

# Approved 12/14/17

Guilderland Public Library  
Board of Trustees Meeting  
November 16, 2017

**Trustees Present:** Chris Aldrich, Bryan Best, Kaitlin Downey, Barbara Fraterrigo,  
Herb Hennings, Peter Hubbard, Nareen Rivas, Michelle Viola-Straight, Carolyn Williams,  
Jason D. Wright

**Absent:** Karen Carpenter Palumbo

**Also Present:** Mark Curiale, Margaret Garrett, David Gilliom, Carol Kott,  
Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer), Tim Wiles

**A.** Meeting called to Order at 7:00 p.m.

**B.** Board Vacancy:

MOTION: To appoint Michelle Viola-Straight to fill a Board of Trustee  
vacancy

Motion by: B. Fraterrigo

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:01 p.m.)

Oath of Office administered to Michelle Viola-Straight by Bryan Best to fill in  
a Board of Trustee vacancy, term expiring June 30, 2018.

**C.** Board Secretary Appointment:

MOTION: To nominate Kaitlin Downey to Board Secretary

Motion by: C. Aldrich

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (7:03 p.m.)

**D. Committee Reports:**

Buildings & Grounds/Long Range Planning Committee Report:

MOTION: To approve going to bid immediately on replacement of all heat  
pumps and upgrading building management system

Motion by: B. Fraterrigo

Seconded by: J. Wright

Opposed: C. Williams

Action: Motion passed (7:30 p.m.)

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45 MOTION: To approve installation of water service which will be needed in  
46 the future if library pursues a sprinkler system  
47 Motion by: H. Hennings  
48 Seconded by: C. Williams  
49 Action: Motion carried unanimously (7:30 p.m.)  
50

## **E. Treasurer's Report for October 2017 – Carroll Valachovic**

51  
52 MOTION: To approve the Treasurer's Report for October 2017 as  
53 presented  
54 Motion by: C. Aldrich  
55 Seconded by: C. Williams  
56 Action: Motion carried unanimously (7:36 p.m.)  
57  
58

59 Final audit for fiscal year 2016-2017 is complete.

60  
61 Draft response to audit letter has been reviewed by the Board of Trustees.  
62

63 The 990 has been prepared and approval has been deferred to December 14,  
64 2017 Board meeting.  
65

66 **F. Public Input Session: None**  
67

## **G. Committee Reports Continued:**

68 Personnel/Labor Management Committee Report:  
69 CSEA requested a Senior Page or Supervising Page which was a title prior to  
70 CSEA. The title is not included in Albany County Civil Service, supervising Pages  
71 falls into the responsibilities of an existing title.  
72  
73

74 The Payroll system issue is now resolved to keep track of earned leave time.  
75

76 Policy Committee Report:  
77 A meeting will be scheduled to revise the Meeting Room Policy.  
78  
79

## **UHLS Committee Report:**

80  
81 MOTION: To approve a one year extension of the UHLAN Service  
82 Agreement  
83 Motion by: H. Hennings  
84 Seconded by: N. Rivas  
85 Action: Motion carried unanimously (7:55 p.m.)  
86  
87

88 Foundation Committee Report:  
89 The October 26, 2017 "Jazzed Up For GPL" event raised \$8,600.00.

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## H. Check Register for October 2017

MOTION: To approve the Check Register for October 2017 as presented

Motion by: C. Aldrich

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:56 p.m.)

## I. Staff & Director's Reports for October 2017

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

- Book Drive, Design Steering Committee, Bus Trip, Butterfly Garden, Rotary Tree Planting, U Albany Going Green Globally (G3) Initiative.

MOTION: To approve \$1,000.00 to pay for G3 Initiative costs

Motion by: B. Fraterrigo

Seconded by: K. Downey

Action: Motion carried unanimously (8:13 p.m.)

- Several librarians attended the NYLA conference in Saratoga in early November.
- Active Shooter Training for staff is scheduled for December 13, 2017 from 8 a.m. – 10 a.m.
- The library is a collection point for old or unused cell phones for soldiers until December 31, 2017.

MOTION: To approve the Staff and Director's Reports for October 2017

Motion by: C. Aldrich

Seconded by: J. Wright

Action: Motion carried unanimously (8:20 p.m.)

## J. Minutes of Regular Board Meeting – October 2017:

MOTION: To accept the Minutes of the Regular Board Meeting  
October 2017

Motion by: K. Downey

Seconded by: C. Williams

Abstained: C. Aldrich, B. Fraterrigo, P. Hubbard, M. Viola-Straight

Action: Motion carried (8:22 p.m.)

**K. Old Business: GPL Logo Discussion**

The logo currently being used on the <http://guilderlandlibrary.org/> website was brought to the board on January 12, 2017. Staff that were developing the new website felt that this was an opportunity to rebrand the library with a new logo. The board at that time felt that further discussion was necessary and that the logo used by the Guilderland Public Library requires input and approval from the Board of Trustees. Current board members were shown 3 options for new logos including the logo that was presented on January 12, 2017. The questions raised were

1. Do we keep the logo developed by staff and presented on January 12, 2017?
2. Do we choose from these three options?
3. What level of public input is necessary and or helpful at this point in the process?

MOTION: To adopt the logo that is currently being used

Motion by: C. Williams

Seconded by: P. Hubbard

In Favor: C. Williams & P. Hubbard

Opposed: C. Aldrich, B. Best, K. Downey, B. Fraterrigo, H. Hennings,

N. Rivas, M. Viola-Straight, J. Wright

Action: Motion did not pass

MOTION: For M. Curiale to prepare a survey to 10,000 e-subscribers presenting the public options 1, 2, and 3 and to include a comment box

Motion by: C. Aldrich

Seconded by: J. Wright

In Favor: C. Aldrich, K. Downey, N. Rivas, M. Viola-Straight, J. Wright,

H. Hennings

Opposed: B. Fraterrigo, P. Hubbard, C. Williams

Abstained: B. Best

Action: Motion passed (9:24 p.m.)

**L. Executive Session: No Personnel Actions to Report**

MOTION: To adjourn

Motion by: M. Viola-Straight

Seconded by: P. Hubbard

Action: Motion carried unanimously (9:25 p.m.)

Transcribed by J. Schmonsky, Library Assistant-Administration

Submitted by Kaitlin Downey, Secretary