

# Approved 9/13/18

1 Guilderland Public Library  
2 Annual Business Meeting  
3 6:30 p.m.  
4 July 24, 2018  
5

6 **Trustees Present:** Christopher Aldrich, Bryan Best, Kaitlin Downey, Herb Hennings,  
7 Michael Marcantonio, Barry Nelson, Nareen Rivas  
8

9 **Absent:** Barbara Fraterrigo, Peter Hubbard, Karen Carpenter Palumbo, Jason Wright  
10

11 **Also Present:** Mark Curiale, Margaret Garrett, David Gilliom, Carol Kott, Kim LaPlant,  
12 Roseanne Marcantonio, Jenna Schmonsky, Sean Silvernail, Carroll Valachovic  
13 (Treasurer), Tim Wiles  
14

15 A. Meeting called to Order at 6:30 p.m.  
16

17 B. Oath of Office administered to Michael Marcantonio and Nareen Rivas,  
18 Trustees for 5 year terms, expiring June 2023, by Bryan Best  
19

## 20 C. Election of New Board Officers

21

22 MOTION: To elect the slate of Board Officers - President, Vice President,  
23 and Secretary:

24 President – Bryan Best

25 Vice President – Herb Hennings

26 Secretary – Kaitlin Downey

27 Motion by: C. Aldrich

28 Seconded by: B. Nelson

29 Action: Motion carried unanimously (6:32 p.m.)  
30

31 MOTION: To appoint Carroll Valachovic as Treasurer

32 Motion by: C. Aldrich

33 Seconded by: K. Downey

34 Action: Motion carried unanimously (6:33 p.m.)  
35

36 MOTION: To accept committee assignments for the 2018-2019 Fiscal Year  
37 (see attached)

38 Motion by: K. Downey

39 Seconded by: C. Aldrich

40 Action: Motion carried unanimously (6:35 p.m.)  
41

42 D. Oath of Office administered to Carroll Valachovic, Board Appointed Treasurer,  
43 by Bryan Best. 1 year term expiring June 2019.  
44  
45

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## E. Annual Authorizations and Resolutions

MOTION: To accept the 2018-2019 Annual Board Authorizations as presented:

**Library Attorneys**  
Girvin & Ferlazzo

**Library Insurance Broker**  
Ten Eyck Insurance and Marshall & Sterling

**Library Auditors**  
Marvin & Company

**Official Newspaper**  
The Altamont Enterprise

### **Board Meeting Dates**

- Regular Board Meetings – To Be Determined
- Special meetings – as needed

### **Authorizations**

- A petty cash fund of \$535.00 is established
- The Fiscal Officer and the Library Director are authorized to enter into an agreement with NBT Bank and/or Cap Com Federal Credit Union for electronic transfers of funds between library accounts
- The Board authorizes payment of some time-sensitive bills by hand drawn check or electronic payment between board meetings

Motion by: C. Aldrich

Seconded by: M. Marcantonio

Action: Motion carried unanimously (6:36 p.m.)

MOTION: To approve the following 2018 Annual Resolutions:

Motion to accept the resolution that the Board shall approve claims prior to payment in accordance with the claims approval procedure of the Library and that such approval shall be documented in the Board minutes. Claims for public utility services, freight and express, payroll, postage and associated expenses, and certain other expenses may be paid upon the

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90 approval of the Director or Assistant Director, prior to the approval by the  
91 Board. All such claims shall be presented at the next regularly scheduled  
92 Board meeting for audit and approval by the Board. This Resolution shall  
93 be effective immediately.

94  
95 Motion by: H. Hennings

96 Seconded by: B. Nelson

97 Action: Motion carried unanimously (6:39 p.m.)  
98

99 MOTION: Motion to accept the resolution that, to the extent permitted by  
100 law and regulation, for any month in which no meeting of the Trustees is  
101 scheduled to occur, the Board delegates its authority to the President or other  
102 Officer to audit and approve payment of those claims for which costs will be  
103 incurred as a result of payment in an untimely manner. All such claims shall  
104 be presented at the next regularly scheduled Board meeting for audit and  
105 approval by the Board. This Resolution shall be effective immediately.

106  
107 Motion by: K. Downey

108 Seconded by: M. Marcantonio

109 Action: Motion carried unanimously (6:39 p.m.)  
110

111 F. Each Trustee reviewed and signed policies relating to Code of Ethics, Conflict  
112 of Interest, and Whistleblower.

113  
114 G. Annual reports given by Committee Chairpersons (See attached):  
115

- 116 - Finance
- 117 - Personnel Labor Management
- 118 - UHLS
- 119 - Policy

120  
121 MOTION: To adjourn

122 Motion by: N. Rivas

123 Seconded by: B. Nelson

124 Action: Motion carried unanimously (6:46 p.m.)  
125

126 Transcribed by J. Schmonsky, Administrative Assistant

127 Submitted by K. Downey, Secretary



**Guilderland Public Library  
COMMITTEES 2018-2019**

**Building and Grounds**

**Long Range Planning**

J. Wright, Chair  
K. Downey  
M. Marcantonio  
B. Nelson  
N. Rivas

**Finance**

C. Aldrich, Chair  
K. Downey  
B. Fraterrigo  
P. Hubbard  
J. Wright

**Audit**

C. Aldrich, Chair  
J. Wright  
Neel Banerjee  
Alex Zhang

**Guilderland Library Foundation Liaison**

C. Aldrich

**Ex Officio**

B. Best, President  
T. Wiles, Director

**Personnel**

**Labor Management**

H. Hennings, Chair  
K. Carpenter Palumbo  
B. Fraterrigo  
B. Nelson  
N. Rivas

**Policies**

K. Carpenter Palumbo, Chair  
K. Downey  
P. Hubbard  
M. Marcantonio  
B. Nelson

**Nominating**

B. Fraterrigo, Chair  
C. Aldrich  
P. Hubbard

**UHLS Liaison**

H. Hennings

**Design Steering Committee for**

**GPL Renewal**

C. Aldrich, Chair  
M. Marcantonio  
N. Rivas  
J. Wright

## GPL Board Annual Meeting – Finance Committee Report

Committee Name	Finance Committee
Date of Annual Meeting	July 24, 2018 – 6:30 pm
Committee Trustees	Chris Aldrich (Chair), Kaitlin Downey, Barbara Fratterigo, Peter Hubbard and Jason Wright
Other Regular Attendees	Carol Kott, Margaret Garrett, Tim Wiles
	<p>The Committee met in September <del>2018</del><sup>2017</sup> and took the following actions: Recommended that the Board approve the Financial Statements and Letters as presented by Teal Becker; Recommended CD laddering to the Board; and Recommended that the Board direct the payment of the tax bills on the two lots owned by GPL that are east of the library.</p> <p>The committee finalized and approved for recommendation to the full Board the budget for 2018-2019, based upon the levy number determined by Carol Kott of \$3,806, 276.</p> <p>The committee met on June 14, 2018 to discuss the role of Treasurer.</p> <p>Respectfully submitted by Chris Aldrich</p>

**GPL Board Annual Meeting – Audit RFP Review Committee Report**

Committee Name	Audit RFP Review Ad Hoc Committee
Date of Annual Meeting	July 24, 2018 – 6:30 pm
Committee Members	Chris Aldrich, Carol Kott, and Alex Zhang
Others Attending	N/A
	<p>The committee reviewed and discussed the four separate RFPs that had been submitted. It was recommended by the committee that we retain the accounting services of Marvin &amp; Company.</p> <p>Respectfully submitted by Chris Aldrich</p>

Annual report of the Guilderland Library Board Personnel and Labor Management  
Committee

The Personnel and Labor Management Committee is comprised of Chairman Herb Hennings and members Karen Carpenter-Palumbo, Barbara Fraterrigo and Nareen Rivas. Library director Timothy Wiles is an ex-officio member and resource person and library legal counsel also advises the committee.

Personnel issues come before the committee. Those issues are privileged so they cannot be discussed in this report. Included in this category are grievances and any disciplinary issues.

Labor-Management issues include contract administration and interpretation. Periodic labor-management meetings are held with both units covered by collective bargaining agreements and their bargaining agent, the Civil Service Employees Association (CSEA). CSEA has a field representative assigned to each of the units and problems and/or disagreements are attempted to be worked out by negotiation between labor and management. Health and safety issues are a top priority for both labor and management and issues are dealt with in a timely manner.

Contract negotiation is also an important job of the committee. Contracts come up periodically for both union represented units and the unit of management/confidential employees and it is the responsibility of the committee and ultimately the entire Board of Directors to negotiate fair and equitable contracts with the various units.

Respectfully submitted

Herb Hennings, Chairman

Personnel and Labor Management Committee



## Upper Hudson Library System Delegate Report

As a trustee of the Upper Hudson Library System representing the Guilderland Public Library, I participate in decision affecting all 29 libraries within the Upper Hudson region of Albany and Rensselaer Counties. The library system represents large, medium sized and small libraries in the two counties and the Guilderland Library is considered a large library.

The Upper Hudson Library System offers resources to the libraries and oversees various programs and grants. Monies available to the libraries for capital projects are administered through Upper Hudson. The Upper Hudson Library System also advocates for libraries at the state legislature and the Executive Branch, seeking increases in aid to libraries in both the Governor's budget and in the legislative budgets. Upper Hudson works closely with the library committee chairs in both houses of the legislature and is in contact with the NYS Dept. of Education.

The trustees have input into policy along with the Library Directors who also meet regularly with the staff and leadership of the Library System. Outstanding programs presented by the various libraries are recognized at an annual dinner celebration in June and innovations are thus shared with the other libraries in the system.

Respectfully submitted,

Herb Hennings

Guilderland Library Delegate to the Upper Hudson Library System

**Jenna Schmonsky**

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**From:** Karen Carpenter <kcarpenter@vanderheyden.org>  
**Sent:** Tuesday, July 24, 2018 11:12 AM  
**To:** Timothy Wiles; Jenna Schmonsky  
**Cc:** Best, Bryan  
**Subject:** Report.

Hi there. I'm sure I told you I am on vacation but if you read anything for policy report it's simply have and will continue to review policies on a yearly basis depending on date and need relative to new issues. I believe in my current tenure we have reviewed and revised 10 plus policies but Tim you would have accurate account. Thanks again. Let me know if you need anything further.

**Karen Carpenter Palumbo**

*President & CEO*

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