



## Minutes of the Gloversville Public Library Board of Trustees Meeting February 18, 2025 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, February 18, 2025. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; and Trustees: Richard Carlson, John Federman, and Caren Pepper. Also present was recording secretary, Sally Ostrander.

Mr. Niforos called the meeting to order at 6:03 PM.

There were no public comments.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of January 21, 2025, and the Special Board meeting of February 4, 2025. Mr. Carlson made a motion to accept the minutes, seconded by Ms. Pepper. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. There was discussion about when we would receive some of the income items shown in the report. Mr. Carlson made a motion to accept the Treasurer's Report, seconded by Ms. Dunn-Brown. The Board approved the motion with a vote of "aye."

Mr. Frank distributed the Warrants List. Time was allowed for Board members to review and discuss various items on the Warrant list. Ms. Pepper made a motion to accept, seconded by Mr. Federman. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee Report. He passed out copies of the proposed budget to all Trustees for review. He explained various items of income (tax levy, Foundation pledge, investments, grants, donations) and expenses (staffing, building contracts and repairs, collections and programs, administrative costs) on the budget. The proposed tax levy is \$791,605, which equates to about a \$2 increase per month on a \$100,000 home in the City of Gloversville. Mr. Niforos asked for a motion to approve the proposed tax levy. A motion was made by Mr. Reed and seconded by Ms. Dunn-Brown. The Board approved this motion with a vote of "aye."

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. The deadline for submitting articles for the April newsletter is February 21. Mr. Reed stated he would submit an article about the budget, including a pie chart. The Friends' annual Pie Sale orders will be taken from February 18 to March 19, with pie pick-up on April 4. The annual Spaghetti Dinner fundraiser is March 19. Their next meeting is March 3 at 5:00 PM.

Mr. Niforos stated there is no President's Report.

Mr. Carlson presented the Buildings and Grounds Report. He stated that there is a leak in the basement caused by a frozen drain, and a plumber has been working on it. The plumber will look at other drains to see what preventative measures can be taken for the future. We are waiting for the City to complete their final reviews for the atrium

Valerie Acklin  
Library Director

2024-2025  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Russell Eber

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Schrader

Charlotte Will

restoration. An asbestos abatement provision needs to be added to the contract. The bidding process is being moved out, and work on the dome is not expected to begin until summer. The indoor facility walk-through done by the Committee found the following issues that should be addressed in the near future: cleaning of carpets and furniture and window washing and installing removable wall panels to access drains. The Building and Grounds Committee will meet again in March.

Ms. Dunn-Brown delivered the Outreach Committee report. She stated that the Outreach Committee and the PR Committee are working on two Library events, scheduled for April 9 and May 12. These events are designed to bring awareness to the public about the Library. Community members are donating to cover the costs. Board members have been asked to volunteer to work at these events.

Ms. Acklin stated there was no Personnel Committee Report, on behalf of chair Sue Shrader.

Mr. Federman stated there was no Policy Committee Report.

Mr. Niforos asked for a motion to 1) disband the Local History Committee; 2) change the name of the Ad Hoc Redistricting Committee to the Sustainable Growth Committee and make it a standing committee; and 3) change the name of the Trustee Search Committee to the Trustee Development Committee and make it a standing committee. A motion was made by Mr. Federman and seconded by Mr. Carlson. The Board approved this motion with a vote of "aye." Mr. Niforos appointed Mr. Federman as the chair of the Sustainable Growth Committee and Ms. Dunn-Brown and Mr. Carlson as co-chairs of the Board Development Committee. He stated that the purpose of the Sustainable Growth Committee will be to identify ways to grow the Library's revenue stream. The purpose of the Trustee Development Committee is to identify and maintain a list of residents of Gloversville School District who are interested in becoming Trustees and to make sure Trustees stay up to date with state-mandated training.

Ms. Pepper stated there was no Program Committee Report.

Ms. Acklin stated the Public Relations Committee is currently working with the Outreach Committee, on behalf of chair Charlotte Will.

Mr. Federman stated there was nothing to report from the Sustainable Growth Committee.

Ms. Dunn-Brown asked for names of potential Trustees to fill the vacant Board position to be submitted to the Trustee Development Committee.

Ms. Acklin presented the Librarians' and Director's Reports. There was a discussion about how to handle donations that are earmarked for specific purposes that don't align with the Library's mission. Mr. Federman will draft a policy which authorizes the Director to work with the donor to explore alternate options for reallocating the funds.

Mr. Niforos asked if there was old business to discuss. Ms. Dunn-Brown stated that the Board provided staff with subs, chips, candy, and water for lunch to show the Board's appreciation for their hard work.

Mr. Niforos asked for new business. Ms. Acklin stated that this year's Trustee candidate packets were available at the Information Desk for those Trustees running for re-election, as well as members of the public who are interested in running. There are four open seats.

Mr. Niforos stated that he and Ms. Acklin had met with Superintendent Halloran of the Gloversville Enlarged School District to explore the possibility of having the District run the Library's 2025 vote. Mr. Halloran was enthusiastic about the combined vote, recognizing that this partnership was beneficial. The Library Trustees and the Library tax levy vote will appear as separate propositions on the ballot. GESD will handle absentee ballots, legal ads, and provide the Library with space in their district-wide mailer. GESD will also provide a link to the Library vote information on their website.

The Library will hold its own budget hearing, as usual, in April. Ms. Acklin submitted a written proposition, authored by counsel, stating the agreement between GESD and the Library regarding the combined vote. Mr. Federman made a motion to accept this proposition, seconded by Ms. Dunn-Brown. The motion was approved with a vote of "aye."

In other new business, Mr. Federman stated that the Glove City Lofts will be opening soon, creating an opportunity to partner with the Glove City Arts Alliance. He spoke to Ms. Acklin regarding this, and she has talked to the Glove City Arts Alliance about possible collaborations this summer.

A motion was made by Ms. Dunn-Brown and seconded by Mr. Federman to adjourn the meeting at 7:46 PM. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on March 18, 2025.

Respectfully submitted,

Sally Ostrander, Recording Secretary



	2024-2025 Revised Budget/ Austerity (Same as 2023-2024)	2025-2026 Proposed Budget (Approved by Trustees)	Change	Line Item Explanation
<b>Total: Staffing</b>	\$693,577.00	\$757,005.00	\$63,428	<b>Expenses Overview:</b> - Restoration of weekend hours (dependent on increased staffing; planned for winter 2026) - Reinstatement of full-time staff - Reinstatement of part-time clerical staff - Reinstatement of part-time custodial staff - Increase in pension expenses
<b>Itemized: Staffing</b>	\$377,713.00	\$418,053.00	\$40,340	- Safely staff 3-story building (Lower Level: Youth Services/Main Level: Adult Services/ Upper Level: Meeting Rooms and Local History Room) - Reinstatement 1 part-time clerical employee to full-time - Reinstatement 1 part-time paraprofessional employee to full-time - Cost of Living Adjustment (COLA) for existing staff - Note: In 2024 the Library realigned salaries with regional, civil service and industry standards, ensuring that budgets going forward can maintain standard COLAs and merit raises (when fiscally possible and within clearly defined perimeters), which keeps library jobs competitive with jobs at area fast food and service companies
	\$79,991.00	\$74,986.00	-\$5,005	No increase (4 part-time employees)
	\$38,884.00	\$56,498.00	\$17,614	Reinstatement part-time custodial staff (necessary for maintaining public building)
	\$37,989.00	\$42,040.00	\$4,051	Increased costs and reinstated staff
	\$20,000.00	\$6,124.00	-\$13,876	-Returning to prior 2024 figure - Increased in 2024 after budget vote to cover possible layoffs, which ended up not being fully necessary due to two staff retirements - Self funded by Library
	\$3,500.00	\$3,023.00	-\$477	Reduction
	\$73,000.00	\$72,149.00	-\$851	Adjusted for actual
	\$4,000.00	\$4,653.00	\$653	Increase as per economy
	\$58,500.00	\$79,479.00	\$20,979	Estimate from NYS, based on the average age of employees nearing retirement and market forces.
<b>Total: Facility</b>	\$154,000.00	\$164,500.00	\$10,500	<b>Increases as per economy and renegotiation of multi-year maintenance contracts</b>
<b>Itemized: Facility</b>	\$5,000.00	\$5,000.00	\$0	No increase
	\$36,000.00	\$36,000.00	\$0	No increase
	\$8,000.00	\$8,500.00	\$500	Increase as per contract
	\$30,500.00	\$35,000.00	\$4,500	Increase as per economy
	\$4,500.00	\$5,000.00	\$500	Increase as per economy
	\$25,000.00	\$25,000.00	\$0	No increase
	\$45,000.00	\$50,000.00	\$5,000	Renegotiation pf 7-year building contracts
<b>Total: Collections, Programs, and Services</b>	\$47,247.60	\$50,000.00	\$2,752	<b>Restoration of collections, programs, and services for youth and adults</b>

<b>Itemized: Collections, Programs, and Services</b>	Collections: Books, DVDs, Periodicals, etc.	20,000.00	21,000.00	\$1,000	Restore selected periodicals to the collection
	Computer and Automation Services	\$18,000.00	\$21,000.00	\$3,000	Shared municipal regional services throughout Mohawk Valley Library System (MVLs)
	Adult Programming	\$1,500.00	\$2,500.00	\$1,000	Restoration of selected adult programs (depend on increased staffing)
	Youth Programming (Grants)	\$1,375.00	\$2,500.00	\$1,125	Restoration of selected youth programs (depend on increased staffing)
	Youth Services (Grants)	\$5,872.60	\$2,000.00	-\$3,873	End of current grants (new grants will be pursued)
	Promotion Expense	\$500.00	\$1,000.00	\$500	Promotion of restored adult/youth programs and services
<b>Total: Administration</b>		<b>\$45,300.00</b>	<b>\$47,100.00</b>	<b>\$1,800.00</b>	<b>Increases in postage and fiscal accountability</b>
<b>Itemized: Administration</b>	Library, Office Supplies, and Postage	\$9,000.00	\$10,000.00	\$1,000	Increased postage costs, interlibrary loan to Schenectady County libraries
	Treasurer	\$9,000.00	\$9,600.00	\$600	Increase in contracted services for fiscal accountability
	Professional Fees: Audit, Attorney, Staff Training, etc.	\$20,000.00	\$20,000.00	\$0	No increase for fiscal, legal, and HR accountability
	Election Expense	\$5,000.00	\$5,000.00	\$0	No increase to conduct transparent access to fundamental NYS constitutional right to vote for library tax.
	Professional Meetings and Travel	\$1,500.00	\$1,500.00	\$0	No increase
	General Expense	\$800.00	\$1,000.00	\$200	Slight increase from austerity budget, but not fully restored
<b>TOTAL EXPENSE</b>		<b>\$940,124.60</b>	<b>\$1,018,605.00</b>	<b>\$78,480.40</b>	
<b>BUDGET DEFICIT(-)/ SURPLUS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>BALANCED BUDGET</b>