

Approved 5/16/19

Guilderland Public Library
Board of Trustees Meeting
April 18, 2019

Trustees Present: Bryan Best, Kaitlin Downey, Barbara Fraterrigo (arrival 7:06 p.m.), Herb Hennings, Peter Hubbard, Mike Marcantonio (arrival 8:04 p.m.), Barry Nelson, Karen Carpenter Palumbo, Nareen Rivas (arrival 7:05 p.m.), Jason Wright

Absent: Chris Aldrich

Also Present: Margaret Garrett, Carol Kott, Luanne Nicholson, Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer), Tim Wiles

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

B. Public Input Session: No comments

**C. Treasurer's Report for March 2019 & Check Register for April 2019
(Carroll Valachovic)**

MOTION: To Accept the Treasurer's Report for March 2019 & Check Register for April 2019

Motion by: K. Downey

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:05 p.m.)

D. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

T. Wiles and L. Nicholson have been working diligently on speaking to community groups about library renewal.

Public meetings – T. Wiles met with several community groups and has a few more scheduled prior to May 21, 2019 vote.

Discussion on informing Guilderland residents on library renewal

MOTION: To mail information packet similar to the one presented on Guilderland Library renewal plan to approximately 12,000 Guilderland School District registered voters (**see sample attached**)

Motion by: K. Carpenter Palumbo

Seconded by: B. Nelson

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

Approved 5/16/19

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Personnel/Labor Management Report:

Background check for new employees is an issue for collective bargaining. Subject will be discussed at next Labor Management meeting.

Policy Committee Report:

Working on rescheduling a meeting

UHLS Committee Report:

H. Hennings highlighted the following:

- UHLS Annual Dinner – June 12, 2019. Various awards will be given.
- Assembly budget released – less money going to libraries
- MyCard

Foundation Report:

Submit Ads in newspaper to promote library renewal

Former employee Laura Graffeo will help with publicity related to referendum effort.

The Foundation will cover cost of the telescopes to add to the library gadget collection.

Author event, Art Shamsky will be May 18, 2019 at 2:00 p.m.

Fundraising Committee Report:

Fundraising for library renewal is in progress.

E. Director & Staff Reports for March 2019

T. Wiles highlighted the following:

- Baby Bags
- Family in need/great community response
- 1,000 books before kindergarten

Approved 5/16/19

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- Free faxing service
- PC Repair for Guilderland Historical Society
- Self-checkout machines

MOTION: To Accept the Director & Staff Reports for March 2019

Motion by: P. Hubbard

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (8:18 p.m.)

F. New Business:

Board of Trustee, C. Aldrich will be resigning as of May 31, 2019.

(see attached)

Security training for staff will take place on April 30, 2019 and May 1, 2019 from 8:00 a.m. – 10:00 a.m. T. Wiles suggests to the board that the library opens at 10:00 a.m. on those days.

MOTION: To open the library at 10:00 a.m. on April 30, 2019 and May 1, 2019 for staff to complete training

Motion by: K. Downey

Seconded by: H. Hennings

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

Substitute Librarian – 20 hours / week

MOTION: To Approve temporary substitute librarian for up to 20 hours per week as needed

Motion by: K. Carpenter Palumbo

Seconded by: M. Marcantonio

In Favor: B. Best, K. Downey, B. Fraterrigo, H. Hennings, P. Hubbard,

M. Marcantonio, K. Carpenter Palumbo, N. Rivas, J. Wright

Opposed: B. Nelson

Action: Motion passed (8:29 p.m.)

T. Wiles informed the board on future town developments that may impact the library; Winding Brook Drive 52 units, Winding Brook Commons, Beacon Development 65 units on Mercy Care Lane.

Sidewalks on Route 20 are in the design stage – will go to bid in late fall/early winter – construction to start in spring of 2020 – Town receives Federal money for this.

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137 **G. Old Business:**

138 Discussion on System-wide MyCard

139 MOTION: To Postpone issuing MyCard for 1 year

140 Motion by: J. Wright

141 Seconded by: B. Fraterrigo

142 In Favor: K. Downey, B. Fraterrigo, H. Hennings, P. Hubbard, J. Wright

143 Opposed: B. Best, M. Marcantonio, B. Nelson, K. Carpenter Palumbo,
144 N. Rivas

145 Action: Tie vote – motion defeated (8:56 p.m.)

146 MOTION: To Issue MyCard

147 Motion by: B. Nelson

148 Seconded by: K. Carpenter Palumbo

149 In Favor: B. Best, M. Marcantonio, B. Nelson, K. Carpenter Palumbo,
150 N. Rivas

151 Opposed: K. Downey, B. Fraterrigo, H. Hennings, P. Hubbard, J. Wright

152 Action: Tie vote – motion defeated (8:56 p.m.)

153 MOTION: To Postpone MyCard discussion until new board

154 Motion by: B. Best

155 Seconded by: K. Carpenter Palumbo

156 Abstained: B. Nelson

157 Action: Motion passed (8:57 p.m.)

158 **H. Minutes of Budget Hearing on 2019-2020 Budget – March 21, 2019**

159 MOTION: To Approve Minutes of Budget Hearing on 2019-2020 Budget –
160 March 21, 2019

161 Motion by: B. Nelson

162 Seconded by: B. Fraterrigo

163 Abstained: P. Hubbard, K. Carpenter Palumbo

164 Action: Motion carried (9:00 p.m.)

165 **I. Minutes of Regular Business Meeting – March 21, 2019**

166 MOTION: to Approve Minutes of Regular Business Meeting –
167 March 21, 2019

168 Motion by: B. Nelson

169 Seconded by: B. Fraterrigo

170 Abstained: P. Hubbard, K. Carpenter Palumbo

171 Action: Motion carried (9:00 p.m.)

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Approved 5/16/19

J. Executive Session

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MOTION: To Enter Executive Session to discuss personal matters

Motion by: P. Hubbard

Seconded by: J. Wright

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

MOTION: To postpone action on Management Confidential contracts until the next board meeting so the Personnel Committee can review the presented contracts

Motion by: B. Nelson

Seconded by: J. Wright

Action: Motion carried unanimously (9:19 p.m.)

MOTION: To Approve the following appointments and accept the resignations as presented

Appointments of:

Dennis Pasquarell, Part-Time Custodial Worker in Maintenance

Department effective April 8, 2019 at \$14.57/hour, 12 hours per month

Bridget Bellanger, Part-Time Page in Access Services Department effective April 10, 2019 at \$11.10/hour, 12 hours per week

Le'Everett (Sean) Cade, Part-Time Custodial Worker (substitute) in Maintenance Department effective April 10, 2019 at \$14.57/hour, 10 hours per week

Nicole DiGrado, Part-Time Page in Access Services Department effective April 17, 2019 at \$11.10/hour, 8 hours per week

Resignations of:

Laura Graffeo, Part-Time Page in Access Services Department effective April 12, 2019

Bridget Bellanger, Part-Time Page in Access Services Department effective April 18, 2019

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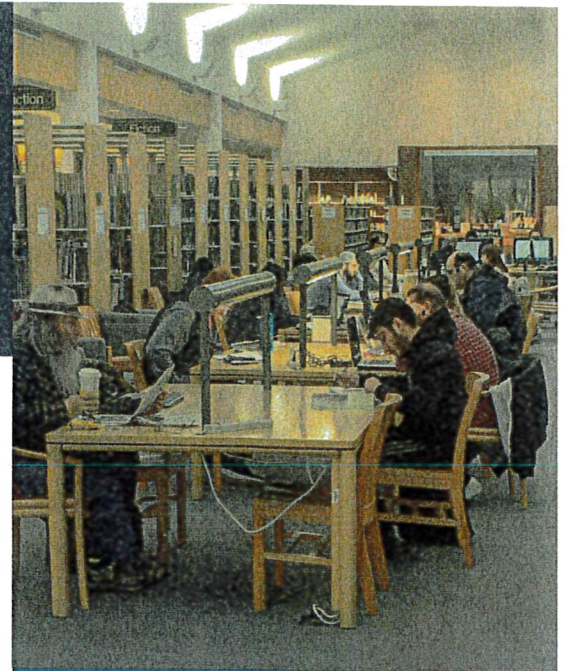
225 Motion by: K. Downey
226 Seconded by: P. Hubbard
227 Action: Motion carried unanimously (9:23 p.m.)
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229 MOTION: To Exit Executive Session
230 Motion by: K. Carpenter Palumbo
231 Seconded by: P. Hubbard
232 Action: Motion carried unanimously (9:24 p.m.)
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234 MOTION: To Adjourn
235 Motion by: B. Fraterrigo
236 Seconded by: H. Hennings
237 Action: Motion carried unanimously (9:26 p.m.)
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239 Transcribed by J. Schmonsky, Administrative Assistant
240 Submitted by K. Downey, Secretary



GUILDERLAND PUBLIC LIBRARY

LIBRARY RENEWAL PLAN

Serving More, Doing More



The Plan

Following 18 months of careful planning incorporating 2,108 survey results and collaboration with Butler Rowland Mays LLP, a local architecture firm specializing in libraries, this proposal addresses:

1) Key Safety Concerns

- install a sprinkler system
- reconfigure the parking lot
- add 57 parking spaces
- move drive-up book drop
- ensure ADA compliance

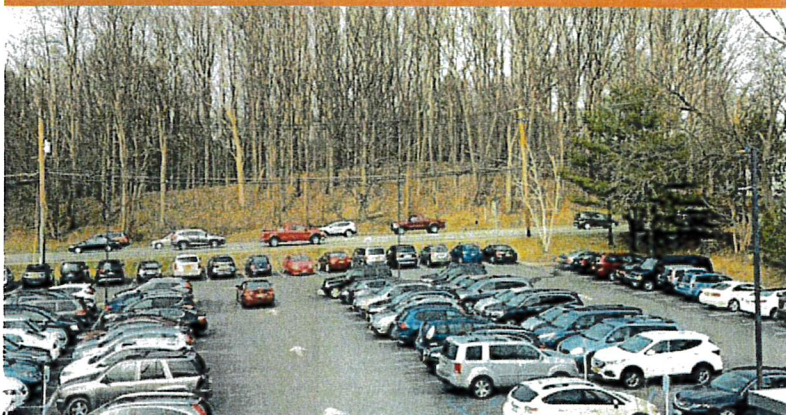
2) Additional Space (+6,400 SF)

- children's programming area
- dedicated teen room
- meeting, event and study rooms
- flexible multi-use area
- coffee shop / used bookstore outsourced as a revenue stream
- more family restrooms

No additional staff will be needed.

We're busier than ever! A total of 217,922 people visited Guilderland Public Library last year. Patrons checked out 513,080 items...23,871 people attended 775 programs...and 25,440 hours were logged on our computers. Our parking lot is often full, as is the overflow lot. We open earlier at 9:30 a.m. Monday-Saturday to meet growing demand. Children's programs must be conducted in adult rooms, and sometimes adult programs must be moved offsite to school auditoriums. **We are simply out of space.**

For many homeowners, it will cost less than \$1 per week to serve you better. Vote May 21st.



Q: WHAT IS THE LIBRARY RENEWAL PROJECT?

Following a meticulous 18-month planning process, we have formulated this proposed plan to address both current and future community needs:

- extensive public input, including 2,108 survey respondents
- ongoing collaboration between library staff, trustees, our foundation, and volunteers
- consultation with Butler Rowland Mays LLP, a Ballston Spa architecture firm specializing in libraries

Q: WHAT ARE THE GOALS?

Renovation of the existing library space, which is over a quarter-century old, to accommodate increasing demand, bolster safety, and expand **crowded children's and teen spaces**:

- reconfiguring the parking lot for enhanced safety and adding 57 spaces; moving drive-up book drop to a safer location (25% of survey respondents)
- incorporating a coffee shop / used bookstore and outsourcing its operation (22%)
- adding meeting, event and study space, including flexible multi-use areas (15%)
- expanding children's programming space and creating a dedicated teen room (10%)
- implementing necessary safety upgrades: sprinkler system installation; ADA compliance

Q: HOW MANY MORE EMPLOYEES WOULD THE LIBRARY NEED TO HIRE?

Zero. The size of our staff will not grow as a result of this project. It simply gives our patrons more room to enjoy the library.

Q: IF APPROVED, WHEN WOULD CONSTRUCTION BEGIN?

We anticipate groundbreaking in late spring of 2020.

Q: WHEN DO WE VOTE ON THIS?

We encourage all residents to vote on this bond referendum, as well as our annual budget and trustee openings, **Tuesday, May 21st at your local elementary school.**

Please contact Library Director Tim Wiles with questions:
518.456.2400 x 113 or wilest@guilderlandlibrary.org
<https://guilderlandlibrary.org/get-to-know-us/places/renewal/>

Q: WHAT IS THE TOTAL COST?

The exact cost of this project totals \$8,353,698. The Library has earmarked \$1.4 million toward the project, and \$6,953,698 is proposed in a bond referendum for voter approval. We've also embarked on a targeted fundraising campaign, including seeking donors for naming rights.

Assemblywoman Pat Fahy has recommended a \$250,000 legislative grant to help fund our present and future building needs. Over the past five years, both she and Senator George Amedore have worked to secure over \$315,000 in state funding to make critical improvements, including a new roof, LED lighting, HVAC upgrades, loading dock, electronic sign, and critical safety and security improvements.

Q: HOW MUCH WILL IT COST TAXPAYERS?

The bond to fund this project will be secured by Guilderland Central School District during next year's budget process. The length of the term will determine the actual cost. With a 20-year bond term at \$12.30 per \$100,000 assessed value, the annual household cost for a \$300,000 home would be \$36.90. For many homeowners, it will be less than \$1 per week.

Less than \$1 / week for many.

Guilderland Public Library Stats

Consumer demand has exploded since our building's 1992 inception:

	1992	2019	INCREASE
Registered Borrowers	13,046	16,358	+25.39%
Materials Checked Out	132,815	513,080	+286.31%
Patrons Served	76,544	217,922	+184.70%
Reference Q & A	6,322	37,773	+497.48%
Programs Offered	very little	775	post-1992
Program Attendance	very little	23,871	post-1992
Patron Computer Hours	very little	25,440	post-1992
Guilderland Population	30,219	36,171	+19.70%

The need for more space is evident. Yet this proposal is more modest than the 2012 plan: about 6,000 Square Feet less and \$4.6 million less.

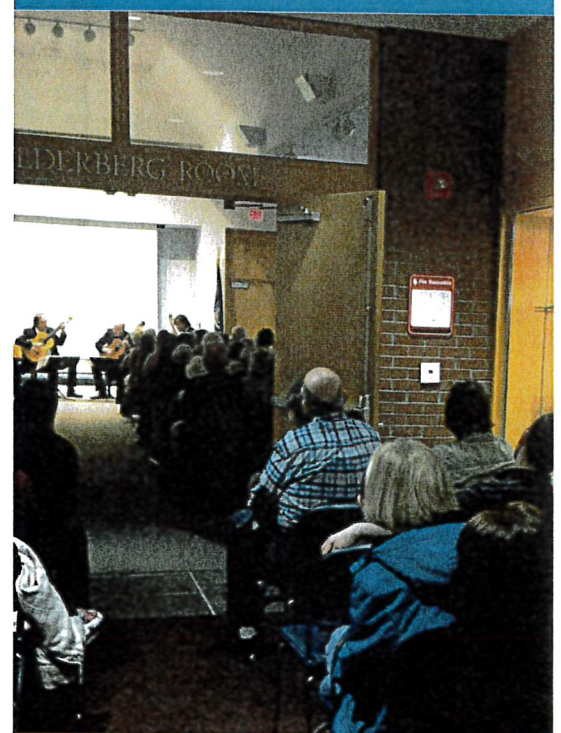
**Program attendance keeps growing!
Our 1992 building needs to keep up.**



Guilderland Public Library is over a quarter-century old, and operating well beyond its original design capacity. There is no room to expand the collection, meet existing programming needs, provide adequate space for children and teens, and accommodate demand for meeting, study or reading spaces. We want to answer these needs! **Please vote May 21.**

Library of Things

- WiFi hotspots * folding tables
- Go Pro cameras * Echo Dots
- fishing poles & licenses
- Apple TV * CPR training kit
- metal detectors * baking supplies
- 3-D virtual reality headsets
- automotive code readers
- Fire TV Sticks * Roku
- wheelchairs & walkers
- power banks * storytime kits
- birthday in a backpack kits
- museum passes to 26 locations
- ukuleles * telescopes
- ...and more!

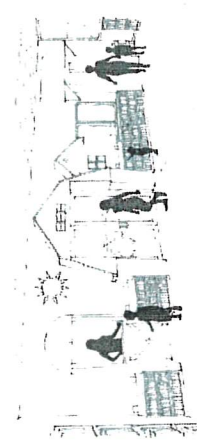


Quite often, our largest event room isn't large enough. If the event can't be moved to a school auditorium, attendees must sit in the hallway.

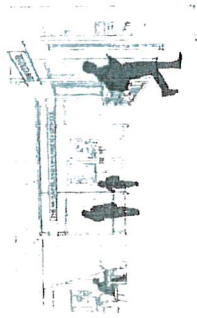
GUILDERLAND PUBLIC LIBRARY ADDITION AND RENOVATIONS



① CHILDREN'S CENTER - FEATURE AREA



② CHILDREN'S CENTER - FEATURE WALL



③ CHILDREN'S CENTER ENTRY



④ FEATURE AREA 12



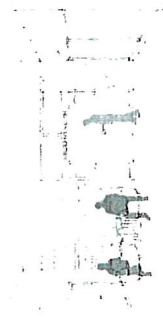
⑤ CHILDREN'S CENTER - CIRCULATION DESK & COMPUTERS



⑥ CHILDREN'S CENTER - YOUTH READING AREA



⑦ MOBILE KIOSK & MEETING ROOM WAITING AREA



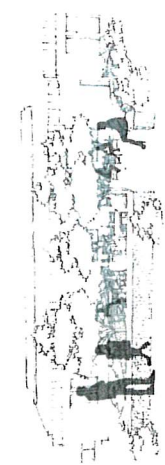
⑧ MEETING ROOM WAITING AREA



⑨ FEATURE AREA 11



⑩ LIBRARY SHINE



⑪ CAFE LOUNGE - OUTDOOR PATIO



⑫ HONOR RECOGNITION WALL

Christopher R. Aldrich, Esq.
3547 E. Lydius Street
Schenectady, NY 12303
(518) 859-7191

Tim Wiles, Director
Bryan Best, Board President
Guilderland Public Library
2228 Western Avenue
Guilderland, NY 12084

Re: Resignation as of 5/31/19

Tim and Bryan,

I hereby resign from the Guilderland Public Library Board of Trustees, effective May 31, 2019. I am moving out of the Town of Guilderland, so I have no choice but to resign. It has been a pleasure to serve on the Board over the past nine years. I will cherish the relationships I have formed for the rest of my life.

Sincerely,



Christopher R. Aldrich

