

Approved 5/10/18

Guilderland Public Library
Board of Trustees Meeting
7:00 p.m.
April 12, 2018

Trustees Present: Chris Aldrich, Bryan Best, Kaitlin Downey,
Barbara Fraterrigo, Herb Hennings, Karen Carpenter Palumbo,
Nareen Rivas, Michelle Viola-Straight, Carolyn Williams, Jason D. Wright

Absent: Peter Hubbard

Also Present: Mark Curiale, Margaret Garrett, David Gilliom, Mike Marcantonio,
Roseanne Marcantonio, Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer)
(arrived at 8:20 p.m.), Tim Wiles

A. Meeting called to Order at 7:00 p.m.

B. Public Input Session: None

C. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

The contract with Family Danz for the Heat Pumps project has been signed. Work will start in May 2018. The Board discussed sub-contracting with ME Engineering at a rate of \$135.00/hour on an AdHoc basis as needed for completing paperwork.

MOTION: For the Guilderland Public Library to sub-contract with ME Engineering at a rate of \$135.00/hour on an AdHoc basis

Motion by: B. Fraterrigo

Seconded by: K. Carpenter Palumbo

Action: Motion carried unanimously (7:09 p.m.)

Paul Mays presented possible renewal plans for the Guilderland Public Library to the public on April 11, 2018. Two sessions were given and the feedback was mostly positive.

Policy Committee Report:

Four policies have been revised, Anti-Harassment, Exhibits, Gifts, and the Meeting Room Policy & Form.

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46 MOTION: To approve policies as presented
47 Motion by: C. Aldrich
48 Seconded by: C. Williams
49 Action: Motion carried unanimously (7:33 p.m.)
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51 The Policy Committee will discuss video conferencing for Board Meetings.
52

53 UHLS Committee Report: 54

55 The UHLS Board met on April 11, 2018. There are 4 terms coming to an end.
56

57 Library Advocacy Day was successful. There was a \$5 million increase in
58 library aid and the library infrastructure side gained a \$20 million increase.
59

60 The Library of Congress has a surplus book donation program.
61

62 Member libraries are asked to submit their 2017 Annual Library Reports to
63 UHLS.
64

65 The UHLS Annual Dinner is scheduled on June 19, 2018 at the Hilton Garden
66 in Troy, NY.
67

68 The Guilderland Public Library and UHLS will be participating in the Capital
69 Pride Parade on June 10, 2018.
70

71 Foundation Committee Report: 72

73 Planning for the 2018 Gala on September 29th is underway.
74

75 **D. Director's & Staff Reports for March 2018** 76

77 T. Wiles highlighted the following:
78

- 79 • Updated the Board on Paul Mays project.
80
- 81 • Andrea Buchanan author event was successful, collaboration with NYS
82 Writer's Institute.
83
- 84 • Paul Grondahl and Gregory Maguire will be the two honorees at the 2018
85 Gala.
86
- 87 • Cord-cutting devices are a success.
88
- 89 • Tax season with AARP was successful this year.

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- 90 • Programming continued to be very successful.
- 91
- 92 • There are two new self-checkout machines. One in the circulation area and
- 93 the other in the children's department.
- 94
- 95 • Open Plus – Looking at software which would allow portions of the
- 96 building to be open even while not staffed. For example, hold pick up from
- 97 7:00 – 10:00 a.m.
- 98
- 99 • Going Green Globally (G3) – Intensive work will be in mid-May.

100
101 MOTION: To accept Director's & Staff Reports for March 2018 as
102 presented

103 Motion by: C. Aldrich

104 Seconded by: H. Hennings

105 Action: Motion carried unanimously (7:59 p.m.)

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107

E. New Business

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Narcan training will be provided to staff.

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B. Best suggested hiring a media consultant to help with library renewal. Staff cannot advocate.

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T. Wiles, B. Best, and C. Aldrich visited Assembly member, Pat Fahy and Senator George Amedore to discuss library renewal. Both are enthusiastic.

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F. Old Business

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Memorandum of Understanding (MOU) is in process.

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121

Carolyn Williams, Guilderland Public Library Board of Trustee has notified the Board of her resignation:

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123

124

April 9, 2018

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Dear Bryan and Fellow Board Members,

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128

It is with sincere regret that I am unable to complete my term of office due to personal health and impaired vision. I am rendering my resignation effective April 13, 2018.

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I have appreciated the opportunity to serve the library and the community in this way. I have enjoyed working with you and will miss you all.

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134 Sincerely,
135 Carolyn Williams

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137 **G. Minutes of Regular Board Meeting – March 2018:**

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139 MOTION: To approve the Minutes of the Regular Board Meeting -
140 March 2018

141 Motion by: B. Fraterrigo

142 Seconded by: C. Aldrich

143 Abstained: K. Carpenter Palumbo, M. Viola-Straight, C. Williams

144 Action: Motion carried (8:25 p.m.)

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146 **H. Treasurer’s Report & Check Register for March 2018 - Carroll** 147 **Valachovic**

148

149 MOTION: To accept the Treasurer’s Report for March 2018 as presented

150 Motion by: C. Williams

151 Seconded by: K. Carpenter Palumbo

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

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154 MOTION: To accept the Check Register for March 2018 as presented

155 Motion by: C. Williams

156 Seconded by: C. Aldrich

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

158

159 C. Valachovic requested direction from the Board on treasurer role.

160

161 **I. Executive Session:**

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163 MOTION: To enter Executive Session

164 Motion by: C. Williams

165 Seconded by: N. Rivas

166 Action: Motion carried unanimously (8:36 p.m.)

167

168 MOTION: To exit Executive Session

169 Motion by: C. Williams

170 Seconded by: N. Rivas

171 Action: Motion carried unanimously (8:49 p.m.)

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176 MOTION: To approve the appointment of Mike Baggett, Part Time
177 Custodial Worker in Maintenance at a pay rate of \$14.28 per hour, effective
178 3/27/18
179 Motion by: B. Fraterrigo
180 Seconded by: M. Viola-Straight
181 Action: Motion carried unanimously (8:50 p.m.)
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183 MOTION: To adjourn
184 Motion by: C. Williams
185 Seconded by: K. Carpenter Palumbo
186 Action: Motion carried unanimously (8:51 p.m.)
187
188 Transcribed by Jenna Schmonsky, Library Assistant-Administration
189 Submitted by Kaitlin Downey, Secretary