Gloversville Public Library
Meeting of the Board of Trustees
July 21, 2020
6:30 pm

Organizational Meeting Agenda

Meeting presided by: Treasurer and Recording Secretary Michael Frank

Pledge of Allegiance

1. Oath of Office to New Trustees
   Merry Dunn Brown – 1 year
   Richard Carlson – 1 year
   Greg Niforos – 1 year
   Craig Clark – 1 year
   Mike Frank – Treasurer
   Valerie Acklin – Library Director
   Valerie Acklin – Library Election Clerk
   Nicole Hauser – Deputy Election Clerk

2. Election of Officers
   • President
     (President takes over presiding meeting.)
   • Vice President
   • VP of Finance
   • Secretary

   Do we have a motion to move items 3-10 as set in the agenda?

3. Contract with Library Director
   • Motion to approve Valerie Acklin to the position as Library Director for the 2020-2021 fiscal year.
     • Motion to set compensation for Valerie Acklin at $65,000 for the 2020-2021 fiscal year.

4. Contract with Treasurer and Recording Secretary
   • Motion to renew the contract with Michael Frank as Treasurer and Recording Secretary.
     • Motion to set compensation for Michael Frank at $8,800 for the 2020-2021 fiscal year.

5. Set regular meeting time and date.
   • Motion to set the 3rd Tuesday of the month at 6:30 pm as the regular meeting time and date.

6. Set Bank of Record
   • Motion to declare NBT as the Gloversville Public Library’s bank of record.
   • Motion to authorize the President, Vice President, Vice President of Finance, Secretary and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
     • Motion to allow business with other commercial banking institutions with board approval.
7. Set Newspaper of Record
   • Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library.
   • All legal notices and notices of meetings will be in the Leader-Herald.

8. Set Insurance Agencies
   • Motion to declare NBT Insurance Agency to be the agent for the Gloversville Public Library for the following types of coverage:
     • Director and Officers Insurance policy,
     • Business & Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
     • Disability insurance policy
   • Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman’s Compensation policy.
   • Motion to declare the First Non-profit Companies the administrator for the Library’s unemployment insurance.
   • Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library’s health insurance.

9. Indemnification of Library Trustees
   • Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

10. Set Date of Gloversville Public Library Vote
    • Motion to declare the 1st Tuesday in May, 2021 as the date for the Gloversville Public Library Vote.

11. Elect 2 Representatives to the Gloversville Library Foundation Board.

12. Establish Standing Committees
    • Executive Committee
      Pres._______________________________
      Vice-Pres.___________________________
      VP of Finance_______________________________
      Sec.________________________________
    • Budget and Finance
      Chair:
    • Buildings and Grounds
      Chair:
    • Outreach
      Chair:
    • Program
      Chair:
    • Personnel
      Chair:
    • Public Relations
      Chair:
    • Program
      Chair:
    • Policy
      Chair:

13. Miscellaneous
    • Calendar: Holiday Observances (Federal plus 1 pm closing for Thanksgiving, Christmas Eve and New Year’s Eve)
    • Motion to designate the Library Director to be the appointing authority for Civil Service employment actions.

14. Motion to appoint claims auditor: John Blackmon

Adjourn