



## Minutes of the Gloversville Public Library Board of Trustees Meeting October 15, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, October 15, 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; and Charlotte Will. Also present was recording secretary, Sally Ostrander, and a member of the public (Ms. S).

Mr. Niforos called the meeting to order at 6:02 PM.

Mr. Niforos asked for public comments. Ms. S addressed the Board regarding future operating hours.

Mr. Niforos asked for a motion to accept the Minutes from the Annual Meeting and the Regular Meeting of September 17, 2024. Mr. Reed made a motion, seconded by Ms. Dunn-Brown to accept the minutes. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. Mr. Niforos asked for a motion to accept the Treasurer's report. Ms. Will made a motion; Ms. Pepper seconded the motion. The Board approved the motion with a vote of "aye."

Mr. Frank discussed the audit that was recently completed by Phil Beckett, CPA. Mr. Niforos asked for a motion to accept the annual audit done by Phil Beckett. Ms. Dunn-Brown made a motion; seconded by Ms. Pepper. The Board approved the motion with a vote of "aye."

Mr. Frank asked for a motion to accept the filing of the Library's IRS 990 Tax Return. He pointed out that the amounts shown on the tax return tie into the amounts shown in the annual audit report. A motion was made by Mr. Reed to accept the filing of the return; the motion was seconded by Mr. Carlson. 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. A question was asked about repairing handicap access for the back door. Ms. Acklin explained the extent of the repairs done. Mr. Niforos asked for a motion to accept the Warrant list. Ms. Dunn-Brown made a motion to accept, seconded by Ms. Shrader. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee report. Mr. Reed stated that without an increase in the tax levy for 2025-2026, more items would need to be cut to achieve a balanced budget. The Budget and Finance Committee will be meeting within the next two weeks to begin working on the 2025-2026 operating budget.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friend's Report.

Mr. Niforos presented the President's Report. He said he and Ms. Acklin met with the Gloversville Enlarged School District to discuss a partnership. Mr. Niforos and Ms. Acklin have also been discussing the Library's sustainable growth plan, including goals and steps to get to that point.

Mr. Carlson presented the Buildings and Grounds Committee Report. He said that Ms. Madonna's report in the Board packet provides an excellent summary of the capital projects and various grants requested to cover the cost of these projects. The snowplowing bid received from James Esper was also discussed, it was the only bid received. Mr. Niforos asked for a motion to accept the per occurrence price snowplowing bid from James Esper. Mr. Reed made a motion to accept the motion, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Reed stated there was no Local History Room Committee Report.

Valerie Acklin  
Library Director

2024-2025  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Shrader

Charlotte Will

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Ms. Dunn-Brown delivered the Outreach Committee Report.

Ms. Shrader presented the Personnel Committee Report. She stated that the Committee has held two meetings to discuss staffing issues, needs, and cost projections over the next three years. The meetings included Mr. Frank and Mr. Reed, in order to discuss options that would continue to allow for a balanced budget. Mr. Reed said the calculation for personnel costs included salaries, retirement contributions, medical insurance, and other insurance costs paid by the Library, which will help with budget planning in the future. Ms. Acklin reported that the Fulton County Personnel Department is approving the creation of the positions of Assistant Director and Senior Custodian. The next Personnel Committee meeting will be October 29<sup>th</sup>.

Ms. Acklin presented the Policy Committee Report, which included the first reading of three policies up for review this year: (1) Conflict of Interest Policy – no changes. (2) Patron Borrowing Policy – proposed change to parameters for Core Cards, allowing patrons 5 years of age and up to receive a core card without parental permission. (3) Computer & Internet Policy – proposed change to remove the age limitation from the computers, allowing children to use public computers on the main floor of the Library.

Ms. Pepper stated that there was no report from the Program Committee.

Ms. Will and Mr. Niforos will be meeting regarding the duties of the Public Relations Committee.

Mr. Niforos stated that the search for a new Trustee member to replace Mr. Mazur is still ongoing. A Trustee must live within the Gloversville School District and cannot be related to a current Board member. Anyone interested in this position should send a letter of interest to Mr. Niforos and Ms. Acklin.

Ms. Acklin presented the Director's Report.

Ms. Acklin presented the Librarians' Report and noted that Ms. Madonna's report included details regarding grants she is working on. Mr. Reed suggested that when a project is completed (i.e. parking lot, dome), Ms. Madonna report the total cost of the project and how much was covered by grants.

Mr. Niforos asked for old business. Ms. Dunn-Brown suggested that the Board once again show their thanks to the Friends for all they do by contributing personal donations to provide the Friends with pizza and cookies at their next meeting.

Mr. Niforos asked for new business, Ms. Shader inquired about public participation on Board committees.

At 7:30 PM, Mr. Niforos asked for a motion to adjourn the meeting. A motion was made by Ms. Dunn-Brown and seconded by Ms. Pepper. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6:00 PM on November 19, 2024 at 6 PM.

Respectfully submitted,

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Sally Ostrander, Recording Secretary