

Approved 3/21/19

Guilderland Public Library
Regular Board of Trustees Meeting
January 17, 2019

Trustees Present: Christopher Aldrich, Best Best, Barbara Fraterrigo (exited 9:54 p.m.),
Herb Hennings, Nareen Rivas, Kaitlin Downey, Michael Marcantonio, Barry Nelson,
Jason Wright

Trustees Absent: Peter Hubbard, Karen Carpenter Palumbo

Also Present: David Gilliom, Carol Kott, Luanne Nicholson, Jenna Schmonsky,
Sean Silvernail, Carroll Valachovic (Treasurer), Tim Wiles

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

B. Public Input Session: None

**C. Treasurer's Report for November and December 2018 and Check
Register for December 2018 – Carroll Valachovic**

MOTION: To Approve Treasurer's Report for November & December
2018

Motion by: K. Downey

Seconded by: N. Rivas

Action: Motion carried unanimously (7:10 p.m.)

MOTION: To Accept Check Register for December 2018

Motion by: C. Aldrich

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (7:11 p.m.)

D. Committee Reports:

Finance/Audit Report:

The committee met on January 16th to discuss the 2019-2020 budget. The
library received some Bullet Aid funds from Senator Amedore. The library
received \$5,000.00.

Policy Committee:

The committee met and recommended mostly minor changes to 10 policies:
Anti-Harassment, Code of Ethics for Employees, Code of Ethics for Officers,
Disposition, Intellectual Freedom and Procedures for Complaints, Naming
Rights, No Smoking, Procedures for Complaints Regarding Library Materials,
Rules, and Rules of Public Behavior.

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MOTION: To Approve the 10 policies as presented
Motion by: C. Aldrich
Seconded by: B. Nelson
Action: Motion carried unanimously (7:28 p.m.)

UHLS Committee Report:

H. Hennings highlighted the following:

- Library Advocacy Day is on Wednesday, February 27, 2019

Foundation Committee and Fundraising Committee:

The Foundation Committee suggested separating accounts for funds that are raised for library renovation.

The Foundation voted in four officers for 2019:

President - Steve Wacksman
Vice President - Hillary Koldin
Secretary - Lisa Brainard
Treasurer - Ann Lala

E. Director's & Staff Reports for November and December 2018

T. Wiles highlighted the following:

- Heat pumps project is close to being completely finished
- Public Information Specialist, Luanne Nicholson was introduced
- NYS Annual Report for 2018 is underway
- Security cameras have been installed
- Active shooter training being scheduled
- Electronic book usage increased 58% at Guilderland Public Library in 2018
- Humanities NY Grant received by Maria Buhl
- Winter Reading Challenge is successful

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92 B. Nelson gave recognition to Phil Berardi, Department Head of Access
93 Services on new way of renewing library cards when they expire. The users'
94 card account is automatically renewed.
95

96 MOTION: To Accept the Director's & Staff Reports for November and
97 December 2018 as presented

98 Motion by: K. Downey

99 Seconded by: N. Rivas

100 Action: Motion carried unanimously (8:30 p.m.)
101

102 F. New Business:

103
104 The NYS Annual Report for 2018 is due on Friday, February 15, 2019.
105

106 Bond counsel for renovation plan – timetable for getting on the ballot legally on
107 May 21, 2019 – copies distributed to board. Note date typo on page 2 (see
108 attached)
109

110 C. Aldrich suggests a Public Relations Committee for the bond vote
111

112 MOTION: To create an Ad hoc Committee composed of T. Wiles and his
113 designees to coordinate a publicity strategy for library renewal

114 Motion by: B. Best

115 Seconded by: B. Fraterrigo

116 Action: Motion carried unanimously (8:50 p.m.)
117

118 G. Old Business:

119
120 Guilderland Library e-mail addresses have been created for each Board
121 member.
122

123 Committee Meeting Attendance – scheduling of meetings will be done by the
124 committee chairs.
125

126 H. Minutes of Regular Business Meeting – December 6, 2018

127
128 MOTION: To Approve the Minutes of the Regular Business Meeting –
129 December 6, 2018

130 Motion by: C. Aldrich

131 Seconded by: J. Wright

132 In favor: C. Aldrich, B. Best, H. Hennings, N. Rivas, J. Wright

133 Abstained: K. Downey, B. Fraterrigo, M. Marcantonio, B. Nelson

134 Action: Motion passed (9:25 p.m.)
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I. Executive Session

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MOTION: To Enter Executive Session to Discuss Personnel Matters

Motion by: B. Fraterrigo

Seconded by: N. Rivas

Action: Motion carried unanimously (9:28 p.m.)

MOTION: To Approve Personnel Actions as presented

Appointments of:

Debra Keville, Part-Time Library Clerk in Access Services effective
December 17, 2018 @ \$13.53/hour, 12 hours per week

Luanne Nicholson, Full-Time Public Information Specialist effective
January 14, 2019 @ \$49,000.00/year, 35 hours per week

Motion by: C. Aldrich

Seconded by: B. Nelson

Action: Motion carried unanimously (10:44 p.m.)

MOTION: To Exit Executive Session

Motion by: B. Best

Seconded by: N. Rivas

Action: Motion carried unanimously (10:54 p.m.)

MOTION: To Adjourn

Motion by: C. Aldrich

Seconded by: B. Nelson

Action: Motion carried unanimously (10:55 p.m.)

Transcribed by J. Schmonsky, Administrative Assistant

Submitted by K. Downey, Secretary



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January 9, 2019

Guilderland Central School District, New York
Timeline for Library Capital Project Referendum on May 21, 2019
(Our File Designation: 2199/42779)

Neil T. Sanders
Guilderland Central School District
Administration Offices
8 School Road
Guilderland Centre, New York 12085

Dear Neil:

via e-mail: sandersn@guilderlandschools.net

In connection with the capital project under consideration by the Board of Trustees of the **Guilderland Public Library (the "Library")** and the submission of a Library Bond Proposition by the Guilderland Central School District (the "School District") at the Annual District Meeting and Election to be held on Tuesday, May 21, 2019 to authorize said project, and as requested, I have prepared and now forward a time-line highlighting some of the critical procedural steps in the bond authorization and financing process. As noted, I am using Tuesday, May 21, 2019 as the date for the vote on a Library Bond Proposition.

Please take special note of the 45-day legal notice publication requirement described opposite the "April 6, 2019" caption.

PART A

<u>Date</u>	<u>Event</u>
May 21, 2019	Annual District Meeting and Election to vote on Library Bond Proposition.
April/May 2019	Library Newsletters may be distributed, describing bond issue and its impact -optional public hearings held (public hearings are not mandated by law to be held for bond votes)
April 6, 2019	Last date for initial newspaper publications of required Notice of Election; publications must be made no later than 45 days prior to the date of the Annual District Meeting and Election.
By mid-March 2019	At request of the Library Board, the Board of Education must adopt a Resolution (prepared by

Bond Counsel) submitting a Library Bond Proposition for a vote at the Annual District Meeting and Election to be held on May 21, 2019. The Board of Education also must direct the District Clerk to provide notice of the Library Bond Proposition in the Notice of the Annual District Meeting and Election to be published in two of the official District newspapers at least 4 times in the 7 weeks prior to the vote, the initial publications to be at least 45 days prior to the date of the election (*i.e.*, April 6, 2018 for a referendum on May 21, 2019) (**remember to allow sufficient lead time for newspaper publishers to meet publication deadline**).

By late February 2019

Bond Counsel prepares the necessary resolution for the Board of Education to adopt, including the form of the Library Bond Proposition to be inserted in the Notice of Annual District Meeting and Election.

By late February 2019

Library Board adopts resolution formally requesting the Board of Education to submit a Library Bond Proposition at the Annual District Meeting and Election.

Soon

Prior to the adoption of said resolution, the Library Board must make the appropriate final determinations pursuant to the State Environmental Quality Review Act ("SEQRA") for the project. **The SEQRA process must be concluded before the Library Board adopts resolution formally requesting the Board of Education to submit a Library Bond Proposition at the Annual District Meeting and Election.**

When available, send to Bond Counsel with a copy of the architect's report, if any, and/or other descriptive information, which sets forth the detailed scope and estimated costs of the project to be voted upon, as well as copies of any and all SEQRA materials prepared to date.

As needed

Financial Advisor contacted to prepare tax rate impact information and other pertinent analytical data regarding the costs of the bond issue.

As needed

Library Board may consider hiring an individual, firm or organization experienced in assisting

libraries in (a) researching and polling community sentiment, (b) shaping and marketing a bond issue to the taxpaying constituency, and (c) preparing newsletters or other publications to be distributed in the community for the purpose of educating the electorate about the bond issue.

As needed

Library Board may consider hiring a Construction Manager to assist in preparation of pre-referendum cost estimates.

as directed by Architect

Letters of Intent are submitted by the Library/School District to the Bureau of Facilities Planning of SED to obtain project manager and project numbers. In reply, SED will send information package containing blank Proposed Scope of Project Forms to School District for completion and submission.

when available

Send to Bond Counsel a copy of the architect's preliminary or latest report and/or other descriptive information, which sets forth the detailed scope and estimated costs of the project to be voted upon, as well as copies of any SEQRA materials.

ongoing

Architects/engineers and others engaged to plan scope and cost estimate of work. The scope and cost estimate of the work to be bonded is defined through meetings with Library Administration, Library Board, Architects, Engineers, and any relevant citizen/community groups and committees.

PART B

Date

Event

May 21, 2019

Annual District Meeting and Election to vote on Library Bond Proposition.

May/June 2019

Following successful vote on the Library Bond Proposition, the Board of Education adopts a bond resolution (prepared by Bond Counsel). A summary of the bond resolution (also prepared by Bond Counsel) must thereafter published in the official District newspapers commencing a 20-day estoppel period.

Fall 2019

Library Board directs Architect/Engineer to prepare detailed plans and specifications for project.

Architect completes and files Plans and Specifications for Library project with SED (*completion will depend on various factors, including complexity of the project).

Sometime in 2020*

Receipt of Approval of Plans and Specifications from SED. (*dependent upon SED review time. As of January 8, 2019, there is a 8 to 10 week lag for architectural review, and a 43 to 45 week lag for engineering review; 780 projects are in the queue. see: <http://www.p12.nysed.gov/facplan/status.html> for updates). The Library architect can advise as to the type of review the project(s) will require.

Project construction bid forms/packages are distributed to contractors.

Construction bids are received and reviewed, and contracts are awarded.

Sometime in 2020 and thereafter

Project construction commences. Borrowing may occur, with the amount and form of borrowing (long-term bonds or short-term notes) dependent upon cash flow requirements for project construction, the interest rate environment, and other factors. To avoid issuing an excessive amount of bonds, the Library Board should evaluate construction bids and ascertain how much of the voter-approved bond authorization will actually be required to finance the project.

Part B forecasts a somewhat leisurely, though not atypical timetable for preparation, submission and approval of final architectural plans and specifications to SED. It is not unusual to anticipate a one-year or longer lag time between the date of the Bond Referendum and the date construction begins. The process can be especially prolonged in the post-referendum design phase, and is subject to unpredictable (and usually longer than anticipated) waiting queues at SED for plan review and approval.

I would also mention that from time to time legal challenges have been brought in New York State concerning statements set forth in newsletters and brochures circulated in connection with bond votes. Accordingly, at the appropriate time in the course of their preparation, it is recommended that both the Library Attorney and the School Attorney as well as Bond Counsel review the contents of any pamphlets, brochures, power point presentations, videos and other media relating to the Bond Referendum that the Library Board will place on its website and/or circulate in the community.

The foregoing time-line is intended to highlight some of the critical legal steps in the bond authorization and financing process. I am sure there are many other issues to consider, and we are available to discuss them with you at your convenience.

Please do not delay contacting my colleague Marty Geiger or me at your convenience for any additional assistance we may provide.

With best wishes, I am

Very truly yours,

A handwritten signature in cursive script, appearing to read "Daniel G. Birmingham".

Daniel G. Birmingham

DGB:ess

