

Approved 4/12/18

Guilderland Public Library
Board of Trustees Meeting
March 15, 2018

Trustees Present: Chris Aldrich, Bryan Best, Kaitlin Downey, Barbara Fraterrigo, Herb Hennings, Peter Hubbard (exited at 9:50 p.m.), Nareen Rivas, Michelle Viola-Straight (exited at 8:55 p.m.) Carolyn Williams (exited at 8:55 p.m.), Jason D. Wright

Absent: Karen Carpenter Palumbo

Also Present: Marey Bailey, Peter Barber, Jack Brennan, Mark Curiale, Tony Esposito, Margaret Garret, David Gilliom, Carol Kott, Kim LaPlant, Elizabeth Floyd Mair, Mike Marcantonio, Roseanne Marcantonio, Paul Mays, Cherry Neil, Spence Neil, Frank Palmeri, Kristina Ronald, Jenna Schmonsky, Sean Silvernail, Jennifer Stah, Alison Swanson, Carroll Valachovic (Treasurer), Bryana Wachowicz, Ann Wemple-Person, Tim Wiles, members of the public

A. Meeting called to order at 7:02 p.m.

B. Town Supervisor, Peter Barber

Peter Barber gave an update on Mercy Care Lane. Mercy Care Lane is a private road owned by, St. Peter's Health Partners and First Columbia. The Town of Guilderland would like to convert Mercy Care Lane to a town road rather than a private road and be accessible to through traffic. Construction on sidewalks from SEFCU to the Guilderland Public Library will begin in 2018.

C. Public Input Session: None

D. Treasurer's Report for January & February 2018 - Carroll Valachovic

MOTION: To accept the Treasurer's Report for January & February 2018 as presented

Motion by: C. Aldrich

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (7:25 p.m.)

E. Paul Mays Update

Several staff and members of the public attended the meeting. Paul Mays presented a Power Point presentation on plans for possible improvements to the Guilderland Public Library. A few questions were asked in areas such as café, shelving units, chairs, and suggested the presentation be available to the public for viewing on the website and in the library.

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46 **F. Check Register for January & February 2018**

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48 MOTION: To approve the Check Register for January & February 2018 as
49 presented

50 Motion by: C. Aldrich

51 Seconded by: B. Fraterrigo

52 Action: Motion carried unanimously (8:57 p.m.)

53 54 **Approval of NBT Bank Signatory (see attached)**

55 The individuals who are authorized to endorse checks and orders are, Timothy
56 Wiles, Margaret Garrett, Bryan Best, Herb Hennings, and Kaitlin Downey

57
58 MOTION: To approve the NBT Bank Signatory

59 Motion by: C. Aldrich

60 Seconded by: P. Hubbard

61 Action: Motion carried unanimously (9:00 p.m.)

62 63 **G. Policy Committee Chair Appointment**

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65 B. Best appointed K. Carpenter Palumbo as Chair of the Policy Committee.

66
67 MOTION: To approve the appointment of K. Carpenter Palumbo as Chair
68 of the Policy Committee

69 Motion by: H. Hennings

70 Seconded by: N. Rivas

71 Action: Motion carried unanimously (9:01 p.m.)

72 73 **H. Committee Reports:**

74 75 Buildings & Grounds/Long Range Planning Committee Report:

76 Family Danz was selected for the Heat Pumps project in the bid amount of
77 \$264,769.00.

78 MOTION: To accept Family Danz bid of \$264,769.00 for the Heat Pumps
79 project, pending the finalization of a contract

80 Motion by: C. Aldrich

81 Seconded by: J. Wright

82 Action: Motion carried unanimously (9:07 p.m.)

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84 Real Estate Transfer was successfully completed.

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Finance Committee Report:

The proposed budget draft for the 2018-2019 fiscal year was reviewed.

MOTION: To approve the 2018-2019 budget as presented

Motion by: C. Aldrich

Seconded by: P. Hubbard

Action: Motion carried unanimously (9:50 p.m.)

Audit Committee:

RFP's were reviewed and Marvin and Company was chosen to be our Auditing firm starting with fiscal year 2017-2018.

MOTION: To accept Marvin & Company as the library's auditors

Motion by: K. Downey

Seconded by: J. Wright

Action: Motion carried unanimously (9:52 p.m.)

Policy Committee Report:

Meeting Room Policy and Form has been modified to reduce the amount of pages in the policy, eliminate fees, and to simplify the policy.

Other policies that have been modified are: Anti-Harassment, Exhibits, Guidelines for Exhibits, Gift Policy, and Gift Policy Waiver.

UHLS Committee Report:

Library Advocacy Day was held on February 28, 2018. Hopefully the huge turnout will have a positive impact on the final NYS budget.

Annual Awards from UHLS will have new criteria.

Foundation Committee Report:

A fundraising event, masquerade ball will be held on Saturday, September 29, 2018. There will be two authors who will be honored that evening, Paul Grondahl and Gregory Maguire.

Naming Rights: T. Wiles was asked to research this.

I. Director's & Staff Reports for January & February 2018:

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

- Cord-cutting devices are being circulated.

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135 NYS Annual Report for 2017 was reviewed by the Board of Trustees

136

137 MOTION: To approve the Director's & Staff Reports for January &
138 February 2018 as presented

139 Motion by: C. Aldrich

140 Seconded by: H. Hennings

141 Action: Motion carried unanimously (10:37 p.m.)

142

143 MOTION: To approve the NYS Annual Report for 2017

144 Motion by: C. Aldrich

145 Seconded by: N. Rivas

146 Action: Motion carried unanimously (10:38 p.m.)

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148 **J. New Business:**

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150 GPL Plaques:

151 The Board of Trustees plaque needs to be updated. Further discussion will take
152 place at the next Board Meeting.

153

154 As of the result of the Annual Joint Meeting between the Guilderland Public
155 Library and the Guilderland Central School District, J. Wright and K. Downey
156 have volunteered to review Memorandum of Understanding (MOU).

157

158 **K. Minutes of Regular Board Meeting – January 2018:**

159

160 MOTION: To approve the Minutes of the Regular Board Meeting -
161 January 2018

162 Motion by: B. Fraterrigo

163 Seconded by: C. Aldrich

164 Abstained: J. Wright

165 Action: Motion carried (10:43 p.m.)

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167 **L. Executive Session:**

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169 MOTION: To enter Executive Session

170 Motion by: B. Fraterrigo

171 Seconded by: C. Aldrich

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

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174 MOTION: To exit Executive Session

175 Motion by: H. Hennings

176 Seconded by: B. Fraterrigo

177 Action: Motion carried unanimously (10:48 p.m.)

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179 MOTION: To accept the resignation of Kevin Bernard, Part-Time Custodial
180 Worker in Maintenance effective 1/11/18
181 Motion by: B. Fraterrigo
182 Seconded by: C. Aldrich
183 Action: Motion carried unanimously (10:49 p.m.)
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185 MOTION: To approve a raise for Jon Lorang, effective January 1, 2018
186 with an annual salary of \$47,000.00.
187 Motion by: B. Fraterrigo
188 Seconded by: C. Aldrich
189 Action: Motion carried unanimously (10:50 p.m.)
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191 MOTION: To adjourn
192 Motion by: B. Fraterrigo
193 Seconded by: J. Wright
194 Action: Motion carried unanimously (10:50 p.m.)
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196 Transcribed by Jenna Schmonsky, Library Assistant-Administration
197 Submitted by Kaitlin Downey, Secretary

**BUSINESS ACCOUNT SIGNATURE CARD ADDENDUM
DESIGNATION OF AUTHORIZED SIGNERS**

NBT Bank, N.A., 52 S. Broad Street, Norwich, NY 13815 (referred to as "Financial Institution")

Business Name: Guilderland Public Library
(referred to as "Company/Organization")

Address: 2228 Western Avenue, Guilderland, NY 12084

As an authorized representative of the above named company and according to the powers provided to me under the company/organization's depository resolution, I(we) _____ hereby authorize the individuals indicated below, to endorse checks and orders, for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution on the Account Number(s) indicated in the table below:

| Account Types - DD = Checking or Money Market, SV = Savings, TM = Time Deposit (CD) | | | | | |
|---|------|-----------|------|-----------|------|
| ACCOUNT # | TYPE | ACCOUNT # | TYPE | ACCOUNT # | TYPE |
| | DD | | DD | | |
| | SV | | DD | | |
| | DD | | | | |
| | DD | | | | |

The number of signatures required to perform these transactions is _____.

| NAME | SIGNATURE |
|------------------|-------------------------|
| Timothy Wiles | <i>Timothy Wiles</i> |
| Margaret Garrett | <i>Margaret Garrett</i> |
| Bryan Best | <i>Bryan Best</i> |
| Herb Hennings | <i>Herb Hennings</i> |
| Kaitlyn Downey | <i>Kaitlyn Downey</i> |
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This addendum supersedes the addendum dated _____, If left blank, all addendums remain in effect.

By: *Timothy Wiles* (Signature of Authorized Representative of Company) Date: 2/28/18

By: *Margaret Garrett* (Signature of Authorized Representative of Company) Date: 2.28.18

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution.
(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation.
(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation.
(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance.
(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution.

Pennsylvania: The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney.

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ 2/28/18 (date).

Attest by One Other Officer _____

Secretary _____

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) ☐ This resolution is superseded by resolution dated _____

Comments:

POWERS GRANTED continued: (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required

Table with 3 columns: Indicate A, B, C, D, E, and /or F; Description of Power; Indicate number of signatures required. Row 1: (8.) Designate authorized signers on Deposit Accounts as indicated on the Business Account Signature Card Addendum.

Form 300.108 / C / 1.2015

NBT Bank, NA - 664
 52 South Broad Street
 Norwich, NY 13815

CORPORATE AUTHORIZATION RESOLUTION

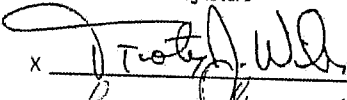
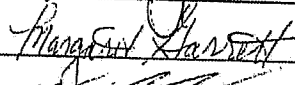
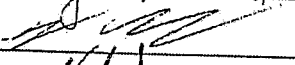
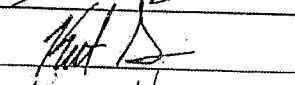
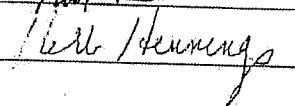
By: Guilderland Public Library
 2228 Western Avenue
 Guilderland, NY 12084-5713

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Kaitlin Downey, certify that I am Secretary (clerk) of the above named corporation organized under the laws of New York State, Federal Employer I.D. Number 14-1471790, engaged in business under the trade name of Guilderland Public Library, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 03/15/2018 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

| Name and Title or Position | Signature | Facsimile Signature (if used) |
|--|--|-------------------------------|
| A. <u>Timothy Wiles, Director</u> | X  X | X _____ |
| B. <u>Margaret Garrett, Assistant Director</u> | X  X | X _____ |
| C. <u>Bryan Best, Board President</u> | X  X | X _____ |
| D. <u>Kaitlin Downey, Board Secretary</u> | X  X | X _____ |
| E. <u>Herb Hennings, Board Vice President</u> | X  X | X _____ |
| F. _____ | X _____ X | X _____ |

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

| Indicate A, B, C, D, E, and/or F | Description of Power | Indicate number of signatures required |
|----------------------------------|--|--|
| <u>A,B,C,D,E</u> | (1) Exercise all of the powers listed in this resolution. | _____ |
| <u>A,B,C</u> | (2) Open any deposit or share account(s) in the name of the Corporation. | _____ |
| <u>A,B,C,D,E</u> | (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. | _____ |
| <u>N/A</u> | (4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness. | _____ |
| <u>N/A</u> | (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. | _____ |
| <u>N/A</u> | (6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution. | _____ |
| <u>N/A</u> | (7) Other _____ | _____ |

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the various methods used to collect and analyze data. This includes both primary and secondary research techniques. The primary research involves direct observation and interviews, while secondary research involves analyzing existing data sources.

The third section focuses on the statistical analysis of the collected data. It describes the use of various statistical tests to determine the significance of the findings. The author also discusses the limitations of these tests and the need for careful interpretation of the results.

Finally, the document concludes with a summary of the key findings and their implications. It suggests that the data collected provides strong evidence for the hypotheses tested. The author also offers some practical recommendations based on the research findings.