

# Approved 1/17/19

Guilderland Public Library  
Special & Regular Board of Trustees Meeting  
December 6, 2018

**Trustees Present:** Christopher Aldrich, Bryan Best, Herb Hennings, Peter Hubbard,  
Nareen Rivas (arrival 6:05 p.m.), Jason Wright (arrival 6:11 p.m.)

**Trustees Absent:** Kaitlin Downey, Barbara Fraterrigo, Mike Marcantonio, Barry Nelson,  
Karen Carpenter Palumbo

**Also Present:** Mary Fellows, David Gilliom, Carol Kott, Beth Rienti, Jenna Schmonskey,  
Sean Silvernail, Carroll Valachovic (Treasurer), Ann Wemple-Person, Tim Wiles

A. Meeting called to Order at 6:01 p.m.

B. Public Input Session: None

C. BELLS Grant presented by Mary Fellows

BELLS grant, a state grant on early literacy – core service for libraries – key  
role of libraries in the 21<sup>st</sup> century – state grant using federal money – 23 UHLS  
libraries participating including the Guilderland Public Library.

**D. Treasurer's Report for October 2018 and Check Register for October 2018  
and November 2018 – Carroll Valachovic**

MOTION: To Approve Treasurer's Report for October 2018 and Check  
Register for October 2018 & November 2018

Motion by: C. Aldrich

Seconded by: H. Hennings

Action: Motion carried unanimously (6:42 p.m.)

E. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

Heat pumps project is almost complete

Sprinkler System update: hole on west side of building has been filled in.  
Water connection to building will occur as part of a later project.

Finance/Audit Report:

C. Aldrich is working on a schedule for preparing the 2019-2020 budget.  
Meetings will be held at 6:00 p.m. on Wednesday, January 16, 2019,  
Wednesday, January 30, 2019, and Wednesday, February 6, 2019.

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47 Looking into holding a Special Board Meeting on Thursday, February 28, 2019  
48 to approve the 2019-2020 budget and check register.

49  
50 Audit committee – going from a not for profit to a governmental system this  
51 year in this budget. Auditors, Marvin & Company suggested it would be the  
52 best practice and committee agreed.

53  
54 Personnel/Labor Management:

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56 There will be a Labor Management meeting on Dec. 11, 2018 with both units I  
57 and II of CSEA.

58  
59 Policy Committee:

60  
61 Policy committee met and recommended mostly minor changes to 10 policies.  
62 These policies will be reviewed by the Board members and discussed at the  
63 next Board meeting.

64  
65 UHLS Committee Report:

66  
67 H. Hennings highlighted the following:

- 68
- 69 • Upper Hudson met on Nov. 14, 2018
  - 70 • Touring of the libraries – expedition ends December 31, 2018
  - 71 • Library moon walk
  - 72 • Adoption of Upper Hudson budget
  - 73 • UHLAN extension agreement for 2019 – part of membership in the  
74 system

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80 Foundation Committee:

81  
82 The Board expressed their sympathy on the recent passing of Joe Bonavita.

83  
84 Fundraising Committee:

85  
86 Kelsey Dorado from Foundation joined the Fundraising Committee.

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91 A Giving Tree is located in the library lobby. Donations will be accepted to  
92 raise money for library renewal. The giving tiers are:  
93 Snowman \$5.00  
94 Mitten \$20.00  
95 Star \$50.00

96  
97 Naming rights will be offered for sale consistent with Guilderland Public  
98 Library Policy.  
99

### 100 F. Timing of Renovation Vote

101  
102 The library renewal vote will be on the same day as the Guilderland Central  
103 School District bond vote on May 21, 2019.

104  
105 Board members present are not opposed to same date as the school vote.  
106

### 107 G. Grant Application for Phase 1 of the Renovation

108  
109 In the design of the entire renovation project, one of the goals is to maximize  
110 the amount of money from the State's annual construction grant program. In  
111 2019, a \$316,000.00 construction grant will be applied for, with hopes of  
112 receiving 50% of that amount.

113  
114 C. Aldrich suggests approval of the master plan conceptual scheme  
115

116 MOTION: To move forward with plan to seek a grant from Upper Hudson  
117 and expedite scheme (see attached)

118 Motion by: C. Aldrich

119 Seconded by: P. Hubbard

120 Action: Motion carried unanimously (7:24 p.m.)  
121

122

### 122 H. Director's & Staff Reports for October 2018

123

124 T. Wiles highlighted the following:

125

126 • Asked support for the library renewal project from Assemblymember Pat  
127 Fahy and Senator George Amedore Jr

128

129 • Retirement of two staff members, Roseanne Marcantonio & Elizabeth  
130 (Bonnie) St. Pierre

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132 • Interviewed four candidates for the Public Information Officer position  
133

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135 • Bus trip to NYC was successful

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- Better Angels programs
- Cookbook Club
- Library Advocacy Day will be on February 27, 2019

MOTION: To Approve the Director's & Staff Reports for October 2018 as presented

Motion by: C. Aldrich

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:33 p.m.)

### I. New Business:

T. Wiles received a request for a letter of support from a developer. Four development projects are proposed within  $\frac{3}{4}$  of a mile from the library. At the last Board meeting, the Board decided not to take a position on the development near the library. One development would be on Mercy Care Lane. This development would consist of housing units for young families, senior citizens, and people with special needs – provide social support through the people who live near you.

Chamber of Commerce partakes in the Holiday Angels Program – This program identifies families who are needy during the holidays. The library staff participates in this program.

T. Wiles suggested laptops for Board and giving Board members library email addresses.

P. Hubbard suggested projecting documents on projection screen during Board Meetings so that the Board and public can view.

Albany Public Library is going fine free beginning Tuesday, January 1, 2019. They already issue youth cards to kids called, "My Card," which allows kids to check out 3 items with no possibility of a fine.

Extension of UHLS agreement (see attached)

MOTION: To Approve the UHLS Agreement

Motion by: C. Aldrich

Seconded by: P. Hubbard

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

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## J. Minutes of Regular Business Meeting – October 18, 2018

MOTION: To Approve the Minutes of the Regular Business Meeting –  
October 18, 2018

Motion by: P. Hubbard

Seconded by: J. Wright

Action: Motion carried unanimously (8:09 p.m.)

## K. Executive Session

MOTION: To Enter Executive Session to Discuss Personnel matters

Motion by: C. Aldrich

Seconded by: H. Hennings

Action: Motion carried unanimously (8:09 p.m.)

MOTION: To Accept Personnel Actions as presented

### Appointments of:

SeungYeon Eahlee, Provisional Appointment to Sr. Library Clerk in Access  
Services effective October 31, 2018 @ \$17.69/hour

Sudha Prabhakar, Permanent Full-Time Library Clerk in Access Services  
effective October 31, 2018 @ \$13.53/hour

Veronique Fortin, Part-Time Library Page in Access Services effective  
October 31, 2018 @ \$11.10/hour

Rebecca Aldrich, Part-Time Library Page in Access Services effective  
November 2, 2018 @ \$11.10/hour

Dante Vittone, Part-Time Library Clerk in Access Services effective  
November 23, 2018 @ \$13.53/hour

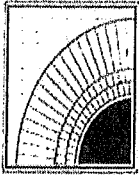
Maria Bianchi, Part-Time Library Clerk in Access Services effective  
November 26, 2018 @ \$13.53/hour

### Resignation of:

Mark Curiale, Full-Time Public Information Officer in Administration  
effective November 16, 2018

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223                    Retirement for New York State Retirement purposes of:  
224  
225                    Elizabeth (Bonnie) St. Pierre, Full-Time Senior Library Clerk in Collection  
226                    Services effective December 4, 2018  
227  
228                    Motion by: P. Hubbard  
229                    Seconded by: N. Rivas  
230                    Action: Motion carried unanimously (8:40 p.m.)  
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232                    MOTION: To Exit Executive Session  
233                    Motion by: C. Aldrich  
234                    Seconded by: J. Wright  
235                    Action: Motion carried unanimously (8:57 p.m.)  
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237                    MOTION: To Adjourn  
238                    Motion by: C. Aldrich  
239                    Seconded by: N. Rivas  
240                    Action: Motion carried unanimously (8:58 p.m.)  
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242                    Transcribed by J. Schmonsky, Administrative Assistant  
243                    Submitted by B. Best, President



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EXHIBIT C

**Preliminary Opinion of Probable Construction Costs**  
Additions and Renovations to the  
Guilderland Public Library

Master Plan Conceptual Scheme - Dated 11/19/2018

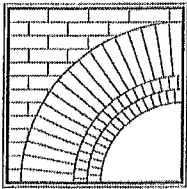
Existing Building:	27,380 sf
Addition (1 Story):	6,359 sf
Renovated Areas:	20,370 sf
Total Building Work Area:	26,729 sf
Total Proposed Building Area:	33,739 sf

DRAFT CONSTRUCTION HARD COSTS	COST / SF	Phase 1	Phase 2
<b>SITE PREPARATION &amp; DEVELOPMENT COSTS</b>			
Allowance for grading & demolition, removal of minor subsurface obstacles to construction, etc. Hardscape (walkways, curbs, etc), softscape (landscaping, plantings, etc), sanitary and site structures (drainage, utilities, etc).	ls		\$650,000
<b>BUILDING ENVELOPE IMPROVEMENTS / REPAIRS</b>			
Reseal and Repair Skylight	ls	\$85,000	
Masonry Cleaning and Repair	ls	\$45,000	
Exterior Wood Repair and Refinishing	ls	\$38,000	
Window Repair, Restoration and Refinishing	ls	\$48,000	
Main and Secondary Door Repairs/Replacement	ls	\$35,000	
Toilet Room Improvements	ls	\$65,000	
		<b>\$316,000</b>	
<b>BUILDING CONSTRUCTION</b>			
Interior Finish Improvements and Upgrades Allowance	\$60 20,370		\$1,222,200
General Construction - New Construction (Addition)	\$190.00 6,359		\$1,208,210
General Construction - Renovations	\$15.00 20,370		\$305,550
Plumbing - New Construction	\$14.00 6,359		\$89,026
Plumbing - Renovations	\$6.00 20,370		\$122,220
Mechanical - New Construction	\$44.00 6,359		\$279,796
Mechanical - Renovations 5	\$0.00 20,370		\$0
Electrical - New Construction	\$38.00 6,359		\$241,642
Electrical - Renovations	\$24.00 20,370		\$488,880
Fire Protection	\$12.00 6,359		\$76,308
<b>SUBTOTAL:</b>			<b>\$4,033,832</b>
<b>DRAFT SUBTOTAL CONSTRUCTION HARD COSTS:</b>		<b>\$316,000</b>	<b>\$4,683,832</b>

<b>DRAFT CONSTRUCTION SOFT COSTS</b>			
		<b>Phase 1</b>	<b>Phase 2</b>
<b>CONTINGENCIES:</b>			
Inflation	6%	\$18,960	\$281,030
Development of Concept	5%	\$15,800	\$234,192
Construction	5%	\$15,800	\$234,192
<b>SUBTOTAL:</b>		<b>\$50,560</b>	<b>\$749,413</b>
<b>FURNISHINGS - Allowance</b> (Shelving, library furniture, workstations, window treatments, etc.) 6,359 sf * \$37/sf = \$235,000 plus \$285,000 in existing building	Is	0	\$520,000
<b>HAZARDOUS MATERIALS REMEDIATION<sup>3</sup></b>	Is	\$0	\$0
<b>DRAFT SUBTOTAL:</b>		<b>\$366,560</b>	<b>\$5,953,245</b>
SOFT COSTS - Design Fees, Testing, Special Inspections, etc.	14%	\$51,318	\$833,454
SOFT COSTS - Legal Fees, Bonding, IT/Security/Data, Collection Relocation, etc.	6%	\$21,994	\$357,195
PROJECT DELIVERY SYSTEM/CONSTRUCTION MANAGEMENT <sup>4</sup>		NIC	NIC
<b>TOTAL COST/PHASE</b>		<b>\$439,872</b>	<b>\$7,143,894</b>
<b>DRAFT TOTAL PROJECT COSTS:</b>			<b>\$7,583,766</b>

- Opinions of Probable Construction Cost are based upon the Design Team's experience with similar project types, and best judgement as Design Professionals. However, the Design Team has no control over the cost of labor, materials, or equipment, or over competitive bidding or market conditions, now or at such time that the project may be bid. Therefore, the Design Team cannot guarantee that the actual proposals, bids, or construction costs will not vary from the Opinion of Probable Construction Costs.
- Figures do include some sustainable design concepts in construction and systems. However, the additional costs for LEED documentation and certification are not included.
- Hazardous materials remediation costs, if necessary, will be based upon testing and analysis performed by a qualified Building Sciences firm.
- Owner may choose to provide construction supervision through different options, including a Construction Manager or Clerk of the Works. The fee should be adjusted accordingly. CM fees are not included herein, and such fees may be shared with the School District.
- Fire Protection, Mechanical and HVAC systems upgrades to the existing building are being pursued under a separate project and funding mechanism. Therefore, these specific costs are not included herein.
- The lump sum for furnishings costs includes \$37/sf for new spaces, and an allowance of \$285,000 to upgrades seating, tables, workstations, etc. in the existing spaces, along with supplemental stacks. The existing stacks are presumed to be reused.





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# Exhibit C – Project Description

**PROJECT:** Phase 1 Renovations – Existing Building Improvements  
GUILDERLAND PUBLIC LIBRARY  
2228 Western Avenue – Guilderland, NY

SCOPE	DESCRIPTION
Project Development	BRMA will develop, in conjunction with the Director, Staff, and Steering Committee, a defined scope of project for Phase 1 Renovations based on the conceptual design work established in the Master Plan, and the attached Budget dated 11/19/2018. The project scope will describe the extent of renovations and furnishings in each area, as well as anticipated budgets for all work, and refinements based on input from the Library. In general, it is anticipated that the project will include the following:
Skylight Repairs	BRMA will develop a sealant replacement and glazing examination scope of work to upgrade and maintain the skylight monitor on the building. Options will be examined for longevity and cost effectiveness. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$85,000.00.
Masonry Cleaning/Repair	BRMA will develop a detailed masonry cleaning specification for the existing building envelope, to include examination of the mortar joints and determination of the extent of repointing areas, reapplication of sealants at control joints, and specific staining areas of masonry for cleaning. The scope will also include recommendations for removal of landscape plantings in proximity to the masonry which compromise the condition of the exterior wall, for removal by Library Staff. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$45,000.00.
Exterior Wood Repair	BRMA will develop details and specifications for the replacement, repair, and refinishing of the exterior wood trims and transom panels around the existing building envelope. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$38,000.00.
Window Restoration	BRMA will develop details and specifications for the repair and refinishing of the exterior windows around the existing building envelope, to improve appearance and operation. Some units will be explored for options to include escape egress window units. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$48,000.00.
Door Repair Replacement	BRMA will develop details and specifications for the repair and refinishing of the main and secondary exterior doors around the existing building envelope, to improve appearance, operation, egress, and safety. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$35,000.00.
Toilet Rm Improvements	BRMA will develop details and specifications for the upgrades to the fixtures (efficiency and operation) and finishes (maintainability, aesthetics, and hygiene), to improve the existing public and staff restrooms in the building. Specifications and drawings to describe the work will be prepared for public bidding. Estimated hard cost budget \$65,000.00.

BUTLER ROWLAND MAYS ARCHITECTS, LLP  
57 West High Street  
Ballston Spa, NY 12020

PH: 518.885.1255  
FAX: 518.885.1266  
www.brmaarchitects.com

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General

The scope of the proposed improvement work is intended to be consistent with the Category: Building Envelope Improvements/Repairs, outlined in the Budget Estimate dated 11/19/2018, along with appropriate contingencies, fees, and other soft costs. BRMA will help the Library to develop an application appropriate for the available funds in DLD grant year 2019 or 2020, as appropriate (depending on approval dates from SED).

BRMA will assist with the Grant submission by providing the necessary graphics, narrative, and specific information for the application processed by the Director.

BRMA will provide all services consistent with the typical Design Development, Construction Document, Bidding, and Construction Administration Phases (contract and kickoff paperwork preparation, construction progress meetings, payment application certifications, change order processing, punchlist production, closeout paperwork, etc.) as defined by the AIA family of documents.

BRMA will produce a project manual, including front end, specifications, and bidding requirements, as well as drawings in order to describe the extent and quality of the work required of the contracts.

BRMA will provide the Library with a complete file of contractor submittals, warranties, and owner's operating (and maintenance/cleaning) instructions for all systems installed at project completion, and As-Built Drawings provided by the Contractors.

**EXTENSION AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2019**

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

\_\_\_\_\_  
(Library name)

(hereinafter referred to as the "Library") agree as follows:

The Library and UHLS will honor a second one year extension of the 2015-2017 UHLAN Agreement to cover calendar year 2019 under all terms and conditions as outlined in that agreement, with the following exceptions:

- 1) A 2019 UHLAN Fee Chart will be created reflecting the current approved NYS Annual Report data for each member library. With the exception of the per circulation transaction charge [see 2) below] the elements included in the chart and the fee formulas will remain unchanged from the 2015-2017 UHLAN Agreement.
- 2) In section 9 A. (Charges and Payments) the **Circulation Fee** will be based on a per circulation transaction charge of **\$.058** for 2019.
- 3) All references to the Automated Services Committee in the 2015-17 Agreement will be ignored. The UHLS Board dissolved the Automated Services Committee in March 2016 on the recommendation of UHLS and the UHLS Directors Association. UHLS will consult with the member libraries via the various advisory councils and committees and the UHLS Directors Association as appropriate to the specific issue being discussed.

**Agreement commencement date: January 1, 2019**

Executed on (date): \_\_\_\_\_

For the (Library name): Guilderland Public Library

By (name): [Signature]

Title: President

For the Upper Hudson Library System:

By (name): \_\_\_\_\_

Title: UHLS Board President

