

Approved 11/21/19

Guilderland Public Library
Board of Trustees Meeting
October 17, 2019

Trustees Present: Cathy Barber, Bryan Best, Kaitlin Downey, Peter Hubbard,
Phil Metzger, Barry Nelson, Nareen Rivas

Absent: Barbara Fraterrigo, Herb Hennings, Jason Wright

Also Present: David Gilliom, Carol Kott, Luanne Nicholson, Lisa Pitkin,
Jenna Schmonsky, Sean Silvernail, Tim Wiles

Excused Absence: Chris Aldrich (Treasurer)

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

B. Public Input Session: No Comments

C. Treasurer's Report for September 2019 (T. Wiles)

D. Check Register for October 2019 (T. Wiles)

B. Best and L. Nicholson are working on advertising the treasurer's position.
The treasurer position is approximately 3-5 hours per month.

MOTION: To adopt the Treasurer's Report for September 2019 and Check
Register for October 2019

Motion by: B. Nelson

Seconded by: P. Hubbard

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

The tax levy check was received from the Guilderland School District in the
amount of \$3,607,427.

MOTION: To invest \$2.4 million into a CD laddering arrangement with
CapCom Financial

Motion by: K. Downey

Seconded by: P. Metzger

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

E. Committee Reports:

Buildings & Grounds/Long Range Planning Report:

There is a meeting scheduled for Tuesday, October 22 at 3:00 p.m.

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Finance/Audit Report:

There is a meeting scheduled for Tuesday, October 22 at 5:00 p.m.

Personnel/Labor Management Report:

Will discuss labor management negotiations in executive session. Issues are related to collective negotiations pursuant to article 14 of the civil service law.

Policy Committee Report:

B. Best would like the committee to review Code of Ethics and Conflict of Interest policies. The policies have redundant language.

UHLS Committee Report:

Construction grant for 2020 is \$462,000. All 14 applications in the system are fully funded with money left over.

The courier service abruptly quit as of October 16. The bins are currently being delivered by UHLS staff in their personal cars.

Foundation Report:

The 2019 Gala raised approximately \$13,000 on September 28.

Notable author events – children’s writer and illustrator, Jacqueline Rogers event on Saturday, October 12 was successful.

T. Wiles suggested a committee consisting of two board members, two staff members, and two foundation members to work together more closely.

F. Director’s & Staff Reports for September 2019

T. Wiles highlighted the following:

- Suzanne Czekay, new volunteer for AARP Tax-Aide Prep
- Autumn Marketplace
- Voter safety
- Cut the Cord Training
- Self-Checkout Machines
- Re-stripping of parking lot
- Better Books Sale
- Notary public training
- Trustee, Nareen Rivas wrote a poem that was published in the book called, “Brava!”

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92 MOTION: To accept the Director's & Staff Reports for September 2019
93 Motion by: K. Downey
94 Seconded by: P. Hubbard
95 Action: Motion carried unanimously (7:36 p.m.)
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G. Old Business:

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99 Discussion on the closing time on Friday evenings in the months of July and
100 August to close at 6:00 p.m. T. Wiles prepared a report. Between the hours of
101 6:00 p.m. – 7:00 p.m., the report shows a significant decrease in foot traffic.
102

103 RFID (Radio-Frequency Identification) – contract will be presented at the next
104 board meeting. The contract has been sent to the library's attorney, Kris
105 Lanchantin and the library's insurance agent, Chris Brassard to be reviewed.
106 The system was included into the 2019-2020 budget at \$34,000 for the first
107 year, \$20,000 in year two and \$20,000 in year three. The system consists of a
108 tag to be placed on each item in the collection. Multiple items can be checked
109 out/check in all at once. This will increase efficiency and accuracy. The initial
110 set up will take three months to tag all items in the collection.
111

112 MOTION: To authorize the Library Director to enter into a contract with
113 Bibliotecha for RFID technology once the contract has been reviewed by
114 the library's attorney and insurance agent
115 Motion by: B. Nelson
116 Seconded by: P. Metzger
117 Action: Motion carried unanimously (7:50 p.m.)
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119 Photo Copy Fees – has been deferred to the Finance Committee.
120

121 MOTION: To allow the library to close at 6:00 p.m. during the months of
122 July and August on Fridays
123 Motion by: P. Hubbard
124 Seconded: P. Metzger
125 In Favor: C. Barber, K. Downey, P. Hubbard, P. Metzger, N. Rivas
126 Abstained: B. Best
127 Opposed: B. Nelson
128 Action: Motion carries (7:52 p.m.)
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H. New Business:

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132 Passport Acceptance – libraries have been earmarked by the state department to
133 serve as passport acceptance facilities. Twelve employees are interested in the
134 training which will take place on Wednesday, November 20.
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136 Sexual Harassment Training - B. Best will look into scheduling a training with
137 Girvin and Ferlazzo for board members.

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I. Minutes of Regular Business Meeting – September 19, 2019

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MOTION: To adopt Minutes of Regular Business Meeting –
September 19, 2019
Motion by: P. Metzger
Seconded by: N. Rivas
Abstained: K. Downey, P. Hubbard
Action: Motion carried (8:01 p.m.)

J. Executive Session

MOTION: To enter executive session to discuss collective negotiations
pursuant to article 14 of the civil service law with the CSEA Union and to
discuss the resignation of an employee
Motion by: C. Barber
Seconded by: P. Metzger
Action: Motion carried unanimously (8:02 p.m.)

Contract negotiations have been referred to a mediator.

Board of Trustees reviewed Michael Marcantonio's letter of resignation.

MOTION: To accept the resignation of Mary Kim Purcell, Part-Time
Library Clerk in Access Services Department effective October 6, 2019
Motion by: N. Rivas
Seconded by: P. Metzger
Action: Motion carried unanimously (8:30 p.m.)

MOTION: To exit Executive Session
Motion by: K. Downey
Seconded by: B. Nelson
Action: Motion carried unanimously (8:32 p.m.)

MOTION: To Adjourn
Motion by: P. Metzger
Seconded by: P. Hubbard
Action: Motion carried unanimously (8:32 p.m.)

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