

Approved 3/15/18

Guilderland Public Library
Board of Trustees Meeting
January 11, 2018

Trustees Present: Chris Aldrich, Bryan Best, Kaitlin Downey,
Barbara Fraterrigo, Herb Hennings, Peter Hubbard, Karen Carpenter Palumbo,
Nareen Rivas, Carolyn Williams

Absent: Michelle Viola-Straight, Jason D. Wright

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

A. Meeting called to Order at 7:03 p.m.

B. Treasurer's Report & Check Register for December 2017 - Carroll Valachovic

MOTION: To accept the Treasurer's Report for December 2017 as presented

Motion by: C. Aldrich

Seconded by: K. Carpenter Palumbo

Action: Motion carried unanimously (7:06 p.m.)

MOTION: To accept the Check Register for December 2017 as presented

Motion by: C. Aldrich

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:06 p.m.)

C. Public Input Session:

Carlos Millan, member of the public, introduced himself and expressed interest in attending the board meeting.

D. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

Design Steering Committee Update:

Committee met and reviewed latest renovation plans. Next meeting will be held on Tuesday, January 23, 2018 at 4:30 p.m.

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46 Mercy Care Lane Update:
47 The Board has sent a complaint letter to First Columbia, the company that owns
48 Mercy Care Lane. There have been frequent complaints that the road is closed and
49 the only entrance/exit is Route 20.

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51 Heat Pumps Update:
52 Bid paperwork for project is complete. The project is being advertised until Friday,
53 February 9, 2018. A bid opening will occur at 2 p.m. on February 9, 2018.

Finance Committee Report:

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55
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57 Interest rates are higher in the operating account than in the capital reserve account.
58 T. Wiles suggested that the library not move the \$75,000.00 lighting grant funds
59 from the operating account.

60
61 MOTION: To rescind December 14, 2017 resolution to transfer \$75,000.00
62 from the operating account to the capital reserve account

63 Motion by: C. Aldrich

64 Seconded by: C. Williams

65 Action: Motion carried unanimously (7:35 p.m.)

66

67 MOTION: To move \$75,000.00 from the operating account to the capital
68 reserve account on our books

69 Motion by: C. Aldrich

70 Seconded by: B. Fraterrigo

71 Action: Motion carried unanimously (7:36 p.m.)

72

73 Audit RFP – Committee met and agreed to extend deadline.

74

75 Budget Review – First meeting was held for 2018-19 budget.

76

Policy Committee Report:

77

78 A meeting was cancelled on Thursday, January 4, 2018 due to inclement weather.

79 A meeting will be rescheduled to discuss the Meeting Room Policy and Form.

80

UHLS Committee Report:

81

82 Pat Fahy's Open House is scheduled for Friday, January 26, 2018 at 8:30 a.m.

83

84 Library Advocacy Day will be on Wednesday, February 28, 2018.

85

86 The UHLS Annual Dinner is scheduled for Tuesday, June 19, 2018 at the Hilton
87 Garden in Troy, NY.

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Foundation Committee Report:

The Foundation's next meeting is scheduled for Thursday, January 18, 2018 to discuss upcoming fundraising events.

E. Staff & Director's Reports for December 2017:

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

- Roof grant project is complete, now closing paperwork begins.
- 31 knitted hats for newborns were collected and sent to the American Heart Association for the "Little Hats, Big Hearts" project.
- The library concluded cell phones for soldiers drive.
- Beanstack exceeded goal in first week.
- 91 kids signed up for "Read 1,000 Books before Kindergarten." 9 kids have already reached the 1,000 book goal.
- Wi-Fi usage increased by 25%, over December 2016.
- For the month of December, the top 5 circulating items were, 4 DVD's and a Wi-Fi Hot Spot.

MOTION: To accept the Staff and Director's Reports for December 2017 as amended on page one, paragraph five to change "Personnel Committee meeting" to "Personnel Management meeting" and to change "newest personnel committee members" to "newest administrative employees"

Motion by: C. Aldrich

Seconded by: K. Carpenter Palumbo

Action: Motion carried unanimously (8:12 p.m.)

F. New Business: None

G. Old Business:

Opioid Overdose Training: NYLA is still writing sample policies.

Fine Free Initiative: Board members should continue to review articles.

Land Transfer Update: All necessary documents are being reviewed by the Guilderland Central School District.

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135 BE IT RESOLVED that the Board of Trustees of the Guilderland Public
136 Library hereby authorizes the transfer of two (2) vacant parcels of land (2218
137 Western Avenue and 2220 Western Avenue) to the Guilderland Central School
138 District, and authorizes the Executive Director and/or Board President to
139 execute any and all documents to effectuate the transfer, on the Library's
140 behalf.

141
142 MOTION: To accept resolution as modified (“/or” in bold)

143 Motion by: C. Aldrich

144 Seconded by: K. Downey

145 Action: Motion carried unanimously (8:23 p.m.)
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147 **H. Minutes of Regular Board Meeting – December 2017:**

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149 MOTION: To approve the Minutes of the Regular Board Meeting -
150 December 2017

151 Motion by: B. Fraterrigo

152 Seconded by: N. Rivas

153 Abstained: P. Hubbard, K. Carpenter Palumbo, C. Williams

154 Action: Motion carried (8:24 p.m.)
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156 **I. Executive Session:**

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158 MOTION: To enter Executive Session

159 Motion by: P. Hubbard

160 Seconded by: K. Carpenter Palumbo

161 Action: Motion carried unanimously (8:25 p.m.)
162

163 MOTION: To exit Executive Session

164 Motion by: C. Aldrich

165 Seconded by: N. Rivas

166 Action: Motion carried unanimously (9:00 p.m.)
167

168 MOTION: To approve raises as recommended by the Director and
169 committee, effective January 1, 2018, Carol Kott's annual salary is
170 \$66,000.00 and Jenna Schmonsky's annual salary is \$33,760.00

171 Motion by: H. Hennings

172 Seconded by: B. Fraterrigo

173 Action: Motion carried unanimously (9:01 p.m.)
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177 MOTION: To adjourn
178 Motion by: B. Fraterrigo
179 Seconded by: N. Rivas
180 Action: Motion carried unanimously (9:02 p.m.)
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182 Transcribed by Jenna Schmonsky, Library Assistant-Administration
183 Submitted by Kaitlin Downey, Secretary