

Approved 10/17/19

Guilderland Public Library
Board of Trustees Meeting
September 19, 2019

Trustees Present: Cathy Barber, Bryan Best, Barbara Fraterrigo (arrival 7:10 p.m.), Herb Hennings, Mike Marcantonio (exited 7:09 p.m.), Phil Metzger, Barry Nelson, Nareen Rivas (arrival 7:28 p.m.), Jason Wright (arrival 7:19 p.m.)

Absent: Kaitlin Downey, Peter Hubbard

Also Present: Chris Aldrich (Treasurer), Margaret Garrett, David Gilliom, Carol Kott, Luanne Nicholson, Jenna Schmonsky, Sean Silvernail, Tim Wiles

A. Meeting called to Order at 7:04 p.m.

B. Best congratulated Kaitlin Downey on given birth to her baby.

B. Public Input Session: Mike Marcantonio read a letter of resignation.
(see attached)

C. Treasurer vacancy – Chris Aldrich is temporarily filling in. If anyone is interested in the Treasurer position, please contact Bryan Best at:
bestb@guilderlandlibrary.org

D. **Treasurer's Report for July & August (Chris Aldrich)**

E. **Check Register for August & September (Chris Aldrich)**

MOTION: To Approve the Treasurer's Report for July & August and
Check Register for August & September

Motion by: B. Fraterrigo

Seconded by: P. Metzger

Action: Motion carried unanimously (7:23 p.m.)

T. Wiles requested solution for check signing in August and February.
Referred to Finance Committee.

F. **Committee Reports:**

Buildings & Grounds/Long Range Planning:

A meeting will be scheduled in October to discuss the Long Range Plan.

State Ed is in process. We hope to bid in October 2020

Finance/Audit Report:

Audited financial reports are in the review department at Marvin and Company.

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47 Personnel/Labor Management Report:

48 Proposals for the Unit I & II contracts have been sent to CSEA.

49
50 Policy Committee Report:

51 The Smoking Policy will need to be changed in accordance to the most recent
52 change in the New York State Law. Policy Committee needs to meet.

53
54 UHLS Committee Report:

55 H. Hennings highlighted the following:

- 56
57
 - Library expedition outing at the crossings
 - Construction grant award
 - Upper Hudson Library Association Network Agreement

60
61 Foundation Report:

62 The 2019 Gala is in final planning stage. 130 tickets to date have been sold for
63 the event on Saturday, September 28, 2019.

64
65 **G. Director's & Staff Reports for July & August 2019**

66
67 T. Wiles highlighted the following:

- 68
69
 - Senator Hugh Farley Outstanding Advocate for Libraries award –
70 Assemblymember, Pat Fahy will be honored on November 15, 2019
71 at the NYLA Conference
 - Outreach Events
 - Telescopes
 - Successful Summer Reading Program
 - Hot Spots
 - iPad based cash register
 - Increased usage in self-checkout machines
 - Property tax bill sent out
 - Passport Acceptance training scheduled for November

80 MOTION: To Accept the Director's & Staff Reports for July & August
81 2019

82 Motion by: P. Metzger

83 Seconded by: B. Nelson

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

85
86 **H. New Business:**

87
88 The board meeting that is scheduled on April 16, 2020 needs to be rescheduled
89 due to Passover ending on the 16th. B. Best will send a doodle poll to the board
90 members for an alternative date.

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92 B. Best encouraged board members to answer quorum calls in a timely manner.

93
94 Board development – B. Best will schedule a board development meeting.

95
96 **I. Old Business:**

97
98 Trainings for library staff

99
100 MOTION: To allow the library to open at 10:00 a.m. on a day designated
101 by the Director for staff training

102 Motion by: B. Fraterrigo

103 Seconded by: P. Metzger

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

105
106 Discussion on the closing time on Friday evenings in July and August will be
107 deferred to the next board meeting.

108
109 **J. Minutes of Annual & Regular Business Meeting – July 18, 2019**

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111 MOTION: to Approve Minutes of Annual & Regular Business Meeting –
112 July 18, 2019

113 Motion by: B. Fraterrigo

114 Seconded by: C. Barber

115 Action: Motion carried (8:38 p.m.)

116
117 **K. Executive Session**

118
119 MOTION: To Enter Executive Session to Discuss Personal Matters

120 Motion by: N. Rivas

121 Seconded by: P. Metzger

122 Action: Motion carried unanimously (8:38 p.m.)

123
124 MOTION: To Exit Executive Session

125 Motion by: N. Rivas

126 Seconded by: P. Metzger

127 Action: Motion carried unanimously (9:30 p.m.)

128
129 MOTION: To Approve the following Personnel Actions as Presented:

130
131 Holly Andreou, Part-Time Library Assistant in Access Services Department
132 effective July 24, 2019 with a pay rate of \$18.73/hour, 20 hours/week

133
134 Kathleen Tyrrell, Part-Time Librarian I in Programming and Public

135 Services Department effective August 1, 2019 with a pay rate of

136 \$24.97/hour, 12 hours/week

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137 Susila Chettiar, Part-Time Library Page in Access Services Department
138 effective August 8, 2019 with a pay rate of \$11.10/hour, 12 hours/week
139
140 Qinfeng Chen, Part-Time Library Clerk in Access Services Department
141 effective August 21, 2019 with a pay rate of \$13.53/hour, 20 hours/week
142
143 Tom Delligan, Part-Time Custodial Worker in Maintenance Department
144 effective August 21, 2019 with a pay rate of \$14.57/hour, 20 hours/week
145
146 Melisa (Lisa) Silver, Part-Time Library Clerk in Access Services
147 Department effective August 28, 2019 with a pay rate of \$13.53/hour,
148 20 hours/week
149
150 Motion by: B. Fraterrigo
151 Seconded by: P. Metzger
152 Abstained: B. Nelson
153 Action: Motion passed (9:30 p.m.)
154
155 MOTION: To Adjourn
156 Motion by: H. Hennings
157 Seconded by: C. Barber
158 Action: Motion carried unanimously (9:31 p.m.)
159
160 Transcribed by J. Schmonsky, Administrative Assistant
161 Submitted by B. Best, President

September 19, 2019

Bryan Best
Chairman of GPL Trustee's
Guilderland Public Library
2228 Western Ave.
Guilderland, New York 12084

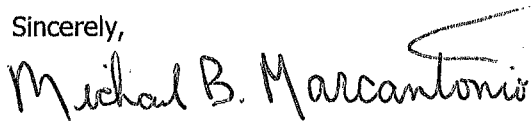
Dear Bryan,

It is with much regret that I resign my position as a member of the Board of Trustee's of Guilderland Public Library. A multiple of issues necessitates that I withdraw from the Board.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

I have thoroughly enjoyed my association with the Board of Trustee's and Employee's this past year, and look forward to continuing to support the mission of the organization. Please do not hesitate to contact me, if I can be assistance.

Sincerely,

A handwritten signature in black ink that reads "Michael B. Marcantonio". The signature is written in a cursive style with a prominent flourish at the end of the name.

Michael B. Marcantonio

