

Minutes

Board of Trustees of the Johnstown Public Library

September 17, 2025 6PM

Attendance

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

Call to Order

The meeting was called to order by President Callery at 6:04 p.m.

Approval of Minutes of July 16, 2025 Meeting

Trustee Russo moved to adopt the minutes of the July 16, 2025 meeting. Trustee Jeffers seconded. The minutes were unanimously approved

Public Comment

There were no members of the public present.

Approval and Payment of Claims

The Warrants lists for August and September 2025 were 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 Trustee VanArnam seconded by Trustee Jeffers, to approve the August and September Warrants and to have Mr. Polidore, our Treasurer, prepare checks for payment of these claims.

Financial Report

Vice President for Finance Camarra presented the July and August 2025 Finance reports for review. Motion to accept this report was made by Trustee Camarra and seconded by Trustee Derwin. The motion was carried unanimously.

Old Business

1. Outdoor Project Update

a. Phase I status

- i. Still waiting on benches, which are slated to be delivered at the end of September/ early October; we have been assured that they will be installed soon thereafter.
- ii. Chairs are waiting to be assembled; they are currently being stored at the construction company's warehouse. This is a result of waiting on the tables to be installed. The tables, however, are not ordered due to an issue with sourcing. As a result, there is an ongoing discussion regarding where to source the table, which is taking longer than expected. There has been some discussion regarding the construction company designing and installing custom tables.
- iii. Front doors have been opened from 9am - 4pm during the week.

b. Phase II Grant Application Status

- i. Director Wing went to MVLS to present the Learning Landscape Phase II grant application; decisions will be made soon regarding funds allocations. Total projected cost is \$696,700, which is the number that was used in the grant. The maximum amount that can be requested is 90%, which is an increase from 75%. There are currently four total projects requesting funding, including Johnstown. If MVLS follows precedent from years' past, each project will be funded at around 60%.
- ii. State Aid for Library Construction Program Assurances were read aloud to the Johnstown Public Library Board of Trustees by Director Wing. Trustee Camarra made a motion and

seconded by Trustee Callery to adopt these assurances. The motion was carried unanimously.

New Business

1. MVLS Trustee Election - September 25, 2025; policies and procedures regarding election procedures have been updated and changed since last year. Changes include a virtual meeting for the election and a representative from member libraries will cast a vote on behalf of their library's board of trustees. There are currently two seats open, with two candidates currently on the ballot.

Trustee Russo made a motion to designate Trustee Shannon King to cast the votes for MVLS System Trustees at the meeting to be held on September 25, 2025, with Trustee Elizabeth Camarra designated as an alternate in the event that Shannon King is unexpectedly unable to attend. Trustee Derwin seconded the motion; motion was carried unanimously.

2. NYSLRS Allowance of Unused Sick Leave Credits - Section 41(j) allows members to receive additional service credit for unused, unpaid sick time at the time of retirement. The estimated additional annual cost to the Library is \$372. This benefit was provided while the Library employees were NYSLRS members under the City of Johnstown; it didn't automatically carry over, and needs to be adopted.

Trustee Callery made a motion that the Board of Trustees of the Johnstown Public Library does hereby elect to provide the pension benefit of Section 41(j) of the Retirement and Social Security Law, as presently or hereafter amended, and that the effective date of such shall be the 31 day of October, 2025. The motion which was seconded by Trustee Camarra; motion was carried unanimously.

3. Approval of Hiring of Vivian Tan, Library Page - A motion was made by Trustee VanArnam and seconded by Trustee Russo. The motion was carried unanimously.

Director's Report

1. Summer attendance numbers were strong and will be officially reported upon at the next meeting; there is a disconnect between attendance and circulation numbers.
2. Community Connection - September & October: Vet to Vet - tags for specific local veterans who are in local nursing homes can be picked up, which outline items in need, with their sizes for purchase.
3. September is "Library Card Sign Up" month.
4. The Foundation will be meeting Friday September 19 to approve the documents being drawn up and sent to the attorney general for dissolution.

Adjournment

A motion to adjourn at 7:30 pm was made by Trustee VanArnam and seconded by Trustee King. The motion was carried unanimously.

Respectfully submitted by Jessica Derwin, JPL BoT Secretary

Next Meeting: October 15, 2025