



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 20, 2024 at 6 PM

Attendance/Call to Order

Pledge of Allegiance

Public Comment

1. Amend the February 20, 2024 Agenda*
2. Accept the Minutes of the:
 - January 23, 2023 Meeting*
 - Amend the October 17, 2023 and November 21, 2023 minutes*
3. Treasurer's Report*
4. Warrant List*
5. Budget and Finance Committee Report
 - Tax Levy *
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
10. Local History Room Committee
11. Outreach Committee Report
12. Personnel Committee Report
 - Employee Updates
13. Plan of Service Ad Hoc Committee Report
 - Presentation of Plan of Service*
14. Policy Committee Report
 - Donations, Bequests, & Gifts [Review]*
 - Minimum Staff Requirement [Review]*
 - Social Justice [Review]*
 - Sexual Harassment Prevention [First Read]
 - By-laws [First Read]
15. Program Committee Report
16. Public Relations Committee Report
17. Trustee Appointment Ad Hoc Committee Report
18. Library Director's Report
19. Librarians' Reports
20. Old Business
 - MVLS/JA Update
21. New Business

Adjourn*

Next Meeting: March 19, 2024 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting January 23, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on January 23, 2024. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Caren Pepper, Susan Shrader, John Mazur, Richard Carlson, and Charlotte Will.

Mr. Niforos called the meeting to order at 6:00 PM.

Mr. Niforos opened the meeting by leading the Trustees in the Pledge to the Flag.

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

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the December 19, 2023 meeting of the Trustees. After minor corrections were noted, Ms. Dunn-Brown made a motion, seconded by Ms. Pepper to accept the minutes of the meetings as presented. The board approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for December 2023. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Carlson made a motion, seconded by Ms. Will. The motion carried with a vote of "aye".

Mr. Frank distributed the Warrants List for January 2024. Mr. Niforos asked for a motion to accept the Warrants list. Mr. Mazur made a motion, seconded by Ms. Pepper to accept the Warrant List and approve payment of the warrants. The motion carried with a vote of "aye".

Mr. Reed delivered the Budget and Finance report. He indicated that he and Mr. Mazur would be meeting to discuss the overall presentation regarding the tax levy vote. Mr. Reed explained the need to review and approve one of the three scenarios for the tax levy for next year that he had prepared and asked the Trustees to give each some thought before the February 2024 meeting.

Ms. Acklin presented a Resolution for acceptance of a grant from the New York State Office of Parks, Recreation and Historic Preservation for \$363,259.00. (Exhibit A) Mr. Reed made a motion, seconded by Mr. Carlson, to approve accepting the noted grant funding. This was approved with all voting "Aye".

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees but that a Finance Committee meeting was scheduled for tomorrow with John Washburn from Wells Fargo, the Foundation's investment advisor. Mr. Frank also informed the Trustees that a fundraiser letter would be mailed out in February requesting funds for the dome repairs.

Mr. Niforos reviewed Ms. LaPorta's Friends report.

Mr. Niforos said that he had nothing to report in his President's report but that he would like all the Trustees to review their committee assignments.

Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

Mr. Carlson noted that the Building and Grounds Committee had not met but that Ms. Madonna had prepared a summary of the 2 projects currently in various phases of completion. Mr. Carlson also noted that we were in the process of getting the backup battery for the elevator replaced so that it would pass inspection.

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She noted that the Committee is continuing to circulate Library flyers and other information promoting the Library.

Ms. Shrader informed the Trustees that the Employee Handbook was in draft form and that she was working on a time line for the Director's evaluation.

Ms. Acklin informed the Trustee that Elizabeth Kurz Michel, the children's room librarian, had left our staff on January 16, 2024 and that she is currently covering the position. Ms. Acklin also informed the Trustees that Kim Collar has been out since October and that her FMLA time is running out and she may need to go on disability. Lex Lanza is also working from home currently and her status is currently not known as far as returning.

Mr. Reed reviewed the progress of the Plan of Service Committee. Mr. Reed noted that the Committee would be meeting again in early February with Wade Abbott and that they would have a draft Plan for the February Trustees meeting.

Ms. Will informed the Trustees that she had received a list of the various library policies and that 3 were coming up for review and that some changes were going to be made to the Sexual Harassment Policy.

Ms. Pepper noted that there was no Program Committee meeting.

Mr. Mazur noted that the most recent issue of Cover to Cover was very nice and quite informative with all that is going on at the Library.

Mr. Niforos informed the Trustees that no interest had been shown yet as far as replacing Ms. Pesses on the Board of Trustees.

Ms. Acklin informed the Trustees that her Director's Report was in the Board package and that she had been working with Ms. Madonna on the election calendar.

Ms. Acklin informed the Trustees that the Librarians' Reports were in the packet and that training needs to be done as far as dealing with the homeless in the Library Building.

Mr. Niforos asked if there was any Old Business. Mr. Mazur asked about the status of the Free Food Fridge. Ms. Acklin said that this would be dealt with after the winter season passes.

Mr. Niforos asked if there was any new business. Ms. Acklin informed the Trustees that our MVLS/JA fees were going up 3.5% for 2024 to \$1042.10 per month.

Mr. Reed made a motion, seconded by Ms. Dunn-Brown, to adjourn the meeting at 7:35 PM. This was approved with a vote of all "Aye".

Respectfully submitted,

Susan Shrader, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2024

	Budget July 1, 2023 to June 30, 2024	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$613,695.00	\$553,695.00	\$0.00
Investment Income	10,000.00	1,149.28	8,312.43	1,175.90	(1,687.57)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	70,000.00	70,000.00	(50,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	4,200.00	6,973.25	2,450.00	(3,026.75)
Government Affiliations	7,000.00	0.00	8,337.50	506,257.00	1,337.50
Donations - Direct	0.00	615.00	5,610.00	1,167.54	5,610.00
Fees & Miscellaneous Income	2,500.00	211.99	1,939.14	2,491.82	(560.86)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,311.57</u>	<u>10,060.98</u>	<u>311.57</u>
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$16,176.27</u>	<u>\$725,178.89</u>	<u>\$1,147,298.24</u>	<u>(\$48,016.11)</u>
	Income Cash Reconciliation				
Income Cash Balance on January 1, 2024	<u>\$748,934.12</u>				
Plus: Receipts Per Report	16,176.27				
Less: Equipment - Computers	0.00				
Less: Expenses Per Report	<u>(62,965.56)</u>				
Income Cash Balance on January 31, 2024	<u><u>702,144.83</u></u>				
Accounts Payable as of 01/31/24	(14,764.95)				
Accrued Payroll Expense as of 01/31/24	0.00				
Prepaid Expenses as of 01/31/24	<u>(6,522.29)</u>				
Actual Cash Balance on January 31, 2024	<u><u>\$680,857.59</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$614,728.25				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on January 1, 2024	\$92,999.77	
Plus: Receipts:		
Interest on Money Market Account	324.56	<u>Year to Date</u>
Interest on Treasury Bills	0.00	5,909.37
Treasury Bills Matured	100,000.00	
Tax Levy Received	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	123,347.78	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	<u>50,000.00</u>	
Balance on January 31, 2024	<u>\$19,976.55</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on January 1, 2024	\$92,606.30	
Plus: Receipts:		
Interest on Money Market Account	459.93	<u>Year to Date</u>
Interest on Treasury Bills	0.00	12,607.77
Treasury Bills Matured	350,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	346,621.43	
Transfer to Construction Checking Account	<u>0.00</u>	
Balance on January 31, 2024	<u>\$96,444.80</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2024	\$1,748.24	
Plus: Receipts:		
Interest Earned	0.05	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	<u>0.00</u>	
Balance on January 31, 2024	<u>\$1,748.29</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

JANUARY 31, 2024

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 04/11/24	\$50,000.00	\$49,338.35	5.3940%	\$50,000.00	\$661.65
U. S. Treasury Bills 13 Week Due 02/08/24	150,000.00	147,996.10	5.4460%	150,000.00	2,003.90
U. S. Treasury Bills 13 Week Due 02/08/24	100,000.00	98,664.07	5.4460%	100,000.00	1,335.93
U. S. Treasury Bills 17 Week Due 03/12/24	150,000.00	147,379.52	5.4690%	150,000.00	2,620.48
U. S. Treasury Bills 26 Week Due 05/09/24	100,000.00	97,340.78	5.4940%	100,000.00	2,659.22
U. S. Treasury Bills 13 Week Due 04/25/24	75,000.00	74,009.43	5.3830%	75,000.00	990.57
TOTAL SECURITIES CURRENTLY HELD	\$625,000.00	\$614,728.25		\$625,000.00	\$10,271.75

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 8 Week Due 02/06/24	\$250,000.00	\$247,948.61	5.4070%	\$250,000.00	\$2,051.39
U. S. Treasury Bills 8 Week Due 03/05/24	250,000.00	247,944.72	5.4180%	250,000.00	2,055.28
U. S. Treasury Bills 8 Week Due 04/11/24	100,000.00	98,676.71	5.3940%	100,000.00	1,323.29
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$594,570.04		\$600,000.00	\$5,429.96

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2024

	Budget July 1, 2023 to June 30, 2024	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$408,040.00	\$ 34,462.75	\$ 235,046.76	\$ 188,761.37	\$ (172,993.24)
Salaries - Part Time Employees	139,830.00	6,165.45	63,484.04	64,461.74	(76,345.96)
Salaries - Custodians	36,734.00	2,817.96	20,329.57	23,694.31	(16,404.43)
F I C A & Medicare Tax	44,723.00	3,323.61	24,392.87	21,184.21	(20,330.13)
Unemployment Insurance	1,462.00	0.00	667.00	562.50	(795.00)
Disability & Family Leave Insurance	3,858.00	1,501.27	2,972.05	2,942.66	(885.95)
Medical Insurance & Reimbursements	73,000.00	5,229.38	48,634.47	33,869.83	(24,365.53)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	(27.91)	34,597.87	28,522.00	(23,862.13)
Heat	5,500.00	417.17	900.78	2,539.82	(4,599.22)
Electricity	40,000.00	2,085.93	13,572.41	19,754.14	(26,427.59)
Telephone	7,200.00	679.13	4,649.73	4,200.47	(2,550.27)
Insurance	27,000.00	25.00	29,618.73	26,572.20	2,618.73
Collections - Books, DVDs, etc.	42,000.00	2,467.72	21,861.03	21,507.07	(20,138.97)
Computer & Automation Services	15,700.00	1,296.42	18,484.58	9,544.05	2,784.58
Library, Office Supplies & Postage	10,500.00	642.26	7,376.22	7,424.47	(3,123.78)
Maintenance, Repairs & Bldg. Supplies	15,000.00	422.96	12,205.28	9,417.14	(2,794.72)
Maintenance Contracts	45,000.00	0.00	13,458.76	16,867.91	(31,541.24)
Treasurer	9,000.00	750.00	5,250.00	5,100.00	(3,750.00)
Professional Fees	7,000.00	0.00	(750.00)	(200.00)	(7,750.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	(55.29)	2,220.29	1,444.98	1,220.29
Events & Programming	5,000.00	670.76	5,378.23	2,440.48	378.23
Promotion Expense	4,800.00	75.00	422.40	216.18	(4,377.60)
General Expense	2,000.00	15.99	389.84	396.61	(1,610.16)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$62,965.56</u>	<u>\$568,702.74</u>	<u>\$494,947.52</u>	<u>(\$439,489.26)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JANUARY 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7504		Gloversville Public Library	\$ 15,657.86	Payroll
7505		Gloversville Public Library	17,547.92	Payroll
7506	3094	Michael J. Frank	750.00	Treasurer
7507	3095	C D P H P	4,959.96	Medical Insurance
7508	3096	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7509	3097	Charter Communications	129.98	Computer & Automation
7510	3098	Frontier Communications	679.13	Telephone
7511	3099	National Grid (2,503.10)	417.17	Natural Gas
			2,085.93	Electricity
7512	3100	Ingram Library Services	1,743.73	Books
7513	3101	Business Card (1,169.12)	15.99	G/E - Zoom
			264.00	Postage
			52.90	Computer & Automation
			25.98	Museum Passes, etc.
			505.76	Events & Programming
			71.48	Library Supplies
			233.01	A/V - DVDs
7514	3102	Gloversville True Value Hardware	26.96	Maintenance & Repairs
7515	3103	Naif's	380.00	Newspapers
7516	3104	Arch Insurance (3,002.54)	1,501.27	Disability & PFL Insurance
			1,501.27	Prepaid Expense
7517	3105	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7518	3106	Joanna Herron	75.00	Events & Programming
7519	3107	Quill LLC	248.28	Library Supplies
7520	3108	The Daily Gazette Co., Inc.	75.00	Promotion Expense
7521	3109	Commissioner of Finance	50.00	Maintenance & Repairs
7522	3110	Mohawk Valley Library System	1,113.54	Computer & Automation
7523	3111	Palmateer Trucking & Container Service	346.00	Maintenance & Repairs
7524	3112	Destroyer Escort Historical Museum	85.00	Museum Passes, etc.
7525	3113	Sally Ostrander	209.71	Professional Meetings & Travel
7526	3114	Philadelphia Insurance Companies	25.00	General Insurance - D & O Ins
7527	3115	Michael J. Frank	58.50	Office Expense
DM		E F T NYS & Local Retirement System	635.08	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,623.20	Payroll
DM		E F T United States Treasury (10,561.22)	3,323.61	FICA & Medicare Expense
			7,237.61	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	578.84	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2024	<u>64,466.83</u>	
		PETTY CASH PAID OUTS - JANUARY 2024		
		None	<u>0.00</u>	
		TOTAL JANUARY 2024 PAID OUTS	<u>\$64,466.83</u>	
		Less: Prepaid Expense	<u>(1,501.27)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$62,965.56</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 1, 2024		\$1,822.06
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 January 31, 2024		\$1,822.06

W G Y CHRISTMAS WISH GRANT

Balance as of January 1, 2024		\$1,401.59
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 January 31, 2024		\$1,401.59

ADVOCACY GRANT

Balance as of January 1, 2024		\$380.34
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 January 31, 2024		\$380.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2024		\$4,575.00
Appropriation Provided For In 2023-2024 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 January 31, 2024		\$4,575.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2024		\$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 January 31, 2024		\$2,807.18

Financial Review January 2024

The Financial Report for the first seven months of our fiscal year ending June 30, 2024 shows our income down by approximately \$422,100 as compared to the same period of the prior fiscal year. This was primarily a result of receiving the \$500,000 Empire State Development Grant in November 2022. This was partially offset by an increase in the Tax Levy and an increase in Interest Income on Investments. Expenses for the current period were up approximately \$73,800 over the same period in the prior year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. We also experienced an increase of \$3,000 in our Commercial Insurance Package premium over the prior year. In addition to the above we also experienced an increase in Computer and Automation Expense with the renewal of the software license with JA for 5 years which did not happen in the prior fiscal year.

As interest rates have been increasing the Library started to invest some of the General Fund and Fund Balance Fund balances in short term United States Treasury Bills. This practice began in November 2022 to help improve the Library's income. This is continuing into the new fiscal year.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
January 31, 2024**

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

Balance Per Bank Statement					\$ 17,771.90
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/19/23	7464	Crisan Anadio		\$ 50.00	
12/19/23	7475	Barbara J. Madonna		99.52	
12/19/23	7495	Darla Barry		15.72	
01/16/24	7507	C D P H P		4,959.96	
01/16/24	7517	Colleen Rasmussen DBA Simply Yoga		90.00	
01/16/24	7518	Joanna Herron		75.00	
01/23/24	7523	Palmateer Trucking & Container Service		346.00	
01/23/24	7526			25.00	
		Total Outstanding Checks			<u>5,661.20</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 12,110.70

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

Balance Per Bank Statement					\$ 19,077.82
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
02/02/24	6372	George Emden IV		1,076.32	
		Total Outstanding Checks			<u>1,076.32</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$ 19,976.55
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	-
		Total Outstanding Checks			<u>-</u>

Other Items:

Treasury Bill Correction (Should Be Fund Balance) -

BALANCE IN LEDGER AND QUICKBOOKS \$ 19,976.55

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

Balance Per Bank Statement					\$ 96,444.80
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	-
		Total Outstanding Checks			<u>-</u>

Other Items:

Treasury Bill Correction (Should Be Fund Balance) -

BALANCE IN LEDGER AND QUICKBOOKS \$ 96,444.80

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 1,748.29

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			-
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,748.29

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed
Vice President of Finance



Budget & Finance Committee Report Charles "Ren" Reed / Chair January 2024

From mid-2017 to late-2018, the Gloversville Public Library underwent a \$9,000,000 renovation and at no point were Library tax levy monies used for these renovations. In the process, the Library more than doubled the building's public space. At this time, the Library Trustees should have asked the public to support a big increase in the tax levy and should have proposed a tax levy of about \$650,000 for the 2018-2019 fiscal year. Instead, the Library proposed a tax levy of just under \$424,000 for the 2018-2019 fiscal year. Since then, the Gloversville Public Library has been falling further and further behind in needed annual revenue. To make matters worse, the Gloversville Library Foundation had to liquidate about \$1,000,000 of its assets to help pay for the renovations and take out a loan. As a result, the Foundation, which had been contributing between \$140,000 to \$150,000 a year toward the Library's annual budget, went two years not being able to contribute anything and even in the past two years the Foundation has been only able to contribute \$120,000 toward expenses.

Since 2019, the Library's building insurance costs have doubled, its National Grid costs have doubled, its building contracts costs have doubled, its computer services costs have increased by 50%, its telephone costs have increased by 25%, and its personnel costs have almost doubled! With three floors now open to the public, it takes more staff to safely monitor and run the building. Remember, before the renovations, the public ONLY had access to the first floor.

Since 2019, the Library's offerings of programs and services have more than doubled and almost 100% of these programs and services are free to the public! Also, the Library is the only indoor publicly funded space where the public is allowed to appropriately "hang out" during operating hours. In contrast, the public is not able to just "hang out" at city or county offices (which they pay for) or just "hang out" at public school buildings (which they pay for). Of course, "hanging out" at schools or municipal offices would not be appropriate ... but I make my point. The Library is open for the public!

Over the next several years, the Library will be asking the taxpayers to increase its commitment by about \$380,000 in order to balance its budget. In order to pay for this \$380,000 tax increase, a home within the library district, assessed at \$100,000, would see a total tax increase during this time of approximately 15 cents per day, or \$1.05 per week, or \$54.75 per year.

In January, the Trustees were presented with three options for the 2024-2025 fiscal year: a \$712,195 tax levy (a \$98,500 increase), a \$762,695 tax levy (a \$149,000 increase), or a \$802,695 tax levy (a \$189,000 increase). A new fourth option is a \$963,445 tax levy (a \$349,750 increase). **This fourth option has the benefit of bringing the total tax levy within \$30,350 of the needed \$380,000 goal and for a number of years a tax levy increase of less than 2% would balance the Library's budgets. In short, there would be only ONE year of a massive increase.**

GLOVERSVILLE



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Friends of the GPL Report
Jean LaPorta / President
January 2024

- The Spaghetti Dinner fundraiser will be at Plaza Italian Bistro once again on March 20. Be sure to mark that date on your calendar. More information to follow.
- Smith's Pie Sale information: Pie order deadline April 8; Pie Pick up April 26. Watch for updates.
- Please submit articles for April Friends Newsletter before February 24. Hoping to email issue this time, as well send through US mail.
- Next Friends' meeting is Thursday, March 7 at 5 PM, in the Large Meeting Room.
- Reminder: The Post Office has new guidelines for bulk mailing (contact Post Office for details).
- A 2024 Friends Book Sale is being planned for the fall, in the Carnegie Room.
- Dress up Story Hour: The Friends have been invited to wear a costume and be a reader for Dress Up Story Hour, on the last Thursday of the following months: November (Sue Shrader); March (Patty Franco); May (Jessica Zimmerman); June (Jean La Porta).



President's Report

Gregory Niforos / President

January 2024

I first want to give a huge thank you to Ren, Caren, and Wade for their work on the Plan of Service. It has been a long road but I think we have put forth something that we can stand behind, be proud of and continue to move the library forward.

On February 7th Merry, Nicole and I attended Library Advocacy Day in Albany along with many other representatives from MVLS. We were able to meet with staff from Sen. Walczyk's office, he is on deployment until November, and Assemblymen Smullen and Santabarbara. We explained the need for the increase in library operating aid, construction grants and other library aid in the state budget and our support for three library related bills.

- Allowing association libraries to participate in the NYS Retirement System
- Making fundraisers and books sales by Friends groups tax exempt
- Granting each library a free pass to NYS parks and historic sites.

The first two are sponsored by Assemblyman Santabarbara.

I was able to speak at length about our library and tout some of our work, including School's Out and Club Baby. I expanded on the need for more early literacy work and its compounding benefits as well as the increase in operating expenses for libraries and the dire need for the increased funding.

We are fortunate to have area representatives that are pro-library, and our message seemed to resonate. Senator Chu and Assemblyman Santabarbara the chairs of their respective Library Committees are pushing to "fully fund" libraries but we will have to wait and see how the process unfolds.

Merry was thoughtful enough to bring newsletters, calendars and stickers to leave with each of them and I extended an open invitation for them to come in for a visit.



Building and Grounds Committee Report

Richard Carlson / Chair

December 2023

New Library Parcel on East Fulton Street

Phase I: The final report for DLD was submitted in early January. We are awaiting payment of \$18,114. Before we can mark this phase as complete though, we do still need to install the bushes this spring and DelSignore needs to return to install a bollard and sign. We will get one final bill from DelSignore in the spring for this work to close out the contract.

Phase II: The surveyors returned to take the spot elevations needed by the engineers to incorporate the southeast corner of the lot into the program space. Drawings for the Phase II bid packet are underway. The architects need to create a bid packet. They are aware of our timeline (to go out to bid ASAP).

Atrium Restoration Project

We received an expanded scope of work from the architects. This is needed for the DRI/GRIP grant and Barb needs it to speak to contractors for fulfillment of the MWBE (minority and women owned businesses) component of the grants. We need to spend 30% of each grant with MWBE contractors.

DRI/GRIP award: \$80,000 MWBE: \$24,000 = MBE: \$10,400 WBE: \$13,600

SHPO award: \$363,259 MWBE @ 30%: \$ 108,978 = MBE: \$47,224 WBE: \$61,754

This is a hard and fast rule for the DRI/GRIP funding, but apparently SHPO is in the process of modifying their requirements because of the difficulties experienced with unique projects such as ours. As a result, SHPO has revised its requirement from 30% to 'a good faith effort.' Our SHPO liaison states that the work put forth to fulfill the DRI/GRIP requirement can be used toward our SHPO requirement. Our contractor of choice (Mid State) believes we can hit our requirements for DRI/GRIP with subcontractors for scaffolding and material purchasing. We are also trying to get a firmer estimate for the interior atrium restoration work that is to be part of this project. That information is needed to support our next grant applications for this project.

Grant Opportunities for Building Projects

All three grants (DLD for Phase II, SHPO and DRI/GRIP) are moving along well. Options are also being explored for this year's DLD application for assistance with the interior rehabilitation of the lobby due to dome damage, and internal security cameras.

Restroom Locks

Sonny determined that the handles we purchased last year are, in fact, the correct handles needed, we were just using them incorrectly. George replaced the handle on the second restroom door and now the restrooms on the Upper Level can be locked and unlocked by staff. Patrons inside the restrooms can lock them from the inside; and upon leaving the door will lock automatically behind them.

Miscellaneous

- TKE came to replace the dead emergency battery in the elevator control room.
- Stark and PASCO were on site to fix the temperature issues. We believe the problems outside Youth Services and the Staff Room have been addressed. In the IT room, a new sensor has been ordered by Stark.
- The key fob lock/handicap access button problem remains unresolved. There appears to be communication conflicts between different software systems and networks (including those controlling our fire alarm system). We are working with Johnson Controls to schedule repairs.



Personnel Committee Report Susan Shrader / Chair February 2024

The Personnel Committee met at 4 PM on February 5. In attendance were Valerie Acklin, Greg Niforos, Ren Reed, Merry Dunn-Brown, and committee chair Sue Shrader.

The committee discussed:

1. Staff issues impacting the Library.
2. Long range goals for the Plan of Service:
 - Updating the Employee Handbook – hopefully by June so it is ready for the new fiscal year.
 - Planning a staff raise structure taking into account minimum wage increases, cost of living increases, longevity and merit raises. Begin working on this each August to be completed by the annual February budget deadline.
3. Set schedule for the Director Evaluation:
 - April 15 : Valerie receives self evaluation form
 - April 16: Board members receive evaluation forms at Board meeting
 - May 21: All forms returned by Board meeting
 - May 27-31: Committee meets to go over data and formulate a recommendation for the Board
 - June 3-7: Greg and Sue meet with Valerie to discuss results
 - June 18: Board votes on committee recommendation

Gloversville Public Library Plan of Service

2024 - 2028



GLOVERSVILLE



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58 East Fulton Street • Gloversville, New York
phone: 518-725-2819 • email: gpl@mvl.info
gloversvillelibrary.org

Approved by the Gloversville Public Library Board of Trustees: **TBD**

Introduction

Over the past year, Gloversville Public Library, in partnership with Mohawk Valley Library System (MVLS), created this Plan of Service designed to help the Library meet the needs of the community it serves. The plan also seeks to enhance the connections between the Library and the community. A similar process was used to develop the previous Plan of Service back in 2018.

Developing this Plan of Service began by conducting multiple workshops with dozens of participants. The first workshop was conducted with Library trustees, followed by other workshops that included Library staff, Friends of the Gloversville Public Library, senior citizens, teachers, school administrators, non-profit organizations, faith leaders, and others.

The purpose of the workshops was not just to obtain feedback on the Library. Rather, participants shared their feedback on the state of the community as a whole, along with their dreams for the future of their community. Taking this approach allows the Library to identify the needs of the community and tailor the Plan of Service to best meet those needs.

Workshop participants described a community that had changed significantly over the last five years. This is not surprising, especially considering the impact of a watershed event like the pandemic. There was more emphasis on community diversity and the need to connect with a wide variety of groups and individuals. Just as they did five years ago, workshop participants identified the importance of the community's rich history and deep roots. They also acknowledged, and continued to embrace, the challenges ahead.

Using the data gathered during the workshops, Library staff and Board members held a series of meetings where they created new vision and mission statements, goals for the plan of service, and specific objectives and tasks designed to achieve those goals.

The result of this process is a strategic plan that seeks to fulfill Gloversville Public Library's new vision and mission statements and meet the needs of the community as identified during the initial community workshops.

To be effective, the plan needs to be a living document. The Board of Trustees and staff commit to using it as a guide and reference for resource allocation and implementation of the Library's vision and mission. It will also need to be reviewed, evaluated for effectiveness, and adapted over its life. Additionally, it is important to follow up with the community, especially with those who have participated in workshops, to keep them aware of how the plan is being implemented and updated.

The plan is accessible on the Library's website and available from staff and Board members.



About the Library

Groversville Public Library is a school district public library chartered in 2005 to serve the residents of the Groversville Enlarged School District. It is the successor to the Levi Parsons Library of Groversville and Kingsboro (1880-1888) and the Groversville Free Library (1888-2005).

The Library is chartered by New York State to serve the residents of the Groversville Enlarged School District, a population of 18,436 per the 2020 Census. Geographically this includes the city of Groversville, along with the town of Bleecker and parts of the towns of Caroga, Johnstown, and Mayfield. The Library currently employs 10 full-time and eight part-time staff members. It is open 45 hours per week, five days per week during the summer and six days per week during the rest of the year.

In November 2018, the Library completed an extensive and award-winning renovation of its historic 1904 Carnegie building. The renovation retained the building's historic architecture, while modernizing its mechanical, plumbing, and electrical systems. The changes also resulted in full accessibility to all four floors and dramatically increased the availability of community spaces within the building.

Vision Statement

***Gloversville Public Library:
strengthening our roots and
cultivating community growth.***

Mission Statement

***Continually collaborating to
weave inspiration, education,
and engagement into the
fabric of our community.***

Goals

Four goals were created to support the vision and mission statements.

1. Ensure the Library is active and relevant in reflecting our diverse and evolving region.

2. Develop and nurture a web of collaboration throughout the community by working with existing partners and making new connections.

3. Serve as a marketplace of ideas for all.

4. Strengthen and adapt the operational framework for sustaining and growing the Library in the community.

Goal One – Objectives & Tasks

Ensure the Library is active and relevant in reflecting our diverse and evolving region.

- OBJECTIVE: Increase the Library’s attendance at community events to improve outreach and show Library commitment to the community.
 - TASK: Participate in at least four major events per year, ideally one per quarter, targeted toward the Library’s service population.
 - TASK: Promote the Library at other events, ideally 15 – 20 times per year.

- OBJECTIVE: Provide Library services and programming offsite in partnership with other community or regional stakeholders.
 - TASK: Connect with leaders and stakeholders from the Towns of Bleecker, Caroga, Johnstown, and Mayfield to explore Library services in these outlying areas within the service population.
 - TASK: Establish pop-up libraries in areas away from the Library building.
 - TASK: Explore the possibility of establishing a Bookmobile and/or Techmobile.
 - TASK: Connect with seniors, unhoused/underhoused individuals, and underserved populations through coordination with senior centers, shelters, social services, and other appropriate organizations and locations.

- OBJECTIVE: Evaluate non-material services and resources to ensure their relevance to residents, local businesses, and other community entities.
 - TASK: Design a rubric to evaluate services and discontinue or reconfigure those that are not effective or well-used, while researching and considering new ones.
 - TASK: Establish regular social services provider “open office hour” visits by partnering with one of the mental health or social services providers in our region.

- OBJECTIVE: Increase efforts to develop programs of interest to all members of our community, including those not previously well-represented, such as, but not limited to, minorities, the creative community, intergenerational families, and non-library users.
 - TASK: Plan quarterly “Family Day” events, for all ages, with special family-oriented activities, to promote the Library as a family gathering place.
 - TASK: Develop a plan for use of the Library’s gallery space, to showcase local artists.

Goal Two – Objectives & Tasks

Develop and nurture a web of collaboration throughout the community by working with existing partners and making new connections.

- **OBJECTIVE:** Continue working with current partners to meet their needs and increase our efforts to be relevant in a diverse and changing population.
 - **TASK:** Check in at least once a quarter with groups with whom the Library is already partnering to assess accomplishments and plan for the future.

- **OBJECTIVE:** Build new community partnerships with other groups, for example, veterans, senior citizens, teachers, parents, and groups identified during the community workshops.
 - **TASK:** Create an introductory package of materials to provide to outside organizations or groups that could become new partners.
 - **TASK:** Become an active member of the Fulton Montgomery Regional Chamber of Commerce.
 - **TASK:** Reach out to the Fulton Montgomery Regional Chamber of Commerce, Gloversville Enlarged School District PTA, Lexington Center ARC, and the New York Baseball Hall of Fame as potential new partners.

- **OBJECTIVE:** Establish and implement a community engagement plan.
 - **TASK:** Hold at least one community engagement workshop annually.
 - **TASK:** Have the Director, Board members, or staff hold one-on-one meetings with community leaders twice a quarter.

Goal Three – Objectives & Tasks

Serve as a marketplace of ideas for all.

- OBJECTIVE: Develop and present a wide array of programs – in-house, offsite, and virtual – that present a multitude of timely topics, perspectives, and expressions, that reflect both our region and the world around us.
 - TASK: Establish a review schedule for the staff programming team to continually evaluate program offerings, new and old, to ensure they cover diverse interests and ideas, while exploring ways to expand the content and reach of such programs.
 - TASK: Develop programming designed specifically to utilize the Library’s new outdoor space.

- OBJECTIVE: Establish an ongoing evaluation and inventory schedule for both print and nonprint collections to reflect changes in population and social conditions and ensure that materials span the topics, perspectives, and expressions that reflect both our region and the world around us.
 - TASK: Review, and revise as necessary, the material evaluation rubric with Librarians and Library Assistants.
 - TASK: Train Library Clerks in the duties required to assist Librarians and Library Assistants with inventory and withdrawal of materials.

- OBJECTIVE: Maintain the Local History Collection and increase patron use and awareness of its resources.
 - TASK: Continue to curate Local History Room materials and ensure proper care and maintenance.
 - TASK: Develop two local history programs or events per year.

Goal Four – Objectives & Tasks

Strengthen and adapt the operational framework for sustaining and growing the Library in the community.

- OBJECTIVE: Update the budgetary process to reflect the changes in Library services.
 - TASK: Identify the revenue and expense factors that have an impact on a balanced budget, with respect to long-term and short-term goals.
 - TASK: Create a budget process timeline.
 - TASK: Review staffing levels and wages ahead of the preliminary budget discussions.
 - TASK: Develop a tracking system for the Program Committee budget and grants.
 - TASK: Pursue grant funding to accomplish the Library's mission.
 - TASK: Ensure the financial stability of the Library by working closely with the Friends, the Foundation, and the Treasurer, including the Foundation's annual appeal.

- OBJECTIVE: Build and grow the appropriate level of staff and Board members to meet the current and future needs of the Library.
 - TASK: Ensure all staff members have at least two opportunities per fiscal year to participate in a continuing education or career development activity or event.
 - TASK: Provide institution-wide cross-training of key skills and tasks to ensure continuity of operations.
 - TASK: Continue monitoring staffing requirements and adjusting the number of employees and position duties as necessary.
 - TASK: Make Board member recruiting a part of tabling, outreach, and community events.
 - TASK: Ensure Board members meet their annual trustee education requirements.

- OBJECTIVE: Continue to evaluate and update existing governing documents, and develop new ones as needed.
 - TASK: Maintain a list of policies and their past and future review dates, with reviews being conducted every three years.
 - TASK: Complete the development of the Emergency Management Plan.
 - TASK: Implement a process for the annual review of the Plan of Service.

- OBJECTIVE: Ensure that the Library building and its grounds are kept up-to-date and are well-maintained.
 - TASK: Continue to monitor capital projects including planning, progression, and resolution of issues.
 - TASK: Carefully examine and complete a schedule for maintenance initiatives to ensure a sound infrastructure. This would also include being current with insurance premiums and state and local zoning requirements.
 - TASK: Continue to monitor maintenance needs and maintenance contracts including resolution of issues and the identification of recommendations to bring to the Board of Trustees.
 - TASK: Coordinate with the Friends of the Gloversville Public Library and others on ongoing Buildings & Grounds related activities including monthly grounds beautification and cleanup activities.
 - TASK: Develop a long-term plan for needed capital improvements.

- OBJECTIVE: Broaden the reach of the Library's public relations and marketing efforts to ensure community awareness of Library services, events, and materials.
 - TASK: Review the Library's social media posting schedule annually to ensure maximum engagement.
 - TASK: Twice a year, clarify public relations, marketing, and communications roles and responsibilities, both among staff and the Board's Public Relations Committee. Make any changes deemed necessary.
 - TASK: Continue existing public relations and marketing activities.
 - TASK: Provide Library informational brochures to reach patrons via realtors, lending institutions, businesses, and houses of worship.
 - TASK: Create a virtual tour of the Library for the Library website.
 - TASK: Establish a regular website maintenance schedule and assign at least two employees to oversee it.



Plan Evaluation & Community Follow-Up

The Board of Trustees will review this plan annually in August. Staff from Mohawk Valley Library System will be available to serve as facilitators for the annual review of the Plan of Service. Board of Trustees committees will review the plan twice a year and provide their feedback in advance of the August review. Additionally, the Library will review the plan with staff members twice per year.

Any updates or changes to the plan will be identified during these reviews, and an updated plan will require approval by the Board of Trustees.

Communication with the community about the plan is also important. During year one, it is necessary to follow-up with those individuals who have previously participated in workshops or who have provided their feedback about the plan. These updates can be accomplished through email, newsletters, website posts, social media, newspaper articles, and group presentations.



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: 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.

Section 6: A public comment period will be offered at the start of each meeting, any member of the public in attendance is welcome to speak regarding Library-related matters, if they so wish. Speakers will introduce themselves by stating their name and address. Public comment will be limited to, at most, three minutes per speaker, which cannot be ceded to another speaker; with a maximum comment period of 30 minutes. No responses will be given at that meeting, if any follow up is required, the Library Director, President of the Board or the appropriate committee chair will review the concern and follow up at the next meeting. For the purposes of this policy “Members of the Public” will include only those people who are residents of the Gloversville Public Library service area. Non-residents may not speak during the public comment period unless agreed upon by a two-thirds majority of the Board.

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.

Section 2

The Board of Trustees may utilize the position of Claims Auditor to certify claims for payment.

A Claims Auditor, who is not a member of the Board, may be appointed by the Board of Trustees. The Claims Auditor will not receive compensation.

The Claims Auditor shall review claims presented for payment, certify that each claim presented for payment was audited and payment is authorized, and work with the Treasurer to prepare a list of warrants for presentation to the Board at its monthly meeting.

See the Claims Audit policy for more details.

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
Revised August 16, 2022
Revised December 19, 2023

The Gloversville Public Library welcomes gifts of books and other materials. Donated materials will be evaluated using the same criteria as materials that are purchased by the Library. Once donated, items become the property of the Gloversville Public Library. Donated items will not be returned to the donor. The Library cannot accept any item that is not an outright gift.

The Library will not set fair market or appraisal values for donated items. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Items may be added to the collection in accordance with the *Collection Development Policy* of the Library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The Library reserves the right to decide when a gift added to the collection must be withdrawn.

Materials which are in good condition and of value, but are not needed by the Library may be offered for sale through the Library, offered to the Friends of the Library for their book sale, offered to another organization, or disposed of as the Director deems appropriate.

Gifts of personal property, including art, antiques, and memorial plaques, are not encouraged and will be accepted only on a case-by-case basis upon the recommendation of the President of the Board and the Library Director, followed by the approval of the Library Board of Trustees.

Gifts of real property will not be accepted.

Any gift which will cause the Library to incur annual or periodic maintenance costs must have that cost separately endowed by the donor to the satisfaction of the Library. The Library reserves the right to liquidate, relocate, remove, or dispose of any accepted gift at any time.

The Library may also accept unsolicited monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, and as authorized by the Board of Trustees, within the limits of the law. Restricted monetary contributions will be accepted if they reflect the Library's mission and goals. (Also see: *Donor Recognition Policy*.)

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised November 21, 2017

Revised October 20, 2020

The Gloversville Public Library is committed to providing sufficient staffing in order to maintain a high level of quality of service to all patrons and protect the personal safety of all library patrons and staff. The following guidelines have been adopted to support those objectives.

A minimum of four (4) staff members should be present in the Library at all times. A staff member is defined as an employee who provides regular library services to patrons.

In the event that the minimum staffing requirement is not met the following steps may be taken:

- Close one or more of the floors and continue providing service to the Circulation Desk and Main Floor area
- Close the Library

Service will be curtailed or the Library will be closed until the required number of staff members becomes available.

While the Library is closed, scheduled staff are to work at other tasks, on site and/or remotely, as appropriate. Scheduled personnel hours and wages will not be affected and the hours of work will not be forfeited, unless otherwise voted on by the Board of Trustees and only after all other options have been explored.

Staff will communicate as quickly as possible to either the Library Director or Board of Trustees President the circumstances necessitating the need to curtail or close the facility.

If the Library must be closed, a notice will be posted on the entrance doors, website homepage, online event calendar, social media outlets, and other appropriate sources. This notice will contain the time of closing, state the reason for closing and, if possible, anticipated time of reopening. Every possible effort will be made to notify those who have reserved a meeting room and/or registered for a scheduled library program.

Adopted November 17, 2020

Gloversville Public Library (the “Library”) is committed to maintaining a workplace and library free from sexual harassment and other forms of illegal discrimination.

All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and other forms of discrimination in the workplace; sexual harassment and other forms of discrimination in the workplace by library users, vendors, and guests will be addressed per this policy.

The purpose of the number sections in this Policy is to teach employees, trustees, and volunteers to recognize behavior that could be illegal discrimination, and provide the tools to take action when it occurs.

The board of trustees affirms the use of early intervention to stop small violations from becoming big problems; examples of this approach are in the “Examples” section, below.

When a report is received, the Director or a designated person will: 1) determine any appropriate immediate adjustments; 2) initiate an investigation designed to assess what occurred; and 3) after the investigation, determine any necessary corrective action or remedies. Depending on the circumstances, investigations may be conducted by library personnel, or retained experts. Confidentiality will be maintained to the degree possible throughout the process, and discretion is requested, but no employee is barred from discussing their experience.

Employees are encouraged to report sexual harassment or illegal discrimination by filing a complaint internally with the Library Director, or, if there is a concern of a conflict of interest, the Board President. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

1. **This policy applies to all trustees, employees, applicants for employment, volunteers, and interns, whether paid or unpaid (“Library Personnel”).** The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals 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 through a contract with the Library. For the remainder of this policy, we will use the term “Covered Individual” to refer to these individuals who are not Library Personnel, but to whom this Policy applies. Library users and others at the Library whose actions create conditions barred by this policy will be addressed through the *Behavior and Environment Policy*, but Library Personnel and Covered Individuals may report such conduct through this policy.
2. **Sexual harassment and other discrimination is unacceptable.** Any Library Personnel or Covered Individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Library Personnel or Covered Individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. **Retaliation is prohibited.** Any Library Personnel or Covered Individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any Library Personnel or Covered Individual who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All Library Personnel or Covered Individual working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All Library Personnel or Covered Individual who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. **Discrimination of any kind, including sexual harassment, is a violation of the Library's policies, is unlawful, and may subject the Library to liability for the harm experienced by targets of discrimination.** Harassers may also be individually subject to liability, and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Library Personnel or Covered Individual at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will face consequences for such misconduct.
5. **Upon receiving a report, the Library will make any immediate adjustments needed to limit further potential harm, and then will conduct a prompt and thorough investigation that is fair to all parties.** An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Library will act to limit the likelihood of further such actions, and to remedy the impact of what was found to have occurred. This means that in addition to any required corrective action (such as termination, suspension, or a plan of improvement) the Library will also take steps to mitigate the impact on the employee(s) who experienced the discrimination or harassment. All Library Personnel, including trustees, the direct, managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. **All Library Personnel and Covered Individuals are encouraged to report any harassment or behaviors that violate this policy.** All employees will have access to a complaint form to report harassment and file complaints, but use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority (the person receiving the report is encouraged to fill in a form, the ensure a written record is started). A Library Personnel or Covered Individual who prefers not to report harassment to their manager, the Library Director, or a trustee may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

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, the Library President, or the Library's attorney.

7. **This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy.** This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation.

Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Library recognizes that discrimination can be related to or affected by other identities beyond gender. **Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence.** Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same.

Sexual harassment is a form of gender-based discrimination that 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 is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

- Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Library's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are 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, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee'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 or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by 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. **This list is just a sample of behaviors and should not be considered exhaustive.** Any Library Personnel or Covered Individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Propositions or demeaning comments about gender, appearance in relation to gender expectations, or sexuality directed at frontline library workers by library users and others, while working. In the event of such conduct by library users and guests, managers are expected to emphasize to the user or guest that such conduct is barred by library policy and a violation of the Library's *Behavior and Environment Policy*, and to take appropriate action under the *Behavior and Environment Policy* to limit the likelihood of a recurrence.
- Physical acts of a sexual nature by any person in the Library or in connection with a Library sponsored event, such as:
 - ◊ Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking a Library Personnel or Covered Individual body's; or
 - ◊ Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, by fellow Library Personnel, Covered Individuals, library users, or guests at the Library, 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;
 - ◆ This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - ◊ Subtle or obvious pressure for unwelcome sexual activities; or
 - ◊ Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - ◊ Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - ◊ Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- 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;
 - ◊ This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, 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, or name-calling;
 - ◊ Intentional misuse of an individual's preferred pronouns; or
 - ◊ Creating different expectations for individuals based on their perceived identities:
 - ◆ Dress codes that place more emphasis on women's attire;
 - ◆ Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, library user, visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Removing an employee from a particular zone or area to avoid a Library user or donor who is a harasser rather than address the harassment via the *Behavior & Environment Policy* places power in the hands of the harasser;
- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

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 or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

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 or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; 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

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager, the Library Director, or the Board President.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, Library Director, or Board President.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director or Board President. **Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.**

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Some investigations will be relatively simple and be finished within a day or two of a report; others may be more complex and require several weeks or months to finish.

The Library may, upon receiving a report, determine if an external “Designated Investigator” is needed to ensure there is no appearance of bias, and to ensure the Library has the capacity to keep things moving. The Library will only use external people with appropriate experience for such services.

The investigation will be kept confidential to the extent possible.

All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another’s complaint, or participate in harassment investigations.

The Library recognizes that some reports may also coincide with a need to coordinate personal days off, workers’ compensation claims, law enforcement investigations, court proceedings, and other adjacent but critical procedures.

The Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to re-traumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Director, Library Board President will:

1. Will conduct a **prompt review** of the allegations, designate a “Designated Investigator” if additional assistance with steps “1” through “7” is needed, **assess the appropriate scope of the investigation**, and take any **interim actions** (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, Director or other designated person will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will 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 any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - ◇ The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) 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 the Library, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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 also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **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 the Library does not extend your time to file with DHR or in court. The three years are counted from the 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 receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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. Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will a

investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, 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 the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

New York Confidential Hotline for Workplace Harassment Support & Resources:
1-800-HARRASS-3

Family Counseling Center of Fulton County, Inc.:
518-725-5300

Contact the Local Police Department

Gloversville Police Department
3 Frontage Road
Gloversville, New York 12078
518-773-4514

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at the Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All

employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Adoption of this policy does not constitute a defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Approved October 15, 2019
Revised January 17, 2023
Revised March 19, 2024

The Gloversville Public Library recognizes that every member of our community has a fundamental right to live without discrimination and deserves equal justice under the law. We recognize that there are historical and institutionalized obstacles to equity, and strive to ensure that our programs and services respect the rights and dignity of each individual by promoting tolerance, freedom, fairness, and equity for all. We commit to:

- Regularly examining library policies, procedures, practices, programs, and services in order to move towards eliminating all barriers to access and opportunity – both among staff and in the community
- Continually maintaining an environment of diversity, inclusion and respect in fulfilling the Library’s mission
- Engaging marginalized members of our community in decision making about library services and resources
- Sharing resources that reflect the diverse experiences of, and have an impact on, disenfranchised and marginalized communities
- Acknowledging that our responsibilities to the community cross racial, cultural, economic, and ideological differences

Adopted October 20, 2020



Director's Report
Valerie Acklin / Library Director
January 2024

Administrative Action

The first big projects of the new year all revolve around the administration of the Library. With Barb and Sally's assistance, a comprehensive list of all necessary onboarding tasks, for each department and job title, for new employees has been established. This information has, up to now, not been written down or tracked in any meaningful way, resulting in a bumpy start for our newer employees. Now that we have a list, we are distributing training tasks to appropriate staff, and developing a rubric to ensure that new hires have mastered the skills necessary to be successful at their jobs. We hope to start using it in the new fiscal year. Next up will be looking at offboarding and exit interviews – two things that haven't existed here yet. The Employee Handbook is another big project that has taken up a lot of our time. Barb and I have gone over it with a fine-tooth comb, trying to correct errors and clarify language, so it is as useful of a tool as possible for all of us. I look forward to sharing it with the Personnel Committee next month. I've also been working on a master spreadsheet of information for our maintenance contractors, as well a schedule for staff longevity and merit raises, which will make our dealings with Civil Service smoother.

JA/MVLS

As the Head of the MVLS Directors' Council, it was brought to my attention that the Schenectady County Public Library is considering leaving Joint Automation – the computer/technology arm of MVLS and SALS (Southern Adirondack Library System). Since this would change the way all system libraries connect and share services, over the last month the MVLS directors have been meeting weekly to discuss strategies should SCPL no longer be a part of JA. Such a move would definitely impact our daily operations, as SCPL houses the largest collections in the system, but how things would play out is still unknown. As more information becomes available, and it becomes clear what, if any, changes are pending, I will inform the Board.

Legal Guidance

For the first time since she came on board as counsel, I've had the opportunity to work in depth with Cole Adams on a number of issues pertaining to staffing, policies, and Civil Service. I wanted to take this opportunity to share with the Board or efficient and effective she and her entire staff are. We have been able to get timely answers to questions, arrange meetings (during which she has truly taken the time to learn how and why we do what we do), and share much needed advice and recommendations. We are truly fortunate to have her on our side and I look forward to getting to know her entire team better, as our relationship grows.

Election Calendar

The election calendar for the upcoming vote has been set. Staff will use this calendar as the guiding document when interacting with the public regarding the vote, absentee registration, and ballots. I've started the Budget Hearing presentation slide deck and should have that completed as soon as I get the go-ahead from the Budget and Finance Committee. In addition, the Trustee candidate packets are currently being compiled, and I should have them ready for distribution after President's Day.



Gloversville Public Library

Nicole Hauser / Assistant Director & Head of Adult Services

January 2024

With the new calendar year, we jumped back into weeding, tackling the 400's (languages) and 500's (sciences) this month.

After inventorying the Seed Club collection last month thoughts shifted to how to replace our depleted stock and how to figure out what to replace. This led to a change in how we track our seed inventory that will hopefully simplify the inventory and re-stocking process in the future.

Payroll training continued and we seem to have settled into a rhythm equating to approximately 10 hours per pay period.

I participated in OneDrive training provided by MVLS this month and was also used as the presenter's "dry run" beforehand. One of the best things we learned is that we can have a GPL folder that is accessible to all staff, so things like procedures, schedules, handbooks, etc can live there for all staff to have access to. I got the ball rolling on having that created for us by JA, which they have since done.

I updated our computer inventory. We were also able to finally retire and recycle some of our really old, unsupported laptops. The door counter at the rear entrance has been counting extremely high off and on since we got it, but especially high during the last 2 months. Sally moved it four time, and it seems to be counting accurately, but we will see how it continues to behave as time passes.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

January 2024

Grants for Building Projects

I had an introductory meeting with our SHPO Regional Grant Associate, Sunshine Jenkins, to review the administration of the grant for the dome and outline next steps. I continued to work on the list of paperwork needed by the City for our GRIP grant for the dome. Our big hurdle for this grant is meeting the MWBE requirement. We have had no word yet about the final payment for DLD grant that helped with Phase 1 of the parking lot.

Other Grants

The Stewarts and WGY Grant applications were submitted. I requested \$650 from each grantee in support of equipment, supplies, vender fees, and storage items for programming at the new outdoor program space. We were told in December that our \$20,000 Bullet Aid from Assemblyman Smullen should be coming through soon. There is still no word on its status. I completed one of several training for the NYS Department of Health's Wellness Grant, for our Queer by Nature program, learning to submit documentation for payment for the various deliverables outlined in our Project Plan. developed by Valerie.

Other Projects

Van Guilder Surveyors were onsite this month to take the additional spot elevations needed by the engineers to add in the southeast corner of the new program space in Phase 2 of the parking lot project. The architects and engineers are beginning to work on the bid packet for this phase. I also met with Mayor Vince DeSantis and videographer Osama Mustafa to film a short promo for the Library focusing on youth programming. In addition, migration of the donor database from GiftWorks to Panorama was quick last month. This month I had training on the new software and have begun using it. There are still features I am not very familiar with, like SmartLists, but so far the transition has been smooth.



Gloversville Public Library

Lex Lanza / Teen Services and Community Engagement Librarian

January 2024

The new year came in with serious difficulties for me, due to a recent illness. This is the reason there was no report from me in December. Having missed significant amounts of work, I have now been navigating part-time remote work while I attempt to recover, and am thankful to have found there are quite a few elements of my job that can be done remotely.

Updating the library's website has been high on my January list, including uploading board meeting minutes and packets that were unavailable to me until recently. It's quite a relief to see that page up to date now. There was a bit of a lapse in social media posting while I have been sick, which I have since caught up on. The program graphics are back up to date and the posting schedule has been resumed. I hope we won't see a negative impact on program attendance as a result of this lapse (although, if we do, that is helpful information to have).

A special thank you to Bailey for running January's *Write On!* program by herself! I was glad to hear of the return of some of our regulars, who we hadn't seen in a few months. In other programming news, early January's School's Out was a lively button-making program, using the kit borrowed from MVLS. It was such a popular activity! Our group of 10 teens ran through all the supplies before the end of the program, and we promised we would try to do it again soon. This was also our chance to say goodbye to Liz.

Since starting to work from home, I have checked in with everyone on staff I work with directly with directly. All in all, it's been a tremendously challenging month. I can only hope February will show some improvement and a slow return normal. Thank you to both the library staff and the board for their accommodations and understanding.



Gloversville Public Library

Valerie Acklin / Youth Services Report

January 2024

It has been challenging, but satisfying, to take on oversight of Youth Services this month. There are many changes that I feel need to be made in the daily operations of the department – including ensuring that a breadth of viewpoints are reflected in our children's materials and programs, which is something I feel still needs to be addressed in the juvenile collection. With Darla and Sonny's input, I'm also eager to rearrange the main YS space to attract the elementary-aged children it was intended to serve. The room has not been utilized as I envisioned and I believe that we created a lot of our own problems by encouraging teens to hang out there – especially after we removed the official Teen Room. The space had also become a hangout for some of our younger staff, which was not only impinging on work productivity, but also creating an unwelcome atmosphere for other staff who were assigned shifts downstairs. Working together, I believe that we can turn all that around and get the department and the space back on track, picking up where we left off when we created the Early Literacy Center.

To that end, I've been meeting weekly with Sonny and Darla to hear their input and provide necessary supervision. We rotate weekly through different areas of service, including collection development (which I have taken over), programming (which I will help provide the framework for, with input from and to be implemented by Darla and Sonny), additional changes to the physical space (including additions to the ELC), and the Summer Reading Program (which is right around the corner). I look forward to it being a productive journey that will, ultimately, enhance our services to the public.

	2024	2023
VISITORS	5,700	(5,139)
CIRCULATION		
Adult circulation	1,363	(1,471)
Teen Circulation	140	(186)
Juvenile Circulation	1,038	(1,030)
Audiobooks	34	(91)
eAudio	215	(211)
eBooks	621	(619)
Music	7	(4)
Periodicals	34	(49)
eMagazines	293	(92)
Videos	747	(769)
Museum Passes	2	0
Library of Things	24	(19)
Subtotal	4,518	(4,541)
In-House Use		
Adult	31	(75)
Juvenile Circulation	395	0
Other Materials	750	(720)
Subtotal	1,176	(795)
Total Circulation	5,694	(5,336)

ADDITIONAL STATISTICS	
Princh:	95 pages/\$9.50 collected
Faxes:	8 faxes/\$19.50 collected
Seeds:	1 new patron/13 packets
Notary Service:	3
Library of Things:	24 Items/5 Games
Graphic Novels:	74/Youth Services 98/Adult & Teen

REFERENCE QUESTIONS **129** **(125)**

MEETINGS / PROGRAMS / OUTREACH

- 84 Adult programs & meetings with 355 people (73 Adult programs & meetings 364 people)
- 8 Juvenile programs & meetings with 331 people (14 Juvenile programs & meetings with 443 people)
- 5 Teen programs & meetings with 29 people (5 Teen programs & meetings with 43 people)
- 20 One-on-one programs & meetings with 20 people (156 One-on-one programs & meetings with 156 people)

INTERLIBRARY LOAN

Material Borrowed	556	(631)
Material Loaned	971	(612)
Total	1,527	(1,243)

COMPUTER USAGE **1,054** **(1,213)**

HISTORICAL ROOM

Visitors	8	(8)
Books Used	16	(65)
Reference Questions	10	(16)
Microfilm	4	(3)