

Approved 1/11/18

Guilderland Public Library
Board of Trustees Meeting
December 14, 2017

Trustees Present: Chris Aldrich, Bryan Best (arrived 7:33 p.m.), Kaitlin Downey, Barbara Fraterrigo, Herb Hennings, Michelle Viola-Straight, Jason D. Wright

Absent: Peter Hubbard, Karen Carpenter Palumbo, Nareen Rivas, Carolyn Williams

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 7:05 p.m.

B. Paul Mays from Butler, Rowland, & Mays Architects presented an update on developing draft plans for a potential renovation of the library.

C. Treasurer's Report & Check Register for November 2017 (Appendix A) & 990 Approval - Carroll Valachovic:

MOTION: To approve the Treasurer's Report for November 2017 as presented

Motion by: C. Aldrich

Seconded by: K. Downey

Action: Motion carried unanimously (7:47 p.m.)

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

Motion by: C. Aldrich

Seconded by: K. Downey

Action: Motion carried unanimously (7:48 p.m.)

MOTION: To approve the 990

Motion by: C. Aldrich

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (7:50 p.m.)

D. Public Input Session: None

E. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

Moving forward on heat pumps project. Going out to bid is expected mid-January – February 9-10th, 2018.

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Finance Committee Report:

C. Aldrich proposed dates for budget committee meetings. (Appendix B)

\$75,000.00 from the lighting grant was received and it was suggested by T. Wiles to move it from the operating account to the capital reserve account.

MOTION: To move \$75,000.00 from the operating account to the capital reserve account

Motion by: B. Fraterrigo

Seconded by: J. Wright

Action: Motion carried unanimously (8:08 p.m.)

Policy Committee Report:

A meeting in January will be scheduled to revise the Meeting Room Policy and discuss the possibility of Narcan training for staff.

UHLS Committee Report:

There is some concern that NYS may cut the UHLS budget by 10%.

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

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

Foundation Committee Report:

The Board voted to appoint all currently serving Foundation members to their positions, as required by the Foundation by laws. (Appendix C)

MOTION: To approve the Guilderland Public Library Foundation Board of Directors

Motion by: C. Aldrich

Seconded by: J. Wright

Action: Motion carried unanimously (8:23 p.m.)

F. Staff & Director's Reports for November 2017 (Appendix D):

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

- Active Shooter Training was held for staff on December 13, 2017. Staff and Guilderland Police Department officers did a wonderful job.
- The Bus Trip on December 9, 2017 was successful. 140 people attended.

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89 • Four doors that are more secure have been installed on the west side of the
90 building.

91
92 • The library has sent 8 boxes of books so far to kids in the U.S. Virgin
93 Islands.

94
95 MOTION: To accept the Staff and Director's Reports for November 2017
96 as presented

97 Motion by: C. Aldrich

98 Seconded by: H. Hennings

99 Action: Motion carried unanimously (8:33 p.m.)

100

101 **G. New Business:**

102

103 Three Audit RFP Proposals have been received: Cusack & Company,
104 Knappek, Gabriele & Bottini, LLP, and Marvin & Company.

105

106 B. Best appointed a committee to review the Audit RFP Proposals consisting
107 of: Chris Aldrich, Carol Kott, and Alex Zhang.

108

109 MOTION: To appoint a committee consisting of Chris Aldrich, Carol Kott,
110 and Alex Zhang to review the three Audit RFP Proposals

111 Motion by: K. Downey

112 Seconded by: B. Fraterrigo

113 Action: Motion carried unanimously (8:38 p.m.)

114

115 T. Wiles presented a Fine Free Initiative. Many libraries in New York State are
116 heading in the direction of eliminating fines on children's materials. The Board
117 of Trustees require additional information before making a final decision on
118 whether or not the Guilderland Public Library will go fine free on children's
119 materials.

120

121 **H. Old Business:**

122

123 Land Transfer Update:

124 B. Best will reach out to Guilderland Central School District to inquire as to
125 next steps.

126

127 **GPL Logo:**

128 M. Curiale prepared and sent out a survey to 10,000 e-subscribers presenting
129 the public 3 logo options. "Providing Knowledge" received the most votes.

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133 MOTION: To adopt “Providing Knowledge” as the GPL Logo
134 Motion by: K. Downey
135 Seconded by: J. Wright
136 In Favor: C. Aldrich, B. Best, K. Downey, B. Fraterrigo, M. Viola-Straight,
137 J. Wright
138 Abstained: H. Hennings
139 Action: Motion passed (9:25 p.m.)
140

I. Minutes of Regular Board Meeting – November 2017 (Appendix E):

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142 MOTION: To accept the Minutes of the Regular Board Meeting -
143 November 2017
144 Motion by: B. Fraterrigo
145 Seconded by: K. Downey
146 Action: Motion carried unanimously (9:26 p.m.)
147
148

J. Executive Session:

149
150 MOTION: To enter Executive Session
151 Motion by: B. Fraterrigo
152 Seconded by: J. Wright
153 Action: Motion carried unanimously (9:27 p.m.)
154
155

156 MOTION: To exit Executive Session
157 Motion by: B. Fraterrigo
158 Seconded by: M. Viola-Straight
159 Action: Motion carried unanimously (9:43 p.m.)
160

161 MOTION: To accept the following resignations:
162 Alexandra Minuto, Part-Time Page in Access & Collection Services,
163 effective December 7, 2017
164 Patricia Price, Part-Time Library Clerk in Access & Collection Services,
165 effective December 16, 2017
166 Motion by: C. Aldrich
167 Seconded by: H. Hennings
168 Action: Motion carried unanimously (9:44 p.m.)
169

170 MOTION: To appoint M. Viola-Straight to the Policy committee and the
171 Building and Grounds committee:
172 Motion by: C. Aldrich
173 Seconded by: H. Hennings
174 Action: Motion carried unanimously (9:45 p.m.)
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176 MOTION: To adjourn
177 Motion by: C. Aldrich
178 Seconded by: M. Viola-Straight
179 Action: Motion carried unanimously (9:46 p.m.)
180
181 Transcribed by J. Schmonsky, Library Assistant-Administration
182 Submitted by Kaitlin Downey, Secretary