

# Approved 4/9/2020

Guilderland Public Library  
Board of Trustees Meeting  
January 16, 2020

**Trustees Present:** Cathy Barber, Bryan Best, Kaitlin Downey (arrival 7:06 p.m.),  
Barbara Fraterrigo, Herb Hennings, Peter Hubbard, Mark Keeling, Phil Metzger,  
Barry Nelson, Nareen Rivas (arrival 7:03 p.m.), Jason Wright

**Also Present:** Chris Aldrich (Treasurer), Margaret Garrett, David Gilliom, Carol Kott,  
Paul Mays, Luanne Nicholson, Jenna Schmonsky, Sean Silvernail, Tim Wiles

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

**B.** Public Input Session: No Comments

**C.** Paul Mays gave an update on the library renovation. Currently developing construction documents like drawings, specifications and bidding requirements. Also developing design development cost estimate, general timeline, and submission to the state education department. Construction anticipated late 2020/early 2021 (subject to change).

**D. Treasurer's Report for December 2019 (C. Aldrich)**

**E. Check Register for January 2020 (C. Aldrich)**

MOTION: To approve Treasurer's Report for December 2019 as presented  
Motion by: K. Downey  
Seconded by: P. Hubbard  
Action: Motion carried unanimously (7:19 p.m.)

MOTION: To approve Check Register for January 2020 as presented  
Motion by: K. Downey  
Seconded by: J. Wright  
Action: Motion carried unanimously (7:19 p.m.)

**F. Committee Reports:**

Buildings & Grounds/Long Range Planning Report (B. Nelson):  
A meeting will be scheduled in the near future.

Design Report (T. Wiles):  
The contract from Turner Construction is being finalized. It will be reviewed by the board.

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## Finance/Audit Report (K. Downey):

Prior to the board meeting, the committee met to discuss the annual library budget. The second and third meetings are scheduled for Wednesday, January 29 and Thursday, February 13 at 5:00 p.m.

## Personnel/Labor Management Report (B. Fraterrigo):

Defer to executive session

## Policy Committee Report (N. Rivas):

A meeting will be scheduled in the near future. A policy was suggested for security cameras to allow access to video footage.

## UHLS Committee Report (H. Hennings):

The committee met on January 8 to discuss confidentiality policies for the Upper Hudson Library System. This policy will be discussed at the next policy meeting.

## Foundation Report (M. Keeling):

Approved bags for the library's homebound delivery service.  
Approved a new podium for the library.  
Looking into fundraising options for 2020.

## **G. Director's & Staff Reports for December 2019**

T. Wiles highlighted the following:

- Streaming service
- Winter Reading Challenge
- Fifty programs were scheduled in December 2019

MOTION: To accept the Director's & Staff Reports for December 2019

Motion by: K. Downey

Seconded by: B. Nelson

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

## **H. Old Business:**

It's recommended by the library lawyer that board members should take the sexual harassment training. The one hour free webinar will be given by the Capital EAP on Wednesday, February 12 from 2:00 – 3:00 p.m.

## **I. New Business:**

Library Advocacy Day is scheduled for Tuesday, February 25 in the legislative office building in downtown Albany.

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## **J. Minutes of Regular Business Meeting – December 19, 2019**

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MOTION: To adopt Minutes of Regular Business Meeting –  
December 19, 2019  
Motion by: B. Fraterrigo  
Seconded by: N. Rivas  
Abstained: P. Hubbard, M. Keeling  
Action: Motion carried (7:45 p.m.)

## **K. Executive Session**

MOTION: To enter executive session to discuss contract negotiations and  
personnel actions  
Motion by: P. Hubbard  
Seconded by: J. Wright  
Action: Motion carried unanimously (7:45 p.m.)

MOTION: To exit executive session  
Motion by: K. Downey  
Seconded by: P. Hubbard  
Action: Motion carried unanimously (8:58 p.m.)

MOTION: To accept the personnel actions as presented:

Resignations of:  
Sarah Silvernail, Part-Time Custodial Worker in the Maintenance  
Department effective January 20, 2020

Maura Lynch, Full-Time Librarian II in the Programming and Public  
Services Department effective January 31, 2020

Motion by: P. Metzger  
Seconded by: N. Rivas  
Action: Motion carried unanimously (8:58 p.m.)

MOTION: To adjourn  
Motion by: P. Hubbard  
Seconded by: B. Fraterrigo  
Action: Motion carried unanimously (8:59 p.m.)

Transcribed by J. Schmonsky, Administrative Assistant  
Submitted by K. Downey, Secretary