



**Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 15, 2025 at 7 PM**

Attendance/Call to Order
Pledge of Allegiance
Public Comment

1. Public Comment
2. Accept the Minutes of the:
 - March 18, 2025 Meeting*
3. Treasurer's Report*
4. Warrant List*
5. Budget and Finance Committee Report
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
 - HVAC Contract Renewals*
10. Outreach Committee Report
11. Personnel Committee Report
12. Policy Committee Report
 - Trustee Change/Article II, Section I (first read)
 - Committee Changes/Article VI, Section I, Parts F-I (second read)
13. Program Committee Report
14. Public Relations Committee Report
15. Sustainable Growth Committee
16. Trustee Development Committee
17. Library Director's Report
18. Librarians' Reports
19. Old Business
20. New Business

Adjourn*

Next Meeting: May 20, 2025 at 6 PM

* Motion Required

Gloversville Public Library: strengthening our roots and cultivating community growth



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

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, March 18, 2025. Present were President, Gregory Niforos; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; and Trustees: Richard Carlson, John Federman, Charlotte Will and Caren Pepper. Also present were 3 members of the public and recording secretary, Sally Ostrander.

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

Mr. Niforos asked for public comments. One member of the public asked if there was anything members of the public could do to help get the word out to the public about the upcoming Library budget vote. The second member of the Public stated he was just there to observe. The third member of the Public commented about the 3-minute time limit for members of the public to speak, the amount of the tax levy, the method of communication used to inform the public of Library information, and the timing of operational changes should the budget pass.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of February 18, 2025, and the Special Board meeting of March 4, 2025. The minutes were approved (with a noted correction to a meeting date) by a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. He explained various items of income and expenses, noting that maintenance and repair expenses were higher than projected to date mostly due to snow removal costs, HVAC issues, and frozen roof drains this winter. Mr. Reed made a motion to accept the Treasurer's Report; seconded by Ms. Will. 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. Mr. Reed made a motion to accept, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee report. He stated that the Committee will be meeting within the next month to prepare an austerity budget, should one be necessary.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. Ms. LaPorta thanked everyone for their submissions to the Friends' Newsletter.

Mr. Niforos presented the President's Report. He thanked the Friends for helping with the school visits and for their \$500 donation to the Seed Club. He stated the importance of Trustees participating in the upcoming Love My Library and Library Night Out events.

Mr. Carlson presented the Buildings and Grounds Committee Report. Updates on the roof drain were given. The Board was informed that the plans for the dome restoration have been reviewed by the City and SHPO and the asbestos inspection has been completed. We hope to put the project out for bid this spring, with work expected to begin in early summer. There was also discussion of our power supply issues and ongoing discussion with Stark Tech to explore future solutions.

Mr. Niforos delivered the Outreach Committee report on behalf of Ms. Dunn Brown, which focused on the work that the Outreach Committee, the PR Committee, Ms. Acklin and our consultant doing for the Love My Library and Library Night Out events.

58 East Fulton Street, Gloversville, NY 12078
(775) 857- 7815 gpl@mvls.info www.gloversvillelibrary.org

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

Mr. Niforos presented the Personnel Committee report on behalf of Ms. Shrader. Next month the Board will begin their Director evaluation process with a questionnaire that will be distributed to all Trustees. to be returned in May and reviewed by the Personnel Committee.

Mr. Federman presented the Policy Committee report. He stated that he is drafting edits to the Library's Gift Policy.

Ms. Pepper stated there was no Program Committee Report.

Ms. Will stated the Public Relations Committee is currently working with the Outreach Committee upcoming events. She noted that the Friends and Board members will be working at these events, setting up, greeting guests, and cleaning up afterwards.

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

Mr. Niforos presented the Trustee Development Committee report. He stated that even though there are no vacant seats at this time, the Committee will be keeping a list of those interested in becoming a Trustee, so that the Committee can refer to if a seat becomes available. There will be four seats open in the May 20 election and he reminded those seeking re-election or election to return their petitions by the deadline.

Ms. Acklin presented the Librarians' and Director's Report. The Library hosted 209 children from Boulevard School third grade over five days. The visits went superbly well. The children were enthused, inquisitive, and engaged. They each received a bag with various library info and goodies and CORE cards (163) were issued to those children who did not already have a library card. Ms. Acklin received a letter from the Principal of Boulevard School stating how much the children enjoyed the visit. The last week of April, the Library is looking forward to hosting 225 first graders from Park Terrace and Kingsboro Schools.

Mr. Niforos asked for old business. Ms. Acklin reported on the success of our "Tiny Art" program and that we would have another art program this summer.

Mr. Niforos asked for new business. Ms. Acklin stated that cars not belonging to Library patrons are parking in the auxiliary lot and signage may be needed stating that it is for Library patrons only. Ms. Acklin then handed out changes to the Bylaws of the Board of Trustees. These changes are to the standing committees: to disband the Local History Room Committee and add the Sustainable Growth Committee and the Trustee Development Committee. A suggestion was made to add the wording "and explore options for expanding our service population" to the purpose of the Sustainable Growth Committee. This is the first reading of these changes to the by-laws. A second reading will be done at the next Board meeting. Finally, Ms. Acklin stated that April 8 is National Library Workers' Day, and she proposed that the staff be given a floating holiday to be used by the end of this calendar year. A motion was made by Mr. Federman and seconded by Mr. Carlson. The motion was approved with a vote of "aye."

A motion was made by Ms. Pepper and seconded by Mr. Carlson to adjourn the meeting at 7:25 PM. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on April 15, 2025.

Respectfully submitted,

Sally Ostrander
Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2025

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	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	\$613,695.00	\$0.00
Investment Income - General Fund	20,000.00	2,710.19	14,377.67	15,151.63	(5,622.33)
Investment Income - Fund Balance Account	25,000.00	2,272.45	13,986.80	0.00	(11,013.20)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	114,000.00	94,000.00	(30,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	0.00	4,266.00	6,973.25	(2,416.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	0.00	6,492.63	30,285.00	892.63
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	1,445.00	0.00	45.00
Grants - Mohawk Valley Library System	1,375.00	0.00	3,848.53	0.00	2,473.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	4,990.00	41,261.60	0.00	35,389.00
Donations - Direct	4,000.00	50.00	3,602.00	6,010.00	(398.00)
Fees & Miscellaneous Income	2,500.00	299.00	2,484.95	2,702.67	(15.05)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,816.37	0.00
TOTAL RECEIPTS	<u>\$840,124.60</u>	<u>\$22,321.64</u>	<u>\$829,460.18</u>	<u>\$779,633.92</u>	<u>(\$10,664.42)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on March 1, 2025	\$649,533.46				
Plus: Receipts Per Report	22,321.64				
Less: Expenses Per Report	<u>(77,749.92)</u>				
Income Cash Balance on March 31, 2025	<u><u>594,105.18</u></u>				
Accounts Payable as of 03/31/25	0.00				
Prepaid Expenses as of 03/31/25	<u>(7,497.94)</u>				
Actual Cash Balance on March 31, 2025	<u><u>\$586,607.24</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$470,516.06				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, V.P. of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on March 1, 2025	\$64,754.71	
Plus: Receipts:		
Interest on Money Market Account	125.74	<u>Year to Date</u>
Interest on Treasury Bills	0.00	11,003.79
Treasury Bills Matured	175,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	99,505.33	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	57,500.00	
	<u>57,500.00</u>	
Balance on March 31, 2025	<u>\$82,875.12</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on March 1, 2025	\$42,605.55	
Plus: Receipts:		
Interest on Money Market Account	217.57	<u>Year to Date</u>
Interest on Treasury Bills	0.00	13,869.83
Treasury Bills Matured	400,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	396,732.55	
Transfer to General Fund Checking (Int Earned)	2,272.45	
Transfer to Construction Checking Account	0.00	
	<u>0.00</u>	
Balance on March 31, 2025	<u>\$43,818.12</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2025	\$15,934.62	
Plus: Receipts:		
Interest Earned	0.27	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Transfer to Fund Balance MM Account	0.00	
	<u>0.00</u>	
Balance on March 31, 2025	<u>\$15,934.89</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

FEBRUARY 28, 2025

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 17 Week Due 04/29/25	\$75,000.00	\$73,951.31	4.3500%	\$75,000.00	\$1,048.69
U. S. Treasury Bills 13 Week Due 05/01/25	100,000.00	98,939.60	4.2990%	100,000.00	1,060.40
U. S. Treasury Bills 6 Week Due 04/17/25	100,000.00	99,505.33	4.3200%	100,000.00	494.67
U. S. Treasury Bills 17 Week Due 05/06/25	100,000.00	98,613.32	4.3130%	100,000.00	1,386.68
U. S. Treasury Bills 6 Week Due 04/10/25	100,000.00	99,506.50	4.3100%	100,000.00	493.50
TOTAL SECURITIES CURRENTLY HELD	\$475,000.00	\$470,516.06		\$475,000.00	\$4,483.94

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 13 Week Due 06/26/25	\$200,000.00	\$197,881.72	4.2940%	\$200,000.00	\$2,118.28
U. S. Treasury Bills 8 Week Due 04/15/25	150,000.00	149,010.67	4.3270%	150,000.00	989.33
U. S. Treasury Bills 6 Week Due 05/08/25	100,000.00	99,506.50	4.3100%	100,000.00	493.50
U. S. Treasury Bills 8 Week Due 05/20/25	100,000.00	99,344.33	4.3020%	100,000.00	655.67
U. S. Treasury Bills 17 Week Due 04/15/25	100,000.00	98,598.44	4.3600%	100,000.00	1,401.56
TOTAL SECURITIES CURRENTLY HELD	\$650,000.00	\$644,341.66		\$650,000.00	\$5,658.34

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2025

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	<u>Amount</u> Expended Curr. Month	<u>Amount</u> Expended Current Year to Date	<u>Amount</u> Expended Prior Year to Date	<u>Current Year</u> Over/(Under) Budget
Salaries - Full Time Employees	\$377,713.00	\$ 28,918.08	\$ 255,058.97	\$ 308,435.86	\$ (122,654.03)
Salaries - Part Time Employees	79,991.00	8,309.96	66,735.41	85,182.07	(13,255.59)
Salaries - Custodians	38,884.00	3,348.04	28,814.56	29,665.79	(10,069.44)
F I C A & Medicare Tax	37,989.00	3,104.02	26,821.53	32,381.40	(11,167.47)
Unemployment Insurance	20,000.00	0.00	13,092.81	1,375.75	(6,907.19)
Disability & Family Leave Insurance	3,500.00	0.00	2,804.90	2,972.05	(695.10)
Medical Insurance & Reimbursements	73,000.00	3,954.35	47,263.91	59,753.19	(25,736.09)
Worker's Compensation Insurance	4,000.00	0.00	4,898.55	2,091.31	898.55
Pension Expense	58,500.00	0.00	43,179.25	34,712.25	(15,320.75)
Heat	5,000.00	627.03	2,246.70	2,061.92	(2,753.30)
Electricity	36,000.00	4,753.78	23,211.93	18,702.77	(12,788.07)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	9,725.86	23,671.57	15,722.62	(1,328.43)
Maintenance Contracts	45,000.00	6,731.67	27,983.09	28,790.68	(17,016.91)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	4,374.34	1,658.63	(125.66)
Telephone	8,000.00	771.53	6,505.61	6,013.87	(1,494.39)
Collections - Books, DVDs, etc.	20,000.00	830.39	12,201.96	28,615.36	(7,798.04)
Computer & Automation Services	18,000.00	2,091.62	14,287.76	21,736.94	(3,712.24)
Library, Office Supplies & Postage	9,000.00	2,604.90	6,627.65	11,108.23	(2,372.35)
Grants - Mohawk Valley Library System	1,375.00	150.99	1,929.54	0.00	554.54
Grants - Stewart's, WGY, etc (Youth)	5,872.60	493.63	1,351.20	0.00	(4,521.40)
Treasurer	9,000.00	750.00	6,750.00	6,750.00	(2,250.00)
Professional Fees	20,000.00	0.00	6,000.00	900.00	(14,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	0.00	1,575.11	2,503.02	75.11
Events & Programming	1,500.00	393.08	490.49	7,844.34	(1,009.51)
Promotion Expense	500.00	175.00	234.99	1,082.80	(265.01)
General Expense	<u>800.00</u>	<u>15.99</u>	<u>402.09</u>	<u>421.82</u>	<u>(397.91)</u>
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$77,749.92</u>	<u>\$659,006.83</u>	<u>\$738,442.77</u>	<u>(\$281,117.77)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MARCH 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7823		Gloversville Public Library	\$ 15,265.06	Payroll
7824	3384	Ambient Environmental, Inc.	2,323.00	Maintenance & Repairs
7825	3385	Business Card (3,698.28)	15.99	G/E - Zoom Subscription
			919.54	Computer & Automation
			146.00	Postage
			1,211.45	Library Supplies
			46.94	W G Y Grant Expense
			421.53	Grants - Other
			18.00	MVLS Grant Expense
			918.83	Events & Programming
7826	3386	C D P H P	4,110.63	Medical Insurance
7827	3387	Commissioner of Finance - Gloversville	200.00	Maintenance & Repairs
7828	3388	Corinth Free Library	25.00	Lost Books, etc
7829	3389	Derby Office Equipment, Inc.	491.78	Library Supplies
7830	3390	Frontier Communications	771.53	Telephone
7831	3391	Ingram Library Services (988.54)	830.39	Collections - Books
			132.99	MVLS Grant Expense
			25.16	Other Grant Expense
7832	3392	In Stream dba Biel's (620.00)	413.33	Prepaid Expense
			206.67	Maintenance Contracts
7833	3393	James Esper Landscaping	6,525.00	Maintenance Contracts
7834	3394	Mohawk Valley Library System	1,042.10	Computer & Automation
7835	3395	National Grid (5,380.81)	627.03	Heat - Natural Gas
			4,753.78	Electricity
7836	3996	Quill LLC	101.73	Library Supplies
7837	3997	Rozell East, Inc.	4,373.36	Maintenance & Repairs
7838	3998	Sally Ostrander - Little League Sign Reimbursement	175.00	Promotion Expense
7839	3999	Charter Communications	129.98	Computer & Automation
7840	4000	Technical Building Services, Inc.	2,634.50	Maintenance & Repairs
7841	4001	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7842	4002	Vertical Transportation Consulting	195.00	Maintenance & Repairs
7843	4003	Michael J. Frank	750.00	Treasurer
7844	4004	Quill LLC	653.94	Library Supplies
7845		Gloversville Public Library	15,500.86	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	525.43	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,648.20	Payroll
DM		E F T United States Treasury (9,992.11)	3,104.02	FICA & Medicare Expense
			6,888.09	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	50.00	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2025	78,714.00	
		PETTY CASH PAID OUTS - MARCH 2025		
		None	0.00	
		TOTAL MARCH 2025 PAID OUTS	\$78,714.00	
		Less: Prepaid Expense	(413.33)	
		Less: Events & Programming Reimbursement	(525.75)	
		Less: Lost Books, etc.	(25.00)	
		NET TO BALANCE TO EXPENSES	\$77,749.92	

Financial Review March 2025

The Financial Report for the nine-month period ending March 31, 2025 shows our income up by approximately \$49,800 as compared to the same period of the prior year. This was primarily a result of the Library receiving additional income from the Foundation in the current year. Also, the Library received a NYS Health Department Grant of \$26,600 in the current year. The Library Board of Trustees also agreed to pass up earnings from the Fund Balance to the General Fund for this current budget year. Expenses for the period ending March 31, 2025 were down approximately \$79,400 from the prior year period due primarily to the decrease in salaries and benefits as a result of budget constraints due to the defeat of the tax levy increase. Part of this decrease was offset by the addition of Cyber Insurance and an increase in our Commercial insurance package. Computer and Automation was lower than the prior year as we paid a five-year licensing fee in the prior year. The Library's Collection expense and Events and Programming are also down due to budget constraints.

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2025

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

Balance Per Bank Statement \$ 19,029.37

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/18/25	7813	James Esper Landscaping	\$ 7,025.00	
03/18/25	7833	James Esper Landscaping	6,525.00	
03/18/25	7839	Charter Communications	129.98	
03/18/25	7841	The Paul Revere Life Insurance Company	42.16	
		Total Outstanding Checks	<u>13,722.14</u>	<u>13,722.14</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 5,307.23

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

Balance Per Bank Statement \$ 18,001.50

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 18,001.50

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

Balance Per Bank Statement \$ 82,875.12

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 82,875.12

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

Balance Per Bank Statement \$ 43,818.12

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 43,818.12

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 15,934.89

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 15,934.89

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed, V. P. of Finance



Friends of the GPL Report
Jean LaPorta / President
March 2025

- I have heard so many positive comments from people who have been planting their gardens with free seeds provided by the Library. Thank you, Nicole Hauser, for organizing the seed selection that the Library is providing, FREE OF CHARGE, to patrons who plan to start their own gardens this year.
- GESD third grade students recently had the opportunity to visit the Library with their teachers. Darla Barry and Sonny Duross, Patty Franco, Nancy Krawczeski, and Jean La Porta toured the Library with the children and their teachers. After the tour the children played games about the Dewey Decimal System. The children also heard a story and were given goody bags to take home. Bags included both Library information and information about the Friends.
- The Friends co-hosted the "Love My Library" Reception and open house event last week, along with the Library Foundation.
- Thank you for supporting our annual Smith's Pie Sale again this year. Over 200 pies were sold.
- It's never too soon to remind people to start saving any books that they want to donate to the Friends' Book Sale, which will be in October this year.
- In May we will be selecting the GESD senior who wins the \$500 scholarship this year.



Building and Grounds Committee Report

Richard Carlson / Chair

February 2025

Roof Drains

We are awaiting Rozell East to send an electrician out to the Library to install the necessary outlet for the heating element for the roof drain. We plan to plaster and paint the damaged back entrance canopy once the weather warms up.

Atrium Restoration Project

Still waiting for an asbestos remediation plan from our architect to incorporate into the bid package. Our goal remains to go to construction by early summer (early July +/-). At this time we are also uncertain of what, if any, impacts ongoing changes to Federal agency programs may have on our DLD and SHPO grants, so we are proceeding as planned.

HVAC Problems

No new problems to report. Our “dirty power source” problem causes us to periodically reset the various HVAC controls; this will continue to be the case until we can install a power management system (a long term fix). A preliminary look at such systems suggests that some may protect some of our controls but not others, so we will eventually need to have an electrical engineering firm look at our controls to determine the appropriate solution. For the immediate future, we plan on renewing the PASCO contract and an enhanced Stark contract, to meet our HVAC maintenance needs.

Security Cameras

Nothing new to report on our grant application.

Front Light/Front Railing Repairs

We will get updated cost estimates for the repair options (repair vs. replace) to make a decision on which way to go.

New Business

- Now that the snow is disappearing, George plans to conduct a walk through of the auxiliary parking lot and program area to identify any post-winter maintenance needs.
- Mulch will be delivered on April 18 and Merry has arranged for the GHS Key Club students to be here after school on April 21 to help us spread it, as they did last year.
- We are considering posting “No Overnight Parking” signs at the entrance of the auxiliary lot to discourage the overnight use of the lot during the winter. We will talk to the city building inspector about this and any concerns related to it; now that the weather is improving, overnight parking seems to be less frequent.

Maintenance Contracts

Next year’s proposed budget would increase the budget for contracts to \$50,000 (from \$45,000).

- HVAC Software: Valerie recommends renewing our contract with PASCO and purchasing from them the appropriate software upgrade and new computer
- HVAC Maintenance: Valerie recommends renewing our contracting with Stark and including repairs
- HVAC Cooling Tower Maintenance: We will be renewing our contract with MIS America when the weather gets warmer
- Sprinkler System: Completed in early April. No issues.
- Fire Extinguishers: Completed in early April. No issues.
- Elevator: Completed in March with no issues. In early April we needed a repair to a cable.
- Fire Inspection: All paperwork for our Public Assembly Certificate has been submitted to the GFD
- Key Fob Lock Software: No issues.

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 seven** 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, that is or will be the only member of their immediate family or household to serve on the Board 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 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 Public Relations** Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.
- ~~G. The Local History Room Committee shall have a minimum of two Board members and shall work with the Director to fulfill the mission of the Local History Room.~~
- G. The Policy Committee shall have a minimum of two Board members and shall work to ensure that Library policies and by-laws are meet the needs of the Library and comply to state and/or other government mandates.
- H. The Sustainable Growth Committee shall have a minimum of two Board members and shall work to grow the Library's revenue stream.
- I. The Trustee Development Committee shall have a minimum of two Board members and shall work to develop a record of qualified residents interested in working on a Board committee or becoming a Trustee, as well as to ensure that current Trustees complete state-mandated annual training.

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 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
 Revised March 19, 2023
 Revised, March 20, 2024
 Revised April 15, 2025



Public Relations Committee Report
Charlotte Will / Chair
March 2025

The PR and Outreach committees' close collaboration will come to fruition on April 9 for the Love My Library Event. The event, to be held at the Library, will include hors d'oeuvres, (graciously sponsored by the Blackmon and Pesses families, and provided by Union Hall), mocktails (graciously sponsored by the Lair/DeLilli and Will families, and created by Sonny Duross), tours, and speeches given by dignitaries. The public is welcome to attend, in addition to various invited guests. It is the hope of the committees that this event will highlight the need for a fully functioning library in our community.

Immediately following this event, the committees will continue planning for the Family Night Out event. Family Night Out will be held at the Library on Monday, May 12 from 5 – 7PM. Finger foods, provided by a grant, will be offered. There will be a scavenger hunt and various activities will be available. This is a family friendly event that will encourage local families to explore our wonderful space and learn about all we have to offer our community.

It is the hope of the Outreach and PR committees that these events will draw in individuals who normally would not visit the Library. By experiencing all that the Library has to offer, we hope these individuals will understand the need for a fully staffed, fully functioning Library.



Library Director's Report

Valerie Acklin / Library Director

March 2025

Vote & Election Prep

This month, like last month, we continue preparations for May's budget vote, but with more tasks and increased urgency. Throughout the month, I created numerous documents that we need to help get out the vote, including the postcard that will be distributed in all checkouts and holds, the graphic flyer for our patron mailing, and (with input from the consultant) final copy for long FAQ (on the website), the short FAQ (for distribution at public desks), and the one-sheet budget explanation. I worked with Madison to a great extent and Sonny to a lesser extent on creating and mapping out a schedule for our social media/website updates and our calendar. I also continued to put together the elements for the budget presentation slide deck for April. My other budget-related work has included continued close collaboration with the Outreach and PR Committees to continue planning for our upcoming Love My Library event. At this point, we're getting into the details, including staffing, timelines, and talking points. I'm delighted to report that 10 of our 11 staffers (excluding me) have eagerly stepped up to help the night of the event, and we are all looking forward to hosting the community. While firming up the details for April, we continue to broadly plan for the Library Night Out event in May. We have a rough outline for the evening and are soliciting donations and grants to purchase supplies and snacks. More details soon! And, of course, I continue to correspond with Cathy Meher from the GESD to ensure that we are providing them with the information they need to run the vote, and that we receive the information we need to keep our patrons informed.

Advance Planning

With the proposed budget set, I crunched numbers to see how staffing changes could alter our operations if the vote is successful. This meant coming up with a number of staffing iterations that take into account both possible new hires and expected retirements and other changes. While the struggle to staff the building safely remains, I was able to present Nicole and Barb with my recommendations and ask them to use my projected staff roster to work out individual schedules and operating hours. All of this work will allow us to move forward with the Fulton County Personnel Department, should the vote pass, so that we might limit the lag time between the vote and the implementation of operational changes as much as possible. Similarly, I have been tackling options for both our programming and collections, that allow us to slowly work towards returning some popular classes and services, while ensure we remain fiscally responsible. I also began documenting changes and cuts that will be necessary should the budget vote not be successful, so we can enter into the new fiscal prepared to continue fulfilling our mission to the community, regardless of the outcome.

Third Grade Class Visits & Other School-Related Collaborations

As I've mentioned to everyone on the Board already (but it absolutely bears repeating), our third grade class visits from Boulevard School were an unmitigated success. The children were genuinely delighted to be onsite and curious about all that we do here. For many it was their very first time through our doors! Please know that Darla and Sonny were truly outstanding, as they led five consecutive days of visits. Madison and Nicole were essential behind the scene, and Barb was extremely helpful in organizing the materials and souvenirs we sent back with the teachers. As for me, I was pleased that the lesson plans I devised and the activities the Youth Services staff and I collaborated on were so successful, but we all certainly learned from the experience and look forward to improving the experience for next year's third graders. In the weeks since then, we've set our sights on next month's visits from the Park Terrace and Kingsboro first graders, and hope to provide them with an equally fun and informative experience. In addition to class visits, we also hosted the Boulevard Art & Writing Club for the third year, and helped these young authors celebrate the printing of their books. Sonny teamed up with Gloversville Elementary PTA for Book Bingo at GMS, where he helped families get library cards. Finally, Darla and I also had the pleasure of participating in Read Across America at both Park Terrace and Kingsboro Schools, where we read our favorite picture books to first graders and kindergarteners.

Meetings and Appointments

March 3: Staff Meeting/1 Hr./1.5 Hrs. Prep
Outreach Committee, PR Committee, & Consultant/1.5 Hrs./3 Hr. Prep
Friends Meeting/1 Hr./1 Hr. Prep
March 4: Gloversville Educational Foundation & BOCES Early Literacy/1.5 Hrs./2 Hrs. Prep
Class Visit Prep Meeting/1.5 Hrs./2 Hr. Prep

Open Meeting Law Webinar/1.5 Hrs./0 Hrs. Prep
 March 5: Adult Services/1 Hr./1 Hr. Prep
 Youth Services/1.5 Hrs./1 Hr. Prep
 Building & Grounds Committee/1 Hour/1 Hr. Prep
 March 6: Kingsboro Elementary/1.5 Hrs./2.5 Hrs. Prep
 Community Survey Webinar/1.25 Hrs.
 March 7: Administration Meeting/1 Hr./1 Hr. Prep
 Emergency Preparedness/1.5 Hrs./3 Hrs. Prep
 March 10: Staff Meeting/1 Hr./.5 Hr. Prep
 March 12: ESLN Library Budgeting Webinar/1 Hr.
 Facility Meeting/.5 Hr./.5 Hr. Prep
 March 13: Gloversville Educational Foundation & BOCES Early Literacy/1.5 Hrs./2 Hrs. Prep
 March 17: Staff Meeting/1 Hr./1.25 Hrs. Prep
 Glove City Coalition Executive Committee/1 Hr./.5 Hrs. Prep
 March 18: Consultant/.75 Hrs./1 Hr. Prep
 March 19: Grants & Special Projects Meeting/1.5 Hrs./1 Hr. Prep
 Youth Services & Programming Meeting/1 Hr./2.5 Hrs. Prep
 ICE in Libraries Webinar/1.5 Hrs.
 March 20: Glove City Coalition Monthly Meeting/1.5 Hrs./1 Hr. Prep
 CLRC Performance Review Webinar/1.25 Hrs.
 March 21: Assistant Director Meeting/2 Hrs./1.25 Hrs. Prep
 Board President Meeting/.75 Hrs./1 Hr. Prep
 March 24: Staff Meeting/1 Hr./.75 Hrs. Prep
 Youth Services & Programming Meeting/1 Hr./2 Hrs. Prep
 March 25: GESD Board of Ed Meeting/1.25 Hrs./2 Hrs. Prep
 Grants & Special Projects Meeting/.5 Hrs./.5 Hrs. Prep
 March 26: Local History Room Meeting/.5 Hrs./.5 Hr. Prep
 Marketing Meeting/.75 Hrs./.5 Hrs. Prep
 March 27: Outreach Committee, PR Committee, & Consultant/2 Hrs./2.5 Hrs. Prep
 Facility Meeting/.75 Hrs./1 Hr. Prep
 March 28: AI in Libraries Webinar/1.25 Hrs.
 March 31: Staff Meeting/1Hr./2 Hrs. Prep
 Gloversville Educational Foundation/1 Hr./1 Hr. Prep

Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

March 2025

This month we finished weeding the jDVDs based on condition.

Shari and I have been working diligently in the Local History Room, focusing on getting signage up and making it both clear and consistent. The microfilm cabinets, cemetery records, most princeton files, and poor house records have all been relabeled in the past month. The process of cleaning up signage has also led to the discovery of other projects to pursue. We hope to use the momentum we've created this month to continue moving forward with more Local History Room projects.

At the January 8, 2025 JA Council meeting, a motion to require Multi-Factor Authentication (MFA) for all user accounts by April 15, 2025 was passed and approved. Any account not set up for MFA by April 15, 2025 will be disabled. Since this decision was made, Barb and I have been making sure all staff and library accounts have MFA set up, and we are on track to have the last 4 accounts set before the April 15 deadline.

An hour-long patron registration training session was offered by MVLS/SALS and we arranged it so most of the front desk staff were able to attend the virtual training.

We asked our Adult Crafters to bring in past crafts they've completed at the Library to be displayed in the atrium through most of May and had a great response that showcases many of the crafts we've done over the years:



Programs in March:

- Adult Crafting had a total of 15 participants & 2 staff
 - Participants designed and painted 15"x15" canvas tote bags.



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

March 2025

Grants for Building Projects

- SHPO CFA: We received our contract for the grant. I need to review it and ask some questions of our SPHO contact about the budget before having Valerie sign it. I am also still waiting for the architect to provide an update about adding an amendment to the bid specs for the asbestos removal.
- GRIP: I am waiting for the architect to provide an update about adding an amendment to the bid specs for the asbestos removal.
- DLD Security Camera Grant: No update, but the cuts to IMLS (Institution of Museum and Library Services) announced by the federal government are troubling.

Other Grants

- The Friends' application for the grant sponsored by Penguin Random House and United for Libraries was not funded.
- The application to NYS Public Entities Safety Group 497 that I wrote in January was funded, but we don't yet know the amount of the award.
- Valerie and I submitted an application for a grant with the NYS DOH for \$10,000 in support of COVID-19 education for the community and a partnership with the Fulton County Department of Health. We received a contract for this grant and the next day the program was terminated as it, too, was cut by the federal government.

Other Projects

- The video projector in the Carnegie Room was fixed and the whole system inspected by a technician from Metro Sound Pros.
- Election stuff kept me busy with a number of small, but time-consuming, pieces for the campaign, such as getting the April event announcement mailed out and gathering patron, Friends, and Foundation contacts for information and reminder mailings.
- I prepped the bags for the third grade class visits to the Library.
- Nicole and I spent several hours drafting a new staff schedule, based on Valerie's staffing projections and operating hour recommendations, to be implemented upon a successful tax levy increase.
- I spoke to the architect about a power management system to accommodate the 'dirty electricity' that appears to be impacting our HVAC system.

Statistics / Monthly Report

March 2025

Figures in parentheses are
comparable figures for 2024

	<u>2025</u>	<u>2024</u>
VISITORS	4,815	(5,813)
CIRCULATION		
Adult circulation (includes -0- Memory Lane)	1,169	(1,376)
Teen Circulation (includes 61 Graphic novels)	115	(180)
Juvenile Circulation (includes 80 Graphic novels)	737	(1,089)
Audiobooks	14	(33)
eAudio	298	(229)
eBooks	500	(539)
Music	3	(14)
Periodicals	4	(46)
eMagazines	312	(252)
Videos	546	(853)
Museum Passes	1	(4)
Library of Things (includes 5 games)	17	(18)
Subtotal	<u>3,716</u>	<u>(4,633)</u>
In-House Use		
Adult	32	(25)
Juvenile Circulation	315	(394)
Other Materials	168	(780)
Subtotal	<u>515</u>	<u>(1,199)</u>
Total Circulation	4,231	(5,832)
REFERENCE QUESTIONS	86	(123)
MEETINGS / PROGRAMS / OUTREACH		
64 Adult programs & meetings with 290 people		(84 Adult programs & meetings with 466 people)
15 Juvenile programs & meetings with 960 people		(10 Juvenile programs & meetings with 641 people)
1 Teen programs & meetings with 130 people		(4 Teen programs & meetings with 19 people)
293 One-on-one programs & meetings with 293 people		(242 One-on-one programs & meetings with 242 people)
INTERLIBRARY LOAN		
Material Borrowed	402	(599)
Material Loaned	360	(639)
Total	<u>762</u>	<u>(1,238)</u>
COMPUTER USAGE	1,091	(1,248)
HISTORICAL ROOM		
Visitors	2	(4)
Phone/Email requests	4	(2)
Books Used	25	(16)
Reference Questions	6	(6)
Microfilm	2	0
SERVICE STATS		
Princh-pages/\$ collected	390 / \$39.60	(214 / \$25.75)
Cassie printing-pages/\$ collected	620 / \$67.70	(835 / \$94.00)
Faxes-sent/\$ collected	9 / \$23.50	(14 / \$37.00)
Essentials kit	1	(3)
Seeds-new patrons/packets	23 / 252	(16 / 140)
Notary service	11	(4)