

# Approved 11/16/17

Guilderland Public Library  
Board of Trustees Meeting  
October 12, 2017

**Trustees Present:** Bryan Best, Kaitlin Downey, Herb Hennings, Nareen Rivas,  
Carolyn Williams, Jason D. Wright

**Absent:** Christopher Aldrich, Karen Carpenter Palumbo, Barbara Fraterrigo,  
Peter Hubbard

**Also Present:** Margaret Garrett, David Gilliom, Carol Kott,  
Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer),  
Michelle Viola-Straight, Tim Wiles

A. Meeting called to Order at 7:05 p.m.

B. Board Secretary Vacancy has been deferred to the Nominating Committee.

**C. Treasurer's Report and Check Register for September 2017 – Carroll  
Valachovic**

MOTION: To approve the Treasurer's Report and Check Register for  
September 2017

Motion by: C. Williams

Seconded by: K. Downey

Action: Motion carried unanimously (7:13 p.m.)

D. Public Input Session:

Michelle Viola-Straight, President of the Guilderland Chamber of Commerce  
introduced herself. She is one of four candidates running for the Board vacancy.

**E. Committee Reports:**

Buildings & Grounds/Long Range Planning Committee Report:

- Delay garden repair until spring 2018.
- Improve cell phone reception may be included in a building re-design.
- Guilderland Public Library was not selected for a UHLS construction grant so heat pumps and the building management system may be paid from capital reserve funds.

## Approved 11/16/17

45 Grant Disbursement Agreement (GDA) Update: T. Wiles has submitted the GDA  
46 application.

47

48 Finance Committee Report:

49 16 CPA Firms were sent an RFP and responses are due by December 1, 2017.

50

51 MOTION: To pay the Property Tax bill for the two vacant properties that  
52 the library owns which are east of the library

53 Motion by: K. Downey

54 Seconded by: C. Williams

55 Action: Motion carried (7:50 p.m.)

56

57 Policy Committee Report:

58 C. Williams was appointed and has accepted Chair of the committee.

59

60 UHLS Committee Report:

61 H. Hennings explained the criteria the UHLS Committee used to award the  
62 construction grants this year awarded to Bethlehem, Valley Falls, and Grafton.

63

64 Foundation Committee Report:

65 100 tickets have been sold for the October 26, 2017 “Jazzed Up For GPL” event.

66

### 67 **F. Staff & Director’s Reports for September 2017**

68

69 T. Wiles gave the Staff & Director’s Report and highlighted the following items:

70

71 • Staff to be commended for wholeheartedly engaging in Active Shooter  
72 Training.

73

74 • T. Wiles attended his first Chamber of Commerce Board Meeting.

75

76 • All managers are taking part in a 10-part webinar on management offered  
77 by Capital EAP.

78

79 • NYLA Conference in Saratoga will be on November 8, 9, and 10, 2017.

80

81 • David Gilliom has been provisionally appointed as Fiscal Officer.

82

83 • T. Wiles mentioned two great programs: Rape Aggression Defense and  
84 Drug Take Back Day.

85

86

87

88

## Approved 11/16/17

89 MOTION: To approve the Staff and Director's Reports for September 2017  
90 Motion by: C. Williams  
91 Seconded by: H. Hennings  
92 Action: Motion carried unanimously (8:09 p.m.)  
93

### **G. New Business:**

94  
95  
96 Judy Kahn, Secretary of the Guilderland Public Library Board of Trustees resigned  
97 as of September 28, 2017:  
98

99 September 28, 2017  
100

101 Bryan Best, President  
102 Guilderland Public Library  
103 2228 Western Avenue  
104 Guilderland, NY 12084  
105  
106

107 Dear Bryan:  
108

109 In October, I will have completed 5 years as Trustee. I believe I've accomplished what I  
110 could, and don't believe I'm able to make enough of a difference any longer to justify  
111 continuing as a Trustee. Therefore, I resign as Trustee, effective immediately. I intend to  
112 remain a supportive and enthusiastic patron, and likely can best do so by not being involved  
113 in the governance of the Library.  
114

115 I am grateful for having had the opportunity to be a Trustee, and most appreciative for the  
116 friendships that have developed. I'm eager to watch the Library continue to evolve to better  
117 serve Guilderland and the Capital District.  
118

119 I wish you and the Board much success during this coming year.  
120

121 Sincerely,  
122

123 Judy Kahn  
124

### **Circulation Cash Register Procedure Resolution**

125  
126  
127 **Request to increase cash for circulation cash register from \$300.00 to \$535.00**  
128 **to implement new daily cash register reconciliation procedure.**  
129

130 MOTION: To accept the Circulation Cash Register Procedure Resolution  
131 Motion by: J. Wright  
132 Seconded by: K. Downey  
133 Action: Motion carried unanimously (8:14 p.m.)

# Approved 11/16/17

## Standard Work Day Resolution

134  
135  
136 **BE IT RESOLVED, that the Guilderland Public Library, Location code**  
137 **50829, hereby establishes the following as standard work days for its**  
138 **employees and will report days worked to the New York State and Local**  
139 **Employees' Retirement System based on the time keeping system or the**  
140 **record of activities maintained and submitted by these members to the clerk of**  
141 **this body:**

142  
143 CSEA Members I & II (Sr. Library Clerk, Library Clerk, Library Page, Librarians  
144 I, II, & III, Library Assistant, Maintenance Department Head, Custodian) standard  
145 work day is 7.5 hours.

146  
147 Administration and salary employees (Library Assistant-Administration, Public  
148 Information Officer, Director, Assistant Director, IT & Technology Assistant,  
149 Fiscal Officer) standard work day is 7 hours.

150  
151 MOTION: To accept the Standard Work Day Resolution

152 Motion by: J. Wright

153 Seconded by: N. Rivas

154 Action: Motion carried unanimously (8:17 p.m.)

155  
156 Board of Trustees Dinner, honoring retired and/or resigned trustees will be  
157 scheduled in 2018.

### 158 **H. Old Business:**

159  
160  
161 TBC Audit: The auditors presented to the Finance Committee on September 20,  
162 2017 the audit and the management letter.

163  
164 MOTION: To approve the audit and management letter

165 Motion by: J. Wright

166 Seconded by: K. Downey

167 Action: Motion carried unanimously (8:27 p.m.)

168  
169 Land Transfer update: Land transfer will require a real estate attorney as well as a  
170 clarification of the MOU between the Guilderland Public Library and the  
171 Guilderland Central School District.

### 172 **I. Minutes of Regular Board Meeting – September 2017**

173  
174  
175 MOTION: To accept the Minutes of the Regular Board Meeting  
176 September 2017

177 Motion by: C. Williams

178 Seconded by: K. Downey

# Approved 11/16/17

179 Abstained: B. Best  
180 Action: Motion carried (8:35 p.m.)  
181

## 182 J. Executive Session

183  
184 MOTION: To enter Executive Session  
185 Motion by: N. Rivas  
186 Seconded by: K. Downey  
187 Action: Motion carried unanimously (8:35 p.m.)  
188

189 MOTION: To exit Executive Session  
190 Motion by: C. Williams  
191 Seconded by: K. Downey  
192 Action: Motion carried unanimously (9:00 p.m.)  
193

194 MOTION: To accept the following Appointments:  
195

196 Jennifer Rutherford, Part-Time Library Clerk in Access & Collection  
197 Services effective September 27, 2017 @ \$13.26/hour  
198

199 Josalyn Wilder has been reinstated as a Part-Time Librarian I effective  
200 October 2, 2017 @ \$24.48/hour

201 Motion by: K. Downey  
202 Seconded by: J. Wright  
203 Action: Motion carried unanimously (9:02 p.m.)  
204

205 MOTION: To adjourn  
206 Motion by: N. Rivas  
207 Seconded by: H. Hennings  
208 Action: Motion carried unanimously (9:03 p.m.)  
209

210 Transcribed by J. Schmonsky, Library Assistant-Administration

211 Submitted by T. Wiles, Director and J. Schmonsky, Library Assistant-Administration



**Circulation Cash Register Procedures  
RESOLUTION**

Request to increase cash for circulation cash register from \$300.00 to \$535.00 to implement new daily cash register reconciliation procedure.

10/12/17







Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Guiderland Public Library, Location code 50829, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Library Assistant - Administration	7
Public Information Officer	7
Assistant Director	7
Director	7
IT & Technology Assistant	7
Fiscal Officer	7

On this 12 day of October, 2017

[Signature]  
 (Signature of clerk)

Date enacted: 10.12.17

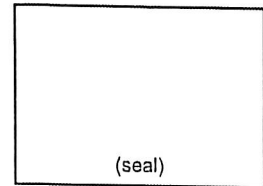
I, Bryan Best, clerk of the governing board of the Guiderland Public Library  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 12<sup>th</sup> day of October, 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 10 members, and that 6 of such members were present at such meeting and that 6 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the

[Signature]  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

## Instructions for completing the Standard Work Day Resolution

A

B

Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

- A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.
- B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Guilderland Public Library Location code 50829, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Sr. Library Clerk	7.5
Library Clerk	7.5
Library Page	7.5
Librarian 1+2+3	7.5
Library Assistant	7.5
Maintenance Department Head	7.5
Custodian	7.5

On this 12 day of October, 2017

[Signature]  
 (Signature of clerk)

Date enacted: 10.12.17

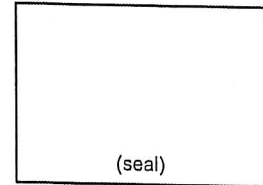
I, Bryan Best, clerk of the governing board of the Guilderland Public Library  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 12<sup>th</sup> day of October, 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 10 members, and that 6 of such members were present at such meeting and that 6 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the

[Signature]  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

## Instructions for completing the Standard Work Day Resolution

A

B

Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.