

# Approved 7/24/18

Guilderland Public Library  
Board of Trustees Meeting  
7:00 p.m.  
June 14, 2018

**Trustees Present:** Chris Aldrich, Bryan Best, Barbara Fraterrigo, Herb Hennings,  
Peter Hubbard, Barry Nelson, Nareen Rivas, Jason D. Wright

**Absent:** Kaitlin Downey, Karen Carpenter Palumbo, Michelle Viola-Straight

**Also Present:** Mark Curiale, Margaret Garrett, David Gilliom, Carol Kott, Kim LaPlant,  
Mike Marcantonio, Roseanne Marcantonio, Jenna Schmonsky, Sean Silvernail,  
Carroll Valachovic (Treasurer), Ann Wemple-Person, Tim Wiles

A. Meeting called to Order at 7:01 p.m.

**B. Oath of Office administered to Barry Nelson, Trustee for 1 year term,  
expiring June 2019, by Bryan Best.**

MOTION: To appoint Barry Nelson as Trustee  
Motion by: C. Aldrich  
Seconded by: J. Wright  
Action: Motion carried unanimously (7:04 p.m.)

C. Public Input Session: None

**D. Treasurer's Report & Check Register for May 2018 – Carroll Valachovic**

MOTION: To adopt the Treasurer's Report for May 2018  
Motion by: B. Fraterrigo  
Seconded by: P. Hubbard  
Action: Motion carried unanimously (7:09 p.m.)

MOTION: To accept the Check Register for May 2018  
Motion by: B. Fraterrigo  
Seconded by: C. Aldrich  
Action: Motion carried unanimously (7:10 p.m.)

E. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

Mercy Care Lane update

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45 Grant possibilities include low flow toilets, sound system and loop, cell phone  
46 booster, and water fountains.

47  
48 Heat Pumps update: The new building management system will be installed  
49 first followed by the heat pumps. There will be two HVAC systems running  
50 concurrently during installation.

51  
52 Design Steering Committee Status: B. Best plans to create an AdHoc  
53 construction committee for the Paul Mays project.

54  
55 Finance Committee Report:

56  
57 The Finance Committee delegated David Gilliom to conduct regular bank  
58 reconciliations. Carroll Valachovic, Treasurer of the Board of Trustees will  
59 oversee the reconciling and review the records periodically.

60  
61 David Gilliom and Carol Kott are working on a more efficient balance sheet.

62  
63 Policy Committee Report:

64  
65 Policy revisions to: Rules, Rules of Public Behavior, Intellectual Freedom, and  
66 Procedure for Complaints are ready to present to committee.

67  
68 UHLS Committee Report:

69  
70 No report in lieu of UHLS Trustee Dinner June 19.

71  
72 Foundation Committee Report:

73  
74 Due to unforeseen circumstances, the Davey Johnson event has been cancelled.

75  
76 Board was reminded to join the Honorary Committee for the Gala as soon as  
77 possible.

78  
79 Tickets for the 2018 Masquerade Ball Gala on September 29, 2018 will go on  
80 sale to the public on June 15, 2018 at \$75.00 each. A link on the website will be  
81 created.

82  
83 **F. Director's & Staff Reports for May 2018**

84  
85 T. Wiles highlighted the following:

- 86  
87
  - Budget Vote was successful with 69% approval

88

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- 89 • Staff Development Day
- 90
- 91 • G3 (Going Green Globally)
- 92
- 93 • Route 20 Sidewalks will likely be installed in August 2018
- 94
- 95 • Star Wars trivia was successful
- 96
- 97 • Self-Checkout machines
- 98

99 MOTION: To accept the Director's & Staff Reports for May 2018

100 Motion by: C. Aldrich

101 Seconded by: H. Hennings

102 Action: Motion carried unanimously (8:03 p.m.)

## 103 G. New Business

104

105

106 The Guilderland Public Library received three thank you notes from students

107 with special needs who worked with Lisa Pitkin in the Collection Services

108 Department.

109

110 New adult library cards were created by a few staff members from the

111 Circulation Department.

112

113 Annual Calendar: T. Wiles proposed to the Board that there was a suggestion

114 from staff that it may be wise to close on Fridays at 6 p.m. and open earlier than

115 10 a.m. during the weekdays. The Board is requesting statistics for the July

116 Board meeting.

## 117 H. Old Business

118

119

120 Board Meeting Schedule: T. Wiles recommends the meetings to be held on the

121 third Thursday of the month starting 2018-2019 fiscal year. The proposed time

122 will be 6:30 p.m. rather than 7:00 p.m. This decision will be made at the July

123 24, 2018 Board Meeting.

124

125 T. Wiles suggests going fine free for kids. The Board is studying the issue.

## 126 I. Minutes of May 2018 Board Meeting:

127

128

129 MOTION: To accept the Minutes of May 2018 Board Meeting as presented

130 Motion by: C. Aldrich

131 Seconded by: J. Wright

132 Abstained: P. Hubbard, B. Nelson

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133 Action: Motion carried (8:45 p.m.)

134

135 **J. Executive Session:**

136

137 MOTION: To enter Executive Session

138 Motion by: P. Hubbard

139 Seconded by: J. Wright

140 Action: Motion carried unanimously (8:45 p.m.)

141

142 MOTION: To accept the following Personnel Actions as presented

143

144 To accept the resignation of Liubov Matvienko, Full Time Library Clerk in

145 Access & Collection Services Department effective June 13, 2018 and

146 Aditya Kattuboina, Part Time Library Page in Access & Collection Services

147 Department effective June 19, 2018

148

149 To accept the retirement of Margaret Lanoue, Part Time Librarian in

150 Programming & Public Services effective June 19, 2018

151

152 To approve the appointment of Jenna Schmonsky, Permanent Full Time

153 Administrative Assistant (Libraries) effective May 17, 2018 and

154 Bethany (Seth) Strock, Full Time Library Clerk effective June 11, 2018

155

156 Motion by: C. Aldrich

157 Seconded by: J. Wright

158 Abstained: B. Nelson

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

160

161 MOTION: To exit Executive Session

162 Motion by: P. Hubbard

163 Seconded by: B. Nelson

164 Action: Motion carried unanimously (9:21 p.m.)

165

166 MOTION: To adjourn

167 Motion by: P. Hubbard

168 Seconded by: B. Nelson

169 Action: Motion carried unanimously (9:21 p.m.)

170

171 Transcribed by Jenna Schmonsky, Administrative Assistant

172 Submitted by Nareen Rivas, Acting Secretary