

Approved 10/18/18

Guilderland Public Library
Board of Trustees Meeting
September 13, 2018

Trustees Present: Christopher Aldrich, Kaitlin Downey, Barbara Fraterrigo, Herb Hennings (exited at 8:35 p.m.), Peter Hubbard (arrived at 7:05 p.m.), Michael Marcantonio, Barry Nelson, Karen Carpenter Palumbo, Nareen Rivas

Absent: Bryan Best, Jason Wright

Also Present: Mark Curiale, Margaret Garrett, David Gilliom, Carol Kott, Jenna Schmonsky, Sean Silvernail, Tim Wiles

Absent: Carroll Valachovic (Treasurer)

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

B. Public Input Session: None

C. Treasurer's Report and Check Register for July & August 2018 – Presented by T. Wiles

MOTION: To approve the Treasurer's Report for July & August 2018 as presented

Motion by: B. Fraterrigo

Seconded by: K. Carpenter Palumbo

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

MOTION: To approve the Check Register for July & August 2018 as presented

Motion by: K. Downey

Seconded by: P. Hubbard

Action: Motion carried unanimously (7:08 p.m.)

D. Paul Mays Project Update:

C. Aldrich summarized the master plan for the GPL renewal project. A Special Board Meeting with Paul Mays will be scheduled to discuss the master plan further and take a vote.

E. Committee Reports:

Buildings & Grounds/Long Range Planning Committee Report:

Solar update – T. Wiles, S. Silvernail, and L. Warner continue to research repair of reporting component of solar panels.

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47 Heat Pumps update – Installation of heat pumps overall is half done. The new
48 pumps are being connected to the new building management system.

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50 Sprinkler System update – Discussed status of new water pipe into building.

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52 Authority for Change Orders:

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54 MOTION: To give authority to approve change orders to Buildings &
55 Grounds Committee, and authorize T. Wiles to sign

56 Motion by: C. Aldrich

57 Seconded by: K. Carpenter Palumbo

58 Action: Motion carried unanimously (8:10 p.m.)

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60 Security Cameras update – Two estimates were received under \$6,000.00.
61 Working on obtaining two more estimates.

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63 Heat Pumps/Construction Grant update:

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65 MOTION: To endorse the construction grant application for the heat pumps
66 project

67 Motion by: C. Aldrich

68 Seconded by: K. Downey

69 Action: Motion carried unanimously (8:14 p.m.)

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71 Finance/Audit Report:

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73 The assets of land and building are on the financial statements of the library and
74 shouldn't be because they are on the school districts statements, therefore they
75 will be removed from the library statements during the current audit.

76
77 Looking at a single period audit which will cost less work and money due to a
78 change in the asset recognition.

79
80 The Audit firm will look into using the “Government Model” vs. “Not For
81 Profit Model,” and make a recommendation soon.

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83 MOTION: To increase the threshold for capitalization and depreciation of
84 property and equipment to \$2,500 with useful life of three or more years,
85 effective as of July 1, 2018

86 Motion by: C. Aldrich

87 Seconded by: B. Fraterrigo

88 Action: Motion carried unanimously (8:17 p.m.)

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90 Actuary – Audit firm recommends actuarial projection of future costs for retiree
91 healthcare. C. Kott will obtain quotes.

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Personnel/Labor Management Report:

A Labor Management meeting will be held on September 18, 2018.

A Personnel Meeting will be scheduled towards the end of the year to discuss Administration employee contracts that will expire December 31, 2018.

Policy Committee Report:

A committee meeting will be scheduled to discuss a few policies that need to be updated.

Personal letter from M. Walwyn – K. Carpenter Palumbo received a letter, was briefed by T. Wiles, and recommended no further change to her status.

UHLS Committee Report:

2018 Construction Grant Awards were recommended and approved by the Upper Hudson Library Board including an award for the Guilderland Public Library for energy efficiency and water service project, in the amount of \$86,847.00.

Employees in the UHLS are now eligible for NYS Employee Deferred Compensation Plan.

Foundation Report:

To date, 113 tickets have been sold for the Gala 2018 Masquerade Ball.

F. Director's & Staff Reports for July & August 2018

T. Wiles highlighted the following:

- Mercy Care Lane reopening
- Summer Reading Program was very successful, record-breaking
- Downloading e-books
- Library landscape
- Most circulated items: Wi-Fi Hotspots, Chrome Books, & Folding Tables
- Cybersecurity

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- New program: Cookbook Club
- Outreach events
- Self-Checkout machines being used for 25% of check outs

MOTION: To Accept the Director’s & Staff Reports for July & August 2018
Motion by: C. Aldrich
Seconded by: B. Fraterrigo
Action: Motion carried unanimously (8:43 p.m.)

G. New Business:

E-commerce/Sierra update – The Directors in the Upper Hudson Library System voted 19-2 to turn on the e-commerce feature on Sierra. This feature allows fines to be paid online. This feature will go live on Monday, October 1, 2018. Libraries in the UHLS have the option to opt out.

H. Old Business:

Fine Free for Kids update – For the month of September, all juvenile materials returned late or that have a lost and paid status have been waived. To date, 229 items have been waived and 14 lost and paid have been returned with the equivalent of \$349.00 waived.

I. Minutes of Annual & Regular Business Meeting – July 2018

MOTION: To Approve the Minutes of the Annual Meeting – July 2018
Motion by: C. Aldrich
Seconded by: M. Marcantonio
Abstained: B. Fraterrigo, P. Hubbard, K. Carpenter Palumbo
Action: Motion carried (8:52 p.m.)

MOTION: To Approve the Minutes of the Regular Business Meeting – July 2018
Motion by: C. Aldrich
Seconded by: M. Marcantonio
Abstained: P. Hubbard, K. Carpenter Palumbo
Action: Motion carried (8:52 p.m.)

J. Executive Session

MOTION: To Enter Executive Session to Discuss Personnel Actions
Motion by: B. Fraterrigo

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183 Seconded by: P. Hubbard
184 Action: Motion carried unanimously (8:53 p.m.)
185 MOTION: To Exit Executive Session
186 Motion by: K. Carpenter Palumbo
187 Seconded by: N. Rivas
188 Action: Motion carried unanimously (8:54 p.m.)
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190 MOTION: To Accept Personnel Actions from Executive Session
191 Resignation of:
192 Kathryn Muller, Part-Time Library Page in Access Services effective
193 August 10, 2018
194 Permanent Appointments of:
195 Carol Kott, Permanent Full-Time Fiscal Officer I effective August 22, 2018
196 at an annual salary of \$66,000.00
197 David Gilliom, Permanent Full-Time Fiscal Officer I effective August 22,
198 2018 at an annual salary of \$39,000.00
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200 Motion by: C. Aldrich
201 Seconded by: K. Carpenter Palumbo
202 Action: Motion carried unanimously (8:58 p.m.)
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204 MOTION: To Adjourn
205 Motion by: B. Fraterrigo
206 Seconded by: P. Hubbard
207 Action: Motion carried unanimously (8:59 p.m.)
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209 Transcribed by J. Schmonsky, Administrative Assistant
210 Submitted by K. Downey, Secretary