

# Approved 9/14/17

1 Guilderland Public Library  
2 Annual Business Meeting  
3 6:30 p.m.  
4 July 20, 2017  
5

6 **Trustees Present:** Christopher Aldrich, Kaitlin Downey, Barbara Fraterrigo (arrived 6:35  
7 p.m.), Peter Hubbard, Judy Kahn, Nareen Rivas, Carolyn Williams  
8

9 **Absent:** Bryan Best, Herb Hennings, Karen Carpenter Palumbo, Jason Wright  
10

11 **Also Present:** Margaret Garrett, David Gilliom, Carol Kott, Roseanne Marcantonio,  
12 Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer), Ann Wemple-Person,  
13 Tim Wiles, Two members of the public  
14

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

17 B. Oath of Office administered to Kaitlin Downey and Peter Hubbard, Trustees for  
18 5 year terms, expiring June 2022, by Tim Wiles.  
19

## 20 C. Election of New Board Officers

21

22 MOTION: To accept slate of Board Officers as presented by Nominating  
23 Committee:

24 President – Bryan Best

25 Vice President – Herb Hennings

26 Secretary – Judy Kahn

27 Treasurer – Carroll Valachovic

28 Motion by: C. Aldrich

29 Seconded by: C. Williams

30 Action: Motion carried unanimously (6:35 p.m.)  
31

32 Oath of Office administered to Carroll Valachovic, Board Appointed Treasurer, by  
33 Tim Wiles. 1 year term expiring June 2018.  
34

35 MOTION: To appoint C. Aldrich to run the remainder of the meeting in the  
36 President's absence

37 Motion by: P. Hubbard

38 Seconded by: K. Downey

39 Action: Motion carried unanimously (6:37 p.m.)  
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44 MOTION: To accept that 2017-2018 Nominating Committee be comprised  
45 of:  
46 C. Aldrich  
47 B. Fraterrigo  
48 P. Hubbard  
49 Motion by: J. Kahn  
50 Seconded by: C. Williams  
51 Action: Motion carried unanimously (6:40 p.m.)  
52

## 53 **D. Annual Authorizations, Designations and Resolutions**

54  
55 MOTION: To approve and authorize the following designations and  
56 appointments to the Library for FY 2017-2018:  
57

- 58 1. Authorize Girvin & Ferlazzo, PC as Legal Counsel
- 59
- 60 2. Authorize Ten Eyck Insurance and Marshall & Sterling as  
61 Library's Insurance Carriers
- 62
- 63 3. Designate the Altamont Enterprise as the Library's Official  
64 Newspaper.  
65

66 Motion by: J. Kahn  
67 Seconded by: B. Fraterrigo  
68 Action: Motion carried unanimously (6:44 p.m.)  
69

70 MOTION: To approve Board meeting dates as the second Thursday of each  
71 month, except for March and November, during which months the Board  
72 meeting will be held on the third Thursday. No Board meetings are  
73 scheduled during the months of February and August. Special Meetings  
74 will be scheduled as needed.

75 Motion by: K. Downey  
76 Seconded by: P. Hubbard  
77 Action: Motion carried unanimously (6:48 p.m.)  
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87 MOTION: To approve and authorize the following:

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89 1. That a petty cash fund of \$300.00 be established

90

91 2. That the Fiscal Officer and the Library Director enter into an  
92 agreement with NBT Bank and CapCom Federal Credit Union  
93 for electronic transfers of funds between library accounts.

94

95 Motion by: N. Rivas

96 Seconded by: B. Fraterrigo

97 Action: Motion carried unanimously (6:51 p.m.)

98

99 E. Each Trustee reviewed and signed policies relating to Code of Ethics, Conflicts  
100 of Interests, and Whistleblower.

101

102 F. Annual reports given by Committee Chairpersons:

103

104 - Building & Grounds/Long Range Planning

105 - Finance

106 - Personnel Labor Management

107 - Policy

108

109 MOTION: To adjourn

110 Motion by: P. Hubbard

111 Seconded by: N. Rivas

112 Action: Motion carried unanimously (7:00 p.m.)

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114

115 Transcribed by J. Schmonsky, Library Assistant-Administration

116 Submitted by J. Kahn, Secretary