

Minutes
Board of Trustees of the Johnstown Public Library
January 15, 2025

Attendance

Trustees Callery, Camarra, Russo, Derwin, King and VanArnam were in attendance. Library Director Erica Wing was also present. Trustees Jeffers was absent.

Call to Order

The meeting was called to order by President Callery at 6:02 p.m.

Approval of Minutes of December 18, 2024 Meeting

A slight change to “New Business: Item 2” was made to reflect that the 2025 meeting and building calendar were adopted, not the November 2024 meeting minutes. Trustee Russo moved to adopt the minutes of the December 18, 2024 meeting with these changes. Trustee Camarra seconded. The minutes were unanimously approved.

Public Comment

There were no members of the public present.

Approval and Payment of Claims

The Warrants list for January 2025 was audited by Claims Auditor Richard Camarra. Mr. Camarra found all claims to be legitimate claims for monies due from the Johnstown Public Library and recommended payment of the same. Motion made by VanArnam seconded by King, to approve the January Warrants and to have Mr. Polidore, our Treasurer, prepare checks for payment of these claims.

Financial Report

Vice President for Finance Camarra presented December 2024 Finance reports for review. Director Wing provided the breakdown of the Wells Fargo income transfer:

\$11,310.59 from the Johnstown Public Library Foundation
\$69,791.18 from the JPL Endowment Account
\$ 3,164.87 from the Restricted Trust for Books

Motion to accept these reports was made by Trustee Camarra and seconded by Trustee VanArnam. The motion was carried unanimously.

Old Business

1. Outdoor Project Update
 - a. Bid advertisement & Pre-Bid meeting: 7 “local” contractors attended the pre-bid meeting; all bids are due by 3:00pm on January 29, 2025, at which time the bids will be opened.
2. NYS Construction Aid Update
 - a. Award increased to \$228,760 (up from \$224,307).

New Business

1. Personnel approvals
 - a. Resignation of Patricia Moore as Library Clerk, P-T for purposes of becoming Per diem/ substitute. Trustee Camarra moved to accept the resignation. Trustee Russo seconded. The resignation, with regrets, was unanimously approved.
 - b. Hiring of Virginia D’Amore as Library Clerk, P-T. Trustee Derwin moved to accept the hiring recommendation. Trustee VanArnam seconded. The appointment was unanimously approved.

2. Department of Labor: Disability/ Family Leave Update: Director Wing received a notice from the Department of Labor during the summer of 2024, notifying that the Library was currently in violation of carrying paid family leave and disability. The library was able to protest the notice, per our insurance company, that the library was exempt due to being a public entity. The letter of protest was not met with a response. However, the Department of Labor issued another notice in October 2024 with a fine; the insurance company recommended purchasing insurance, while waiting for the state to respond to the protest. A representative from the state was finally in touch with Director Wing, who clarified the process. The library does not need to purchase the insurance, and is exempt, however, the notices may continue until the paperwork can be followed up on by the state office.
 - a. A motion was made by Trustee Camarra and seconded by Trustee Callery to cancel voluntary insurance and disregard future notices from the Department of Labor, per their guidance. The motion was carried unanimously.

Director's Report

1. 2024 Annual Report: Raw statistics were issued on January 15, 2025; circulation is up slightly, with children's collections being slightly down. Our use is strong. More detailed information will be available by the March 2025 meeting.

Adjournment

A motion to adjourn was made by Trustee Callery and seconded by Trustee Derwin at 6:35 p.m. The motion was carried unanimously.

Next Meeting: February 12, 2025 at 6pm

Respectfully submitted by Jessica Derwin