



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
August 20, 2025 at 6 PM

Pledge of Allegiance  
Attendance/Call to Order  
Public Comment

1. Secretary Pro Tempore Vote\*
2. Accept the Minutes of the:
  - July 15, 2025 Organization Meeting\*
  - July 15, 2025 Monthly 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
10. Outreach Committee Report
11. Personnel Committee Report
  - Personnel Department/Library Clerk Update
  - October Staff Training
12. Policy Committee Report
  - Bylaws [Second Reading]\*
13. Program Committee Report
14. Public Relations Committee Report
15. Sustainable Growth Committee Report
16. Trustee Development Committee Report
17. Library Director's Report
18. Librarians' Reports
19. Old Business
  - Sexual Harassment Prevention Training
20. New Business
  - September Reminder

Adjourn\*

Next Meeting: September 16, 2025 at 6 PM

\* Motion Required



## Minutes of the Gloversville Public Library Board of Trustees 2025-2026 Organization Meeting July 15, 2025 at 6 PM

The Gloversville Public Library Board of Trustees held its annual organizational Board meeting on July 15, 2025. Library Treasurer Mike Frank noted that the following Trustees were present: President Greg Niforos, Vice President Merry Dunn Brown, Vice President of Finance Charles “Ren” Reed, Secretary Sue Shrader, Richard Carlson, Caren Pepper, Charlotte Will, and Jonathan Federman. Trustee Russell Eber was not present. Library Director Valerie Venturini was also present.

Announcing that a quorum of the Library Board of Trustees was present, Mr. Frank called the meeting to order at 6:03 PM and everyone rose to recite the Pledge of Allegiance. Mr. Reed agreed to serve as Recording Secretary Pro Tempore.

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

- 5-year board membership: Susan Shrader
- 5-year board membership: Richard Carlson
- Treasurer: Michael Frank
- Library Director: Valerie Venturini
- Library Election Clerk: Valerie Venturini
- Deputy Election Clerk: Nicole Hauser
- Deputy Election Clerk: Barbara Madonna

Mr. Frank asked for a motion of election to be made for the following officers and Executive Committee members:

- President: Mr. Gregory Niforos
- Vice President: Merry Dunn Brown
- Vice President of Finance: Richard Carlson.

Mr. Reed made the motion seconded by Ms. Shrader. The Board unanimously approved the slate of officers with a vote of “aye”.

The remainder of the meeting was presided over by Mr. Niforos.

Mr. Niforos asked for a motion to approve Items 3-10 on the agenda. Mr. Carlson made the motion seconded by Ms. Will. After a discussion, the annual compensation for Mr. Frank in Item 3 was changed from \$9,000 to \$9,600, the position of Board Secretary was removed in Item 5, and the name of Charles “Ren” Reed was removed and replaced with Caren Pepper in Item 10. The Board unanimously approved the amended motion with a vote of “aye”.

Mr. Niforos appointed the following Board members as chairs to the following standing committees: Budget and Finance Committee: Mr. Carlson; Building and Grounds Committee: Mr. Carlson; Outreach Committee: Ms. Dunn Brown and Ms. Will; Personnel Committee: Ms. Shrader; Policy Committee: Mr. Federman; Program Committee: Ms. Pepper; Sustainable Growth Committee: Mr. Federman; and Trustee Development Committee: Ms. Dunn Brown and Mr. Carlson.

Mr. Niforos asked for a motion to approve John Blackman as the Library’s Claims Auditor. Ms. Dunn Brown made the motion which was seconded by Ms. Pepper. The Board unanimously approved with a vote of “aye”.

The GPL Holiday Observance Calendar was unanimously approved by the Board with a vote of “aye”.

Mr. Niforos asked for a motion to designate Valerie Venturini as the Library's appointing authority for Civil Service employment actions. Mr. Carlson made the motion which was seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

Mr. Niforos noted that the Conflict of Interest Statement for the 2025-2026 fiscal year will be available for signing starting July 21, 2025, at the Library.

At 6:20 PM, Mr. Niforos requested a motion to adjourn. Ms. Shrader made the motion, seconded by Ms. Will. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

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Charles "Ren" Reed, Recording Secretary Pro Secretary



## Minutes of the Gloversville Public Library Board of Trustees Meeting July 17, 2025 at 6:20 PM

The Gloversville Public Library Board of Trustees held its regular monthly Board meeting on July 15, 2025. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Charles "Ren" Reed, Secretary Sue Shrader, Richard Carlson, Caren Pepper, Charlotte Will, and Jonathan Federman. Trustee Russell Eber was not present. Library Director Valerie Venturini and Library Treasurer Michael Frank were also present.

Announcing that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 6:20 PM. Mr. Reed agreed to serve as Recording Secretary Pro Tempore.

Mr. Niforos asked if there was any public comment and reviewed the rules for public comment. A member of the public was present but said that she was only there to observe.

Mr. Niforos asked for a motion to amend the agenda and move the Trustee Development Committee report to before the Policy Committee report. Ms. Shrader made a motion, seconded by Mr. Carlson. The Trustees all approved this motion with a vote of "aye".

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the June 17, 2025 and the Special Meeting Minutes of June 26, 2025. Ms. Shrader made a motion, seconded by Mr. Carlson. The Trustees all approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for June 2025. Mr. Niforos requested a motion to accept the Treasurer's Report. Ms. Pepper made a motion, seconded by Mr. Carlson. The Trustees all approved this motion with a vote of "aye".

Mr. Frank distributed the Warrants for June 2025. Mr. Niforos requested a motion to accept the Warrants and approve payment of the Warrants. Ms. Pepper made a motion, seconded by Ms. Shrader. The Trustees all approved this motion with a vote of "aye".

Mr. Reed informed the Board that there was no Budget and Finance Committee report.

There was no report from the Gloversville Library Foundation.

There was no report from the Friends of the Gloversville Public.

In his President's Report, Mr. Niforos welcomed all Board members to the new 2025-2026 fiscal year and thanked Library Director Valerie Venturini, the Library staff, and all Board members for their work during the 2024-2025 fiscal year when the Library was operating under an austerity budget. Mr. Niforos also lauded the Library for the two articles that appeared in the local newspaper, the Leader Herald.

Mr. Carlson presented the Building and Grounds Committee Report. Mr. Carlson reviewed the timeline for the three capital improvement projects: the installation of security cameras, the replacement of the dome roof and repair of the ceiling under the dome, and the installation of four mini split air conditioning units to supplement the HVAC in the Carnegie Room.

Ms. Dunn Brown presented the Outreach Committee Report. Ms. Brown stressed the importance of publicizing the coming changes to the Library. She informed the Board that the "Love My Library" event held last April will become an annual event, but perhaps under a different name. Ms. Brown and Ms. Will informed the Board that the next major Library outreach event will be at the City's annual Rail Fest on August 9, 2025 and they respectfully requested that all trustees participate.

Ms. Shrader said the Ms. Venturini would present the Personnel Committee Report. Ms. Venturini informed the Board about the restructuring of the Library's departments and which staff members would be leading each of the new departments. Ms. Venturini informed the Board on the progress of hiring two part-time Library Clerks.

Ms. Venturini presented the Policy Committee report which included the first reading of the updated Bylaws for the Library. The major change to the bylaws will be the reduction of the number of trustees (from 9 to 7) serving on the Board.

Ms. Pepper gave the Program Committee Report. Ms. Venturini distributed a spreadsheet that organized all programming for the coming year. In the past, programming was organized three months at a time.

Ms. Will presented her Public Relations Committee report. Ms. Venturini indicated that the Library will focus on one new or returning program/service each month and make an effort to highly publicize each of these programs/services.

Mr. Federman and Mr. Niforos presented their Sustainable Growth Committee report.

Ms. Dunn Brown and Mr. Carlson delivered their Trustee Development Committee report. The Board was told that a series of meetings would take place in the coming year with a number of local community organizations, with the goal to attract community members to serve on Library Board committees or to serve on the Library Board itself. Board members were highly encouraged to participate in one or more of the meetings.

Ms. Acklin presented the Library Director's Report as well as the Librarians' Reports and the monthly Library statistics.

Mr. Niforos asked if there was any Old Business. Ms. Acklin informed the Board about the need to sexual harassment prevention training in the near future.

Mr. Niforos asked if there was any New Business. As per the Library's bylaws, Ms. Dunn Brown made a motion to remove Mr. Eber from the Board for missing more than three Board meetings without permission. The motion was seconded by Ms. Shrader and was unanimously approved by the Board. Ms. Pepper made a motion to change the Gloversville Public Library's regular hours of operation to 9:00 AM to 5:30 PM Tuesday, Thursday, and Friday, 11:00 AM to 7:30 PM on Wednesday, and 11:00 AM to 5:00 PM on Saturday. These new operating hours are scheduled to begin on September 2, 2025. However, if both new Library Clerks are not in place by September 2, 2025, then the new hours will begin as soon as there new Library Clerks are in place. The Board unanimously approved the new operating hours. Mr. Niforos reminded the Board that the six-month review of the Library's Plan of Service is coming up in August. Mr. Reed submitted his letter of resignation from the Board to Mr. Niforos effective July 16, 2025.

At 8:35 PM, Mr. Niforos requested a motion to adjourn. Ms. Shrader made the motion, seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

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Charles "Ren" Reed, Recording Secretary Pro Tempore

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2025**

	Budget July 1, 2025 to June 30, 2026	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$791,605.00	\$0.00	\$0.00	\$0.00	(\$791,605.00)
Investment Income - General Fund	12,000.00	534.22	534.22	432.87	(11,465.78)
Investment Income - Fund Balance Account	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	12,000.00	12,000.00	(132,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	7,000.00	0.00	0.00	0.00	(7,000.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	0.00	0.00	0.00	(5,600.00)
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	0.00	0.00	(1,400.00)
Grants - Mohawk Valley Library System	2,000.00	200.00	200.00	1,375.00	(1,800.00)
Grants - Stewart's, WGY, NYS Health Dept, etc	26,004.71	0.00	0.00	4,672.60	(26,004.71)
Donations - Direct	4,000.00	200.00	200.00	530.00	(3,800.00)
Fees & Miscellaneous Income	2,500.00	271.30	271.30	200.47	(2,228.70)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	(10,000.00)
<b>TOTAL RECEIPTS</b>	<u>\$1,006,109.71</u>	<u>\$13,205.52</u>	<u>\$13,205.52</u>	<u>\$19,210.94</u>	<u>(\$992,904.19)</u>
	Income Cash Reconcilement				
Income Cash Balance on July 1, 2025	\$413,641.47				
Plus: Receipts Per Report	13,205.52				
Less: Expenses Per Report	<u>(96,610.05)</u>				
Income Cash Balance on July 31, 2025	<u>330,236.94</u>				
Accounts Payable as of 07/31/25	21,420.00				
Prepaid Payroll Taxes & Payroll as of 7/31/25	(20,615.86)				
Prepaid Expenses as of 07/31/25	<u>0.00</u>				
Actual Cash Balance on July 31, 2025	<u>\$331,041.08</u> *				
* Includes Treasury Bills @ Purchase Price of	\$198,838.78				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Richard Carlson, V.P. of Finance

**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2025	\$365,914.72	
Plus: Receipts:		
Interest on Money Market Account	533.43	<u>Year to Date</u>
Interest on Treasury Bills	0.00	0.00
Treasury Bills Matured	0.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	198,838.78	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	70,000.00	
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Balance on July 31, 2025	\$97,609.37	
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**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on July 1, 2025	\$683,826.77	
Plus: Receipts:		
Interest on Money Market Account	949.20	<u>Year to Date</u>
Interest on Treasury Bills	0.00	0.00
Treasury Bills Matured	0.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	594,788.20	
Transfer to General Fund Checking (Int Earned)	0.00	
Transfer to Construction Checking Account	0.00	
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Balance on July 31, 2025	\$89,987.77	
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**CONSTRUCTION CHECKING ACCOUNT**

Balance on July 1, 2025	\$13,835.69	
Plus: Receipts:		
Interest Earned	0.24	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
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Balance on July 31, 2025	\$13,835.93	
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**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2025**

	Budget July 1, 2025 to June 30, 2026	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	\$424,607.00	\$ 12,275.73	\$ 12,275.73	\$ 13,947.35	\$ (412,331.27)
Salaries - Part Time Employees	71,404.00	4,361.22	4,361.22	3,085.50	(67,042.78)
Salaries - Custodians	47,758.00	1,481.23	1,481.23	1,443.88	(46,276.77)
F I C A & Medicare Tax	41,598.00	3,013.45	3,013.45	2,831.25	(38,584.55)
Unemployment Insurance	6,125.00	0.00	0.00	0.00	(6,125.00)
Disability & Family Leave Insurance	2,991.00	1,303.63	1,303.63	1,501.27	(1,687.37)
Medical Insurance & Reimbursements	66,950.00	12,273.88	12,273.88	10,826.46	(54,676.12)
Worker's Compensation Insurance	4,409.00	3,869.34	3,869.34	4,357.77	(539.66)
Pension Expense	80,822.00	0.00	0.00	0.00	(80,822.00)
Heat	5,500.00	0.00	0.00	0.00	(5,500.00)
Electricity	36,500.00	0.00	0.00	0.00	(36,500.00)
Insurance - Building, Contents & Liability	35,000.00	33,251.49	33,251.49	31,604.91	(1,748.51)
Maintenance, Repairs & Bldg. Supplies	25,000.00	5,425.00	5,425.00	1,780.00	(19,575.00)
Maintenance Contracts	52,300.00	11,639.34	11,639.34	6,526.80	(40,660.66)
Insurance - D & O Liability & Cyber Ins.	5,000.00	983.59	983.59	733.93	(4,016.41)
Telephone	8,541.00	781.54	781.54	678.55	(7,759.46)
Collections - Books, DVDs, etc.	25,000.00	3,208.28	3,208.28	2,787.93	(21,791.72)
Computer & Automation Services	21,000.00	1,172.10	1,172.10	1,132.92	(19,827.90)
Library, Office Supplies & Postage	10,000.00	0.00	0.00	0.00	(10,000.00)
Grants - Mohawk Valley Library System	3,000.00	41.06	41.06	0.00	(2,958.94)
Grants - Stewart's, WGY, etc (Youth)	25,004.71	525.00	525.00	0.00	(24,479.71)
Treasurer	9,600.00	750.00	750.00	750.00	(8,850.00)
Professional Fees	20,000.00	0.00	0.00	0.00	(20,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	0.00	0.00	0.00	(1,500.00)
Events & Programming	3,500.00	0.00	0.00	0.00	(3,500.00)
Promotion Expense	1,000.00	5.00	5.00	0.00	(995.00)
General Expense	<u>1,000.00</u>	<u>249.17</u>	<u>249.17</u>	<u>249.17</u>	<u>(750.83)</u>
<b>TOTAL EXPENSE</b>	<u><b>\$1,040,109.71</b></u>	<u><b>\$96,610.05</b></u>	<u><b>\$96,610.05</b></u>	<u><b>\$84,237.69</b></u>	<u><b>(\$943,499.66)</b></u>

**GLOVERSVILLE PUBLIC LIBRARY**

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**JULY 31, 2025**

	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
<b>GENERAL FUND</b>					
U. S. Treasury Bills 6 Week Due 08/28/25	\$100,000.00	\$99,502.00	4.3410%	\$100,000.00	\$498.00
U. S. Treasury Bills 8 Week Due 09/16/25	100,000.00	99,335.78	4.3580%	100,000.00	664.22
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$200,000.00</b>	<b>\$198,837.78</b>		<b>\$200,000.00</b>	<b>\$1,162.22</b>
<b>FUND BALANCE ACCOUNT</b>					
U. S. Treasury Bills 8 Week Due 09/16/25	\$300,000.00	\$298,007.33	4.3580%	\$300,000.00	\$1,992.67
U. S. Treasury Bills 13 Week Due 10/16/25	300,000.00	296,780.87	4.3510%	300,000.00	3,219.13
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$600,000.00</b>	<b>\$594,788.20</b>		<b>\$600,000.00</b>	<b>\$5,211.80</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2025**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7915		Gloversville Public Library	\$ 15,887.36	Payroll
7916	3468	PASCO (14,381.00)	4,755.00	Maintenance Contracts
			9,626.00	Account Payable
7917	3469	Charter Communications	130.00	Computer & Automation
7918	3470	Hydro-Test Sales & Service	94.00	Account Payable
7919	3471	National Grid	3,287.67	Account Payable
7920	3472	Business Card	1,684.78	Account Payable
7921	3473	Frontier Communications	781.54	Telephone
7922	3474	Fulton County Office for the Aging	5.00	Promotion Expense
7923	3475	C D P H P	5,355.84	Medical Insurance
7924	3476	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7925	3477	Michael J. Frank	750.00	Treasurer
7926	3478	Quill LLC	685.97	Account Payable
7927	3479	The Dudley Observatory	525.00	Grants - Other
7928	3480	Mohawk Valley Library System (1,292.10)	1,042.10	Computer & Automation
			250.00	Account Payable
7929	3481	Crane Sealcoating	5,425.00	Maintenance & Repairs
7930	3482	The Community Library	8.99	Account Payable
7931	3483	Ingram Library Services	706.91	Account Payable
7932	3484	Barbara J. Madonna	41.06	Grants - MVLS
7933		Gloversville Public Library	16,080.68	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	531.36	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	2,612.40	Payroll
DM		E F T United States Treasury (15,289.42)	4,743.71	FICA & Medicare Expense
			10,545.71	Payroll
DM		E F T United States Treasury	22.54	IRS - PCORI Fee - Med Ins Count
DM		Marshall & Sterling, Inc. - Reimbursements	1,745.94	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2025	<u>87,866.72</u>	
		PETTY CASH PAID OUTS - JULY 2025		
		None	<u>0.00</u>	
		<b>TOTAL JULY 2025 PAID OUTS</b>	<u><b>\$87,866.72</b></u>	
		Less: Accounts Payable	(16,344.32)	
		Plus: Prepaid Expense	55,105.68	
		Less: Accrued Payroll Expense	(24,348.10)	
		Less: Prepaid Payroll Taxes, etc.	<u>(5,669.93)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$96,610.05</b></u>	

## Financial Review July 2025

The Financial Report for the one-month period ending July 31, 2025 shows our income down by approximately \$6,000 as compared to the same period of the prior year. This was primarily a result of the Library beginning to include various grants received as part of the regular budget and the remainder of unspent funds was brought into the income in July 2024. Expenses for the current month ending July 31, 2025 were up approximately \$12,400 from the prior year period due primarily to the increase in maintenance contracts and building, contents and liability insurance coverage. Maintenance and repairs also exceeded last year due to the resealing of the parking lots in 2025.

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
July 31, 2025**

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

Balance Per Bank Statement					\$ 26,705.42
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
03/18/25	7833	James Esper Landscaping		\$ 6,525.00	
05/21/25	7869	James Esper Landscaping		9,800.00	
07/15/25	7922	Fulton County Office for the Aging		5.00	
07/15/25	7923	C D P H P		5,355.84	
07/15/25	7924	The Paul Revere Life Insurance Company		42.16	
07/15/25	7927	The Dudley Observatory		525.00	
		Total Outstanding Checks		<u>22,253.00</u>	<u>22,253.00</u>
<b>BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS</b>					<u><u>\$ 4,452.42</u></u>

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

Balance Per Bank Statement					\$ 19,310.36
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
08/01/25	6412	George Emden (8/1 Pay ck ded 7/29 in Quickboks)		(1,308.86)	
		Total Outstanding Checks		<u>(1,308.86)</u>	<u>(1,308.86)</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 18,001.50</u></u>

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

Balance Per Bank Statement					\$ 97,609.37
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					-
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 97,609.37</u></u>

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

Balance Per Bank Statement					\$ 89,987.77
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					-
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 89,987.77</u></u>

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

Balance Per Bank Statement

\$ 13,835.93

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**

\$ 13,835.93

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Prepared By,  
Michael J. Frank, Treasurer

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Reviewed and Approved By,  
Richard Carlson, V. P. of Finance



**Friends of the GPL Report  
Jean LaPorta / President  
July 2025**

**The Outreach Committee did a wonderful job for Rail Fest on August 9.. The Library table had lots of visitors. The bubble machine was very popular and many people signed up for the free goodie bags being given away to support the Department of Health grant.**

**The Friends' fundraiser at the Glove Theatre will be August 15-17 will showcase the comic opera, "The Pirates of Penzance". This is the first time that the Friends worked with the Theatre and Kathleen Parrotte. Hoping we will get future opportunities to do so, as well.**

**The Friends' Chicken BBQ is planned for September 19 at Whiteys, from 4-6 PM. The price is \$16. Contact Marion Clemente or Barbara Reppenhagen for tickets.**

**Baskets for the Basket Raffle will be displayed soon after Labor Day. Thank you for donating a basket for the raffle.**

**Friends' meetings will now be on Wednesdays at 5 PM and are scheduled for January, March, May, August, September, and November, in the Library's Large Meeting Room.**

**At the August 4, 2025 meeting the Friends unanimously approved a \$10,000 donation towards the Library's operating budget for 2025-2026.**

**Thank you for supporting the Friends' fundraisers.**

GLOVERSVILLE



PUBLIC  
LIBRARY

**Outreach Committee Report**  
**Merry Brown & Charlotte Will / Co-Chairs**  
**July 2025**

Rail Fest on August 9 was a great success for the GPL with over 150 adults and children stopping at our booth! Having this many attendees was a big help in the Library procuring another grant. Also, the event achieved its goal of informing many community members of all that the library has to offer.

There were plenty to do at our booth” the bubble machine, bubble wands, plenty of bubble solution, goody bags, information on the Library (including the GPL newsletter), The Friends’ latest newsletter, the library photo board for taking selfies, and free pencils. From the Library of Things, we used the E-Z Up tent, the bubble machine, the wagon, and the tables.

A big thank you to the staff, including Valerie and Madison for their preparations, as well as to the people who helped on Saturday: Jon Federman, Charlotte Will, Valerie Venturini, Patty Franco, Chris Pesses, Patti Hoye, Ren Reed, Dick Carlson, Robin Lair, and me.

We've begun distributing half-sheets along with our monthly calendars. These indicate the programs and/or items being gradually brought back to the library as we recover from last fiscal year's budget defeat.

GLOVERSVILLE



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**Personnel Committee Report**  
**Sue Shrader / Chair**  
**July 2025**

The Personnel Committee did not meet in July. Civil Service re-established two of the part-time Library Clerk positions that were abolished last year, due to the austerity budget. We have now filled both those positions – one with a returning employee and one with a new employee. These two individuals are scheduled to start on September 2. Now the search begins for two part-time Custodial Workers, in preparation for George's retirement at the end of the calendar year.



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~~ **Wednesday** 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 Organization 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 ~~Public Relations~~ Outreach 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 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  
 Revised August 20, 2025



## **Library Director's Report** **Valerie Venturini / Library Director** **July 2025**

### **Kindergarten Kickoff**

Much of July was spent working with GESD Literacy Coach Courtney Wood, to fine-tune our new kindergarten readiness program, Kindergarten Kickoff, and get it off the ground. A joint venture between the Gloversville Education Foundation and the Library, the goal of the program is to reach students who may need exposure or re-exposure to the basic age-level academics. After talking to teachers at both Park Terrace and Kingsborough and discussing area of emphasis, we built different lessons using early literacy skills as the scaffolding for one and basic math concepts as the foundation of the other, with the intention of repeating these throughout the program, these to ensure mastery. We opted to hold two sessions at the Library and two sessions at the Dubois Apartments, in the hope of reaching out to folks who might have a hard time commuting to the Library.

We held the program twice at the Library, and it couldn't have been a bigger success. We had a far bigger turnout than expect and maxed out our space in the Activity Room down in Youth Services. Scholars enjoyed yoga, counting exercises with manipulatives, story time, games and more. When we took the program to Dubois (once in the morning and once in the afternoon), though, we had a much thinner crowd.

Despite the issues at Dubois, Courtney and I were pleased that we were able to craft such a valuable program in a relatively short period of time (we first floated the idea of it in late April and had it up and running in July). The school district administration and early childhood faculty were also happy with our results and would like us to continue. In the coming weeks, Courtney and I will meet to go over what worked, what didn't, and how we can reach families who can't come to the Library. We are hoping to discuss expanding our network to preschool's, Head Start, and homeschoolers, as well. It's a marathon, not a spring, and we're determined to see more kids working closer to grade level as they enter kindergarten.

### **Coloring Our World**

This year's Summer Reading Programming theme – Color Our World – truly came alive at the Library. We had color-themed story time, STEAM programs that combined science and art, Tie Dye Day, an impressive community art project (Brush It Up), as well as a collaborative gallery show of local art, in conjunction with the Glove Cities Arts Alliance, in our Atrium.

Our success with the SRP this year, has me thinking of possible stepping up our commitment to the program next year. We haven't historically incorporated the reading part of the SRP, which is at the heart of things at most libraries (both for children and adults), into our summer plans. I'm hoping that the staff and I can brainstorm fun ways to entice adults, as well as convince children to keep reading as part of their daily activities during school vacation. Looking forward to seeing what we come up with.

### **Other Stuff**

In addition to the above, there was plenty of other activity at the Library in July. Sonny and I participated in Fulton County Youth Day, at Trail Station Park, and had immensely positive interactions with families. Every single person we spoke with expressed how happy they were that our budget passed and how excited they are about our new fall hours and restored programming. Nicole, Barb, and I continued to hammer out the details of the organizational restructuring plan I presented at the last Board meeting – a process that will continue for the near future as we slowly move staff into new positions and introduce new duties. In addition, I spent considerable time devising our official plan for the NYS Department of Health Sustainability Grant that we were awarded. Along with Barb, I've been going through the small print of our contract to ensure that we are well-positioned to meet all the required deliverables. A lot of work also went into building our project plan, which was approved by the DOH in late July. We look forward to moving out of the planning stage and into the action stage, starting next month.

## Meetings and Appointments

July 1: Staff Programming/1 Hr./2 Hrs. Prep  
July 2: Adult Services/1 Hr./2 Hrs. Prep  
Youth Services/1 Hr./3 Hrs. Prep  
July 3: Personnel Committee/1.5 Hrs./5 Hrs. Prep  
July 4: Closed  
July 5: MIS America [Saturday]/.5 Hrs./5 Hrs. Prep  
July 7: Staff Meeting/1 Hr./1.5 Hrs. Prep  
Grants & Special Projects/1 Hr./2 Hrs. Prep  
Outreach and Marketing Committee/1 Hr./2 Hrs. Prep  
July 8: Kindergarten Kickoff/1 Hr./5.5 Hrs. Prep  
July 9: Facility/1 Hr./1 Hr. Prep  
Chamber Women's Advisory Council/1 Hr./0 Hrs. Prep  
Administration/1 Hr./2 Hrs. Prep  
Adult Services/1 Hr./5 Hrs. Prep  
July 10: Outreach Committee/1 Hr./2 Hrs. Prep  
July 14: Fulmont Head Start/1.5 Hrs./2 Hrs. Prep  
Staff Meeting/1 Hr./1 Hr. Prep  
GCAA Art Show/1.5 Hrs./1 Hr. Prep  
July 15: Kindergarten Kickoff/1 Hr./2.5 Hrs. Prep  
July 16: Fulton County Youth Day/5 Hrs./4 Hrs. Prep  
July 17: Organizational Restructuring/1.4 Hrs./2 Hrs. Prep  
July 18: Grants & Special Programs/1.75 Hrs./3 Hrs. Prep  
Youth Services & Staff Programming/1 Hr./1 Hr. Prep  
July 21-25: Vacation  
July 28: Gloversville Educational Foundation/1 Hr./2 Hrs. Prep  
NYS Department of Health/.75 Hrs./1.5 Hrs. Prep  
Staff Meeting/1 Hr./5 Hrs. Prep  
Grants & Special Projects/2 Hrs./2 Hrs. Prep  
July 29: Kindergarten Kickoff/1 Hr./2.5 Hrs. Prep  
July 30: Local History Room/.5 Hrs./5 Hrs. Prep  
Marketing/1 Hr./1.5 Hrs. Prep  
GCAA Gallery Set-Up/2.5 Hrs./1 Hr. Prep



**Adult Assistant Director's Report**  
**Nicole Hauser / Assistant Director & Head of Adult Services**  
**July 2025**

This month we weeded 200 DVD's in the adult media collection and 11 books in the juvenile easy reader collection.

The new fax machine arrived and became available for public use on July 17.

The beginning of the new fiscal year brought additions to our shelves! *People, Real Simple*, and *Better Homes and Garden* have been added back to our magazine collection. And the Friday, Saturday, and Sunday editions of *The New York Times* have been added back to our newspaper collection.

We've continued to make steady progress in the Local History Room. Sally and Shari shifted our nonfiction collection to create a small amount of wiggle room on our shelves. Shari also went through all of the city directories in our collection, taking notes on their condition and making a list for possible repairs. Working towards our goal of inventorying the Local History collection, Shari and I watched a DHPSNY webinar on conducting a basic inventory of an archive, reached out to a contact provided by Valerie, and reached out to the Northville Public Library Director who has experience in archives. We are piecing our plan together bit by bit, and I feel confident we will be able to tackle the Local History Room inventory in the Fall as planned.

I spent a fair amount of time this month with Stark technicians in the building, and on the phone and emailing PASCO technicians. With PASCO I resolved an issue accessing their software and Stark finally determined the problem with the unit in the Administration Office. Stark returned for another visit, when several of our units were in alarm. During this visit the technician recommended that we stagger the occupancy start time by floor instead of having all of the units in the entire building turn at the same time. He said that this will reduce the strain on the system, and we should see actual savings in our National Grid bill.

At the end of the month, I sent out an announcement to previous attendees, that Books 'N Brews will be back with our first discussion happening at 6 PM on September at Plaza's Italian Bistro. Within a few hours of the announcement, 6 people were already registered! We will be discussing News of the World by Paulette Jiles, an historical fiction novel.

**Programs:**

- Adult Crafting had a total of 6 participants & 2 staff held outside on the Library Lawn.
  - Participants got messy creating smash art by throwing or smashing cotton balls full of paint onto paper or canvas!

Statistics / Monthly Report

July 2025

Figures in parentheses are comparable figures for 2024

Closed July 1-15, 2024, for reorganization. Also, due to budget cuts, hours were reduced and many programs were discontinued. These changes resulted in much lower amounts for July 2024.

	<u>2025</u>	<u>2024</u>
<b>VISITORS</b>	<b>4,020</b>	<b>(2,533)</b>
<b>CIRCULATION</b>		
Adult circulation (includes 3 Memory Lane)	1,447	(944)
Teen Circulation (includes 78 Graphic novels)	190	(124)
Juvenile Circulation (includes 105 Graphic novels)	1,195	(723)
Audiobooks	12	(13)
eAudio	268	(221)
eBooks	403	(548)
Music	2	(1)
Periodicals	15	(2)
eMagazines	236	(203)
Videos	585	(339)
Museum Passes	5	(2)
Library of Things (includes 3 games)	19	(13)
Subtotal	<u>4,377</u>	<u>(3,133)</u>
In-House Use		
Adult	21	(35)
Juvenile Circulation	330	(180)
Other Materials	220	(120)
Subtotal	<u>571</u>	<u>(335)</u>
<b>Total Circulation</b>	<b>4,948</b>	<b>(3,468)</b>
<b>REFERENCE QUESTIONS</b>	<b>83</b>	<b>(56)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
52 Adult programs & meetings with 211 people		(3 Adult programs & meetings 22 people)
17 Juvenile programs & meetings with 198 people		(2 Juvenile programs & meetings with 84 people)
8 Teen programs & meetings with 66 people		(0 Teen programs & meetings with 0 people)
399 One-on-one programs & meetings with 399 people		(46 One-on-one programs & meetings with 46 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	508	(269)
Material Loaned	372	(432)
Total	<u>880</u>	<u>(701)</u>
<b>COMPUTER USAGE</b>	<b>1,514</b>	<b>(1,004)</b>
<b>HISTORICAL ROOM</b>		
Visitors	2	(3)
Phone/Email requests	5	(6)
Books Used	10	(43)
Reference Questions	7	(9)
Microfilm	10	(2)
<b>SERVICE STATS</b>		
Princh-pages/\$ collected	366 / \$42.45	(80 / \$8.60)
Cassie printing-pages/\$ collected	593 / \$65.90	(997 / \$106.65)
Faxes-sent/\$ collected	2 / \$4.75	(3 / \$10.00)
Essentials kit	3	2
Seeds-patrons/packets	11 / 100	(5 / 47)
Notary service	10	2