mr. Reed discussed deficit budgets and its reliance on contingency funds. He also compared our school district library to area school district student populations and identified discrepancies with the GPL tax levy with the GPL school district population. In all, a community outreach effort is necessary.

Mr. Carlson reported on behalf of the Buildings and Grounds Committee.

Mr. Reed asked for a motion to accept the Warrant List. Mr. Carlson noted that there was a discrepancy of \$0.01 for the second item. Mrs. Pesses made a motion, seconded by Mr. Carlson. Mr. Reed asked if there were any questions. Hearing none, the board approved with a vote of “aye.”

In her Local History Room Committee report, Mrs. Pesses noted that there had not been a meeting; however, Ms. Acklin reported visitors to the Local History room have been relatively consistent. Mr. Mazur if there were any opportunities for interns to work

Valerie Acklin  
Library Director

2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

voluntarily in the Local History Room. Ms. Dunn-Brown also mentioned a need for developing a high school reunion database.

Ms. Dunn-Brown delivered a report on behalf of the Outreach committee. She acknowledged the recent pride picnic held at Meyer's Park and the positive feedback received from both community members and out-of-town participants. She would also like to thank committee members Christine Pesses, Robin Lair, and Patty Franco for all of their hard work and dedication.

Mrs. Shrader reported on Behalf of the Personnel Committee, during which she asked for board members to consider any changes or additions to the Director Evaluation Report for future evaluations.

Mr. Reed noted there had not been a Plan of Service Ad Hoc Committee. The next meeting will be August 18 at 1:00 PM.

Mrs. Pesses discussed the immediacy for reading the Ethics, Personnel, Tutoring, and Supporting Organizations Policy. She also conducted the first reading of the Behavior and Environment and the Bylaws Policy.

In her Program Committee report, Ms. Pepper there had not been a meeting.

Mr. Mazur noted there had not been a Public Relations Committee report. Mr. Mazur noted there had not been a meeting; however, he will remain in touch with Bob Cudmore for a podcast.

Ms. Acklin delivered her Director's Report. She noted how busy it has been in the library and provided board members a list of goals for the 2022-2023 fiscal year. She discussed the rearrangement of numerous items and work stations in the library. She also noted the new programs to be offered at the local schools, community centers, etc.

Mr. Reed asked if there is any Old Business. There was none.

Mr. Reed asked if there is any New Business. Ms. Acklin discussed our continued education credits for NYS Public Library Trustees.

At 8:00 PM, Mrs. Pesses made a motion to enter Executive Session to discussion New Positions and Personnel Changes. Mr. Carlson seconded the motion. The board approved with a vote of "aye"

At 8:24 PM, Ms. Pepper made a motion to leave executive session. Mr. Rohrs seconded.

Upon leaving executive session, the following motions were made:

- Motion to create a Librarian I/Head of Youth Services position with an annual salary of \$42,500. Ms. Dunn-Brown made a motion, seconded by Mr. Mazur. The board approved with a vote of "aye."

- Motion to create a Librarian I/Teen Librarian position with an annual salary of \$38,000. Mr. Niforos made a motion, seconded by Mr. Rohrs. The board approved with a vote of “aye.”

At 8:27, PM Mr. Reed requested a motion to adjourn. Mr. Mazur made the motion, and Mr. Niforos seconded.

Respectfully submitted,

---

Christian W. Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2022**

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$553,695.00	\$0.00	\$0.00	\$0.00	\$553,695.00
Investment Income	2,000.00	8.40	8.40	2.57	1,991.60
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	10,000.00	0.00	90,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	2,450.00	2,450.00	0.00	7,550.00
Government Affiliations	7,000.00	0.00	0.00	0.00	7,000.00
IRS Payroll Credit Covid 19	0.00	0.00	0.00	0.00	0.00
Fees & Miscellaneous Income	2,500.00	652.14	652.14	261.48	1,847.86
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$685,195.00</b></u>	<u><b>\$13,110.54</b></u>	<u><b>\$13,110.54</b></u>	<u><b>\$264.05</b></u>	<u><b>\$672,084.46</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on July 1, 2022	\$206,466.02				
Plus: Receipts Per Report	13,110.54				
Less: Furniture & Equipment Purchased	0.00				
Less: Expenses Per Report	<u>(81,211.14)</u>				
Income Cash Balance on July 31, 2022	<u><b>138,365.42</b></u>				
Accounts Payable as of 07/31/22	15,295.00				
Accrued Payroll Expense as of 07/31/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Prepaid Expenses as of 07/31/22	<u>0.00</u>				
Actual Cash Balance on July 31, 2022	<u><b>\$193,885.03</b></u>				

Prepared By,  
Michael J. Frank, Treasurer

---

Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2022	\$206,188.82
Plus: Receipts:	
Interest on Money Market Account	7.69
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	65,000.00
	<hr/>
Balance on July 31, 2022	<u>\$141,196.51</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2022	\$764,846.10
Plus: Receipts:	
Interest on Money Market Account	64.96
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on July 31, 2022	<u>\$764,911.06</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on July 1, 2022	\$11,883.41
Plus: Receipts:	
Interest Earned	0.20
Insurance Claim	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	0.00
	<hr/>
Balance on July 31, 2022	<u>\$11,883.61</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on July 1, 2022	\$533.16
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on July 31, 2022	<u>\$533.16</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**JULY 2022**

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 18,331.59	\$ 18,331.59	\$ 22,206.66	\$318,924.61
Salaries - Part Time Employees	154,842.48	5,745.00	5,745.00	5,592.13	149,097.48
Salaries - Custodians	34,234.00	1,969.64	1,969.64	2,625.36	32,264.36
F I C A & Medicare Tax	40,264.45	1,992.53	1,992.53	2,322.25	38,271.92
Unemployment Insurance	800.00	281.25	281.25	254.75	518.75
Disability & Family Leave Insurance	2,000.00	1,471.88	1,471.88	1,331.33	528.12
Medical Insurance & Reimbursements	63,000.00	7,313.22	7,313.22	6,691.66	55,686.78
Worker's Compensation Insurance	3,000.00	3,723.38	3,723.38	3,535.99	(723.38)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	4,500.00	0.00	0.00	0.00	4,500.00
Electricity	25,000.00	0.00	0.00	0.00	25,000.00
Telephone	7,200.00	564.27	564.27	581.93	6,635.73
Insurance	25,000.00	25,675.76	25,675.76	23,816.85	(675.76)
Books, Periodicals, etc.	40,000.00	2,924.07	2,924.07	2,991.03	37,075.93
Computer & Automation Services	14,700.00	1,011.39	1,011.39	1,097.60	13,688.61
Library, Office Supplies & Postage	10,500.00	564.19	564.19	255.74	9,935.81
Maintenance, Repairs & Bldg. Supplies	10,000.00	209.66	209.66	0.00	9,790.34
Maintenance Contracts	38,000.00	8,421.64	8,421.64	6,948.04	29,578.36
Treasurer	8,800.00	700.00	700.00	700.00	8,100.00
Professional Fees	7,000.00	0.00	0.00	0.00	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	0.00	57.07	1,000.00
Events & Programming	5,000.00	75.00	75.00	305.00	4,925.00
Promotion Expense	4,800.00	0.00	0.00	0.00	4,800.00
General Expense	2,000.00	236.67	236.67	243.30	1,763.33
<b>TOTAL EXPENSE</b>	<b>\$885,048.13</b>	<b>\$81,211.14</b>	<b>\$81,211.14</b>	<b>\$81,556.69</b>	<b>\$803,836.99</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7047		Gloversville Public Library	\$ 14,456.68	Payroll
7048		Gabrielle Duplessis	7.35	Repay NYS Ret. Withheld in Error
7049		Gloversville Public Library	14,394.42	Payroll
7050	2674	Michael J. Frank	700.00	Treasurer
7051	2675	Void	0.00	
7052	2676	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7053	2677	C D P H P	3,283.05	Medical Insurance
7054	2678	Frontier Communications	564.27	Telephone
7055	2679	National Grid	2,757.03	Accounts Payable
7056	2680	Naif's	333.00	Newspapers
7057	2681	Linda Conroy	189.08	Petty Cash
7058	2682	First Nonprofit Unemployment Program (481.25)	281.25	Unemployment Insurance
			200.00	Cash Reserve
7059	2683	Mohawk Valley Library System	991.39	Computer & Automation
7060	2684	Kent Adhesive Products Co.	225.25	Library Supplies
7061	2685	Liberty Mutual Insurance	24,936.20	Insurance - Bldg, Contents, etc.
7062	2686	U S S Slater - DEHM	75.00	Events & Programming
7063	2687	NYSIF Workers' Compensation	674.10	Accounts Payable
7064	2688	Daily Gazette Co., Inc.	25.00	Accounts Payable
7065	2689	Gloversville True Value Hardware	5.49	Accounts Payable
7066	2690	Goderie's Tree Farm	1,694.00	Accounts Payable
7067	2691	Gilbert Van Guilder	2,000.00	Accounts Payable
7068	2692	Crane Sealcoating	4,850.00	Accounts Payable
7069	2693	Alexis N. Lanza	52.88	Accounts Payable
7070	2694	Ingram Library Services	576.27	Accounts Payable
7071	2695	Business Card (775.75)	207.15	Accounts Payable
			209.66	Maintenance & Repairs
			20.00	Computer & Automation
			338.94	Library Supplies
7072	2696	C D P H P - Replaces Ck # 7051 & August Expense	481.32	Medical Insurance - Dental
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	446.26	Pension - Withholdings
DM		E F T NYS Tax Department	1,326.70	Payroll
DM		E F T United States Treasury (8,989.58)	2,842.29	FICA & Medicare Expense
			6,147.29	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	506.46	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2022	85,939.94	
		PETTY CASH PAID OUTS - JULY 2022		
		None	0.00	
		<b>TOTAL JULY 2022 PAID OUTS</b>	<u>\$85,939.94</u>	
		Less: Accounts Payable	(12,841.92)	
		Less: Accrued Expenses - Payroll & Payroll Taxes	(11,957.70)	
		Less: Gabrielle Duplessis Ret. Ck - Reimb May Withholdings	(7.35)	
		Less: Petty Cash	(189.08)	
		Less: Cash Reserve	(200.00)	
		Plus: Prepaid Expense	20,467.25	
		<b>NET TO BALANCE TO EXPENSES</b>	<u>\$81,211.14</u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of July 1, 2022		\$1,760.47
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at July 31, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of July 1, 2022		\$621.62
Grant Money Received		600.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at July 31, 2022		\$1,221.62

**ADVOCACY GRANT**

Balance as of July 1, 2022		\$110.91
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at July 31, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of July 1, 2022		\$9,825.00
Appropriation Provided For In 2021-2022 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at July 31, 2022		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of July 1, 2022		\$2,807.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at July 31, 2022		\$2,807.18

**PARK TERRACE PTA - COLORTON**

Balance as of July 1, 2022		\$404.39
Funds Received - Donation		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Colorton Funds Left at July 31, 2022		\$404.39

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
July 31, 2022**

**NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187**

Balance Per Bank Statement				\$	36,844.22
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
05/17/22	7001	James Esper Landscaping	6,300.00		
07/08/22	7048	Gabrielle Duplessis	7.35		
07/19/22	7053	C D P H P	3,283.05		
07/19/22	7063	NYSIF Workers' Compensation	674.10		
07/19/22	7064	Daily Gazette Co., Inc.	25.00		
07/19/22	7068	Crane Sealcoating	4,850.00		
07/29/22	7072	C D P H P	481.32		
07/29/22	DO	NYS & Local Employees' Retirement System	446.26		
		Total Outstanding Checks			<u>16,067.08</u>

Other Items: None -

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 20,777.14

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

Balance Per Bank Statement				\$	17,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
		Total Outstanding Checks			<u>-</u>

Other Items: None -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 17,001.50

**NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996**

Balance Per Bank Statement				\$	141,196.51
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
		Total Outstanding Checks			<u>-</u>

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 141,196.51

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

Balance Per Bank Statement \$ 764,911.06

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 764,911.06

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 11,883.61

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**

\$ 11,883.61

**NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274**

Balance Per Bank Statement \$ 533.16

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 533.16

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance

## Financial Review July 2022

The Financial Report for the month of July 2022 shows our income up approximately \$12,800 as compared to the same month of the preceding year primarily due to the increase in the Library Foundation's contribution of \$10,000 to the Library's Operating Budget along with a pass-through of \$2,450 of contributions. In July of 2021 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the month were down approximately \$300 from the same month of last year due primarily to the decrease in payroll expense and payroll related expenses. The lower payroll expense was a result of having gone to bi-weekly payroll as of October 1<sup>st</sup> of last year compared to semi-monthly in July of 2021. This decrease was offset by an increase in insurance expense and maintenance contract expense.

GLOVERSVILLE



PUBLIC  
LIBRARY

**Friends of the GPL Report**  
**Jean LaPorta / President**  
**July 2022**

Here is the Friends' Report for August 16th Trustee meeting:

1. No report for July (vacation)
2. Friends' meeting moved from August 4th to July 28th
3. Basket raffle tickets will go on sale right after Labor Day. Drawing Oct. 21, 2022
4. Friends' newsletter will be out in August. Thanks to all who sent articles
5. Chicken BBQ Sept. 16th at Whiteys. Tickets will be available soon
6. Stay tuned for updates on fall Friends' book sale
7. Friends' Annual meeting. September 8th
8. Winner of Friends 2022 \$500 Scholarship. Douglas Cook
9. Friends' annual membership renewal can be made at any time

The Gloversville Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe and comfortable environment that supports appropriate Library services.

Library patrons must engage in activities associated with the use of the Library's programs and services. Those who do not may be required to leave the building.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, roller-skating, rollerblading, and skate boarding are not permitted on the grounds or in the building. In addition to roller skates, roller blades and skateboards, bicycles and scooters are also not allowed in the building. A bike rack is provided outside the Library for patrons' convenience. Patrons are encouraged to use bike locks since the Library is not responsible for any stolen property.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library.

People using the Library must respect the rights of all other people using the Library; therefore, Library patrons are expected to conduct themselves in an orderly and considerate manner, and in compliance with all local, state, and federal public health and safety mandates (including, but not limited to, face mask requirements). Any behavior that disrupts the orderly use of the Library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.

**The Gloversville Public Library, pursuant to NYS S.51001, prohibits the carrying of any firearm or handgun (concealed or open-carry) on any library property. This prohibition does not apply to on-duty law enforcement officers.**

Other prohibited behaviors, activities or conditions include, but are not limited to: soliciting; sleeping; loitering; intoxication; use of tobacco, vaping and related products (see *Tobacco Use Policy*); littering; making excessive noise; using offensive language; eating more than a small snack; drinking from an uncovered container; talking on a cell phone; behaving in a manner which unreasonably interferes with other patrons' use of the Library.

Animals are not permitted in the Library with the exception of service dogs and those animals which have been brought in for a special purpose which has been pre-approved by the Library Director.

Patrons may not deface, mar, or in any way destroy or damage Library materials, furnishings, walls, machines, or any other property either inside or outside the Library.

Any Library materials removed from the building must be checked out on a valid Library card and returned by the item's due date. Unauthorized removal of any Library or personal property is illegal and will be prosecuted to the full extent of the law. Replacement costs will be charged for lost and/or damaged materials. (see *Patron Borrowing Policy*).

Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of Library privileges, criminal prosecution or other legal action as appropriate.

### **Child Behavior and Supervision**

The Library Board and staff are eager for children to use the Library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is free and open to

unaccompanied children who exhibit, through their behavior onsite, that they are independent enough to use its resources for recreation, information, and education.

Parents should be aware, however, that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children. Staff will not monitor children leaving the Library.

Therefore, it is the Library's policy that children up to age seven (7) and younger must have a parent, guardian, or caregiver (age 13+) in their immediate vicinity. An exception is made for children attending any chaperoned Library programs.

Children ages eight (8) through 17 may use the Library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child[ren] will be asked to leave the building and an effort will be made to contact the parent, guardian, or caregiver will be contacted. If the responsible party is unable to retrieve the child[ren], or if otherwise necessary, the police will be contacted.

Parents, guardians and caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the Library could be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left unattended at the Library after closing time or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member transport children to another location.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library  
Revision October 18, 2011  
Revised November 15, 2011  
Revised April 18, 2017  
Revised December 19, 2017  
Revised October 20, 2020  
Revised June 15, 2021  
Revised August 16, 2022

ARTICLE I  
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II  
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:
- ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.
  - ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.
- Section 5: In the event of conflict of interest, a Board member will abstain from voting.
- Section 6: In the event of a Trustee’s resignation, dismissal, death, or inability to serve, a successor shall be selected by a vote of the Board. The newly appointed trustee will serve until the next library election at which time the position will be up for election for the remainder of the term of office of the vacant position. If an election is held to fill a seat for a full five-year term in addition to a seat for an unexpired term of less than five years, the candidate with the greatest number of votes will fill the full term seat, the candidate with the next highest number of votes will receive the shorter term seat.

If an election is held to fill one or more full five (5)-year terms in addition to one or more unexpired terms of less than five years, the candidate receiving the most votes will serve a full term, the candidate with the second most votes will fill the longest remaining term, the candidate with the third most votes will fill the next longest remaining term, etc.

Vacancies which occur for reasons other than the expiration of a full term may be filled by Board appointment until the completion of that fiscal year. The Board will make every effort to fill a vacancy which occurs more than three (3) months before the next election. A candidate may be appointed by a majority vote of the Board at a

regularly scheduled Board meeting. The newly appointed Trustee may run for any new 5-year or unexpired term at the next election.

ARTICLE III  
Officers

Section 1: The officers of the Library Board of Trustees shall be as follows:

- A President
- A Vice-President
- A Vice-President for Finance
- A Secretary

The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office, an ad hoc committee shall recommend and the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV  
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V  
Meetings

- Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board’s newspaper of notice.
- Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization Meeting and may be renewed annually.
- Section 3: Regular meetings shall be held the third Tuesday of the month.
- Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.
- Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

ARTICLE VI  
Committees

- Section 1: Standing Committees – Members of Standing Committees shall be appointed by the President at the Organization Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually.
  - A. The Executive Committee shall be comprised of all officers of the Board of Trustees.
  - B. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.
  - C. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
  - D. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.

- E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.
- F. The PR Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.

Section 2: Ad-Hoc Committees – The President of the Board may appoint special committees.

ARTICLE VII  
Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

ARTICLE VIII  
Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library’s bills and payroll, and completing NYS, Federal and additional financial reports.

All checks must be co-signed by an Officer of the Board and the Treasurer.

Amendments

Section 1 Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Adopted: December 20, 2005

Revised: April 18, 2006

Revised: June 19, 2007

Revised: October 19, 2010

Revised: October 16, 2012

Revised: November 19, 2013

Revised: December 2014



## **Director's Report** **Valerie Acklin / Library Director** **July 2022**

### **Where Did July Go!?!?**

It has been a busy month and time has flown by! We spent a great deal of time finishing up the shifting of interior spaces, meeting with the architects about both the Atrium dome and the parking lot projects, running all our Summer Reading programming, and preparing for a very busy fall. Lots of what we did will be covered elsewhere in this packet, but I do want to make a few quick updates.

### **Collection Development**

We are continuing to curate our fiction collection, as well as expand our graphic novel collection. We have also recently purchased new items for the Library of Things: A portable projector and movie screen, three sets of snowshoes (one for kids, one for teens/smaller adults, and one for larger adults); a portable external CD/DVD drive, portable sewing machine, and a 4-person laser tag set.

### **Programming**

With a lot of hard work, our scheduling is almost complete for the remainder of the calendar year. Please see the attached spreadsheet with all our planned programs, which represent a 66% increase from 2019 programming numbers. Will every one of these be a success? Probably not, but we want to try a variety of programs to accurately gauge how patron needs and attitudes have changes, post-pandemic. We are especially excited about our collaborations with North Star Café and the Johnstown Library, and are hoping to reach out to the Senior Center and the Kingsboro Garden Club, for the spring. OF course, patron favorites (like crafting and alternative medicine/spirituality) will still be on the calendar, but we're adding a host of new book clubs, movie screenings, and even a holiday concert. We have also scheduled passable programming activities for the remainder of the fiscal year. We hope that this will allow all patrons to interact with us at the times and in the manner they wish.

### **Services and Outreach**

We recently revised the process and procedures for receiving Homebound Services, in order to provide it with both structure and consistency. We will now have one staff member assigned as the first point of contact for all individuals requiring delivery. We hope this will provide a richer experience for patrons while they are incapacitated or combined. In other news, Nicole and I (along with our awesome Outreach Committee reps) enjoyed sharing Library news and happenings with the attendees at the Office of Aging annual picnic at the Concordia Club. Looking forward, we have also been in separate talks with Planned Parenthood of Greater New York, the Alzheimer's Association, and the Pride Center of Albany in the hopes partnering with them to provide educational programs and support groups to local residents. It's early days, but we hope to have things up and running by the end of the year. We have also made first contact with the schools regarding attendance at Open House/Parent Night events at each of GESD's schools.

### **Staff and Friends**

I attended the July meeting of the Friends to discuss volunteer opportunities for both Club Baby and our revised Homebound Services. forward to our further discussions to hammer out details. I have also been invited to appear as a panelist at the NYLA annual conference in Saratoga Springs this November, as a guest of the state Friends of Libraries Division, to discuss the benefits and challenges of liaising with Friends groups. As for staffing, the situation has been challenging, as we are now down two clerks (Circe, who we didn't replace, and Patricia, who recently resigned). On top of that, with librarians and library assistants spending more time out in the community now that Covid restrictions have eased, the frontline clerks are shouldering more than ever. So, it's been an all-hands-on-deck situation. Especially since we've recently had two employees needing to quarantine for 5 days due to Covid. To avoid future short staffing, we're now proactively trying to solve the scheduling problems that will arise when we reopen on Saturdays, so that we have time to find the right solution. Part of that solution will be moving our weekly staff meeting from Monday afternoon (our busiest time of the week) to Friday mornings (our quietest time of the week). I'm hoping this new schedule will make it easier for more staff members to attend, improve communication, and allow us time for some much-needed staff training. Finally, we are all looking forward to the upcoming staff picnic at the end of August, and hope to see many of you there.



Creating the Librarians' Office and moving took a good chunk of time this month but the end result is wonderful! The Librarians' Office is working well, and, by removing my one desk from the Administrative Office, we were able to rearrange in there, creating space for 4 work stations! Also, the Periodical Room is now incredibly inviting with lots of space for people to sit and gives the Seed Club 100% more visibility.

The new fiscal year has gotten off to a good start and I am in the process of teaching Lex how to place her own book orders.

In June, we started tackling a large weeding project in the Adult Fiction collection. That weeding continued this month and will hopefully wrap up in August.

We removed the restrictions on the public word processor computer. Now it can be used just like any of the other public computers, essentially giving us another for the public to use.

Easy Eats Club met for the first time this month and was a huge success. 7 people registered and 7 people attended. We made 3 different salads: Bombay Carrot Salad, Israeli Salad, and Pineapple Cucumber Salad. All participants helped prepare the salads and took home recipe cards for each. Everyone also brought containers to take a portion of each salad home with them (about 1 cup per salad). We also had enough time to all sit down together to taste the salads and chat about them. Everyone who came this month is registered for the next meeting, plus 2 more, with an additional person on a waiting list (10 total as of 7/29). In September we will be making sushi, without any fish!

July 27, 2016 was our first Adult Crafting Class in its current form. July 27, 2022 was our 6-year anniversary! That's about 70 crafts that Linda and I have taught over the years, without any repetition!

This month we changed the day of the month that the Joy of Coloring program happens on. We moved it from the 1<sup>st</sup> Monday of the month to the 1<sup>st</sup> Wednesday of the month and saw participation jump from a typical 2 to 6.

This month a lot of time was also spent planning programming through December and beyond.

#### Programs in July:

- For the Love of Reading's topic was to read a debut published in 2018.
- Book Tasting had 4 participants.
- Joy of Coloring had 6 participants.
- Easy Eats Club inaugural meeting had 7 participants.
- Adult Crafting had a total of 22 participants: 6 at the 1:30 class, 5 at the 5:30 class and 11 picked up as kits.

### **1. Wrap up grants from the building renovation.**

Empire State Development, \$500,000 outstanding

ESD staff are still reviewing and processing our request for payment. I've had no additional inquiries for information or any news that gives me the impression that payment is in jeopardy. Keep your fingers crossed.

### **2. New grants for building projects**

We were unable to submit an application for a CFA application for the dome (application due 7/29/2022). I still have hopes of submitting an application for the NYS Public Library Construction funds through DLD for the dome and parking lots (applications typically due in August), and community revitalization opportunities from a few businesses and national non-profit organizations for the parking lots.

### **3. Other grants**

Payment of the WGY Christmas Wish grant submitted by Darla at the beginning of the year was received in June. It will be used for Youth programming.

### **4. Other projects**

The Passive Program for July was a request for patrons to share their favorite summer reading. They were written out on die cut fish and mounted to the wall of the Main Lobby to share with everyone. 77 adult, teen and children's titles were shared.

Weeding of the Adult Fiction Collection began in July. By the end of the month 2/3 of the collection had been examined. One goal is to shift the Adult Fiction enough to provide more shelving for the Teen Collection.

I met with Paul Mays from Butler Rowland Mays Architects to begin design discussions for the parking lot. The plan is to have an architectural design for the August Parking Lot Committee meeting.

Staff from Mid State Industries are visited in July to investigate the dome. We've scheduled a meeting with them and Steve Rowland from Butler Rowland Mays Architects to review the findings of the investigation.

Outside of weeding Adult Fiction, the largest project was the rearranging of rooms and services on the Main Level. To support Valerie's idea of creating a Librarians' Office in the South Reading Room, the public seating in that space needed to be relocated. To be relocated, space needed to be made in other rooms.

- Newspapers were consolidated with the magazines in the West Reading Room and the low newspaper shelving was moved into the South Reading Room to create storage and a countertop for staff to spread out while working on programming.
- The public copier was moved next to the Adult Public Computers. The Seed Club catalog, one historic library table, the square library table, and one lounge chair were moved from the South Reading Room into the West Reading Room; it is a much cozier space now.
- The extra two lounge chairs from the South Reading Room were moved into the Main Gallery and the extra historic library table was moved to the Staff Break Room.

- One adult public computer table was moved into the South Reading Room as a staff desk. And the staff desk in the Staff Break Room was also added to create another staff desk. Nicole's desk, files and whiteboard were moved into the South Reading Room creating three staff workstations.
- Linda's work station in the Office was relocated and other furniture was rearranged created 4 work stations. In addition to Linda, Sally will have her own workspace, as will Chris Prokopiak.
- Finally, the Friends' display cabinet was relocated within the Main Lobby and public bulletin boards were mounted by the rear entrance and a new brochure rack purchased to house the dislocated information area previously located in the South Reading Room.

## **Meetings & Calls**

July 1-12<sup>th</sup>: Vacation

July 13<sup>th</sup>: Building Committee Meeting Parking Lot Committee Meeting

July 14<sup>th</sup>: Meeting with Valerie

July 15<sup>th</sup>: Paul Mays, Butler Rowland Mays Architects, to discuss parking lot design

July 18<sup>th</sup>: Staff meeting

July 22<sup>nd</sup>: MidState Industries

July 25<sup>th</sup>: MidState Industries Staff meeting Program meeting

July 26<sup>th</sup>: Meeting with Nicole

July 27<sup>th</sup>: Kali Angel, Accent Furniture