

Approved 10/12/17

Guilderland Public Library
Board of Trustees Meeting
September 14, 2017

Trustees Present: Christopher Aldrich, Karen Carpenter Palumbo (arrived 7:16 p.m.), Kaitlin Downey, Barbara Fraterrigo, Herb Hennings, Peter Hubbard (arrived 7:07 p.m.), Judy Kahn, Nareen Rivas, Carolyn Williams, Jason D. Wright (arrived 7:05 p.m.)

Absent: Bryan Best

Also Present: Mark Curiale, Margaret Garrett, David Gilliom, Carol Kott, Margaret Lanoue, Roseanne Marcantonio, Lisa Pitkin, Jenna Schmonsky, Sean Silvernail, Carroll Valachovic (Treasurer), Marc Violette, Ann Wemple-Person, Tim Wiles,
Presenters: Peter Barber, Rebecca Elder, Paul Mays

A. Meeting called to Order at 7:00 p.m.

B. Town Supervisor, Peter Barber spoke about plans to improve Mercy Care Lane and to install sidewalks from SEFCU to the Guilderland Public Library.

C. Architects, Paul Mays and Rebecca Elder gave an update on the library design project.

D. Treasurer's Report and Check Register for July & August 2017 – Carroll Valachovic

MOTION: To approve the Treasurer's Report for July & August 2017

Motion by: C. Aldrich

Seconded by: B. Fraterrigo

Action: Motion carried unanimously (8:06 p.m.)

MOTION: To approve the Check Register for July & August 2017

Motion by: C. Aldrich

Seconded by: C. Williams

Action: Motion carried unanimously (8:07 p.m.)

E. Public Input Session: None

F. Committee Reports:

UHLS Report:

The request for construction grant money from member libraries exceeds the amount UHLS receives. The UHLS Committee plans a second review of the requests. A final decision is pending.

Approved 10/12/17

46 The Buildings & Grounds, Finance, Personnel Labor Management, and Policy
47 Committees were not constituted over the summer and therefore did not meet.
48 Committee assignments were presented.
49

50 MOTION: To accept committee assignments as presented

51 Motion by: C. Aldrich

52 Seconded by: P. Hubbard

53 Action: Motion carried unanimously (8:13 p.m.)
54

55 **G. Staff & Director's Reports for July & August 2017**

56

57 T. Wiles gave the Staff & Director's Report and highlighted the following items:
58 Audit, investment relationship with CapCom and LPL Financial, five escape
59 windows have been installed, active shooter training is scheduled, a loading dock
60 camera has been installed, Summer Reading Club was a great success, and the
61 NYC Bus Trip is scheduled for December 9, 2017.
62

63 MOTION: To approve the Staff and Director's Reports for July & August
64 2017

65 Motion by: C. Aldrich

66 Seconded by: P. Hubbard

67 Action: Motion carried unanimously (8:28 p.m.)
68

69 **H. Old Business:**

70

71 **CapCom Re-authorization Resolution:**

72

73 MOTION: To accept the following CapCom Re-authorization Resolution

74 Motion by: C. Aldrich

75 Seconded by: C. Williams

76 Action: Motion carried unanimously (8:35 p.m.)
77

78 **WHEREAS, the Board of Trustees ("Board") of the Guilderland Public**
79 **Library ("Library") has determined it is in the best interests of the Library to**
80 **maintain accounts at CapCom Financial Services, LLC; and**
81

82 **WHEREAS, the current officers of the Board are: Bryan Best, Herb**
83 **Hennings, Carroll Valachovic, and Judith Kahn; and**
84

85 **WHEREAS, each of the above-named officers of the Board are designated as**
86 **individuals who are specifically authorized to give instructions on behalf of the**
87 **Library; and**
88

89 **IT IS HEREBY RESOLVED that any two officers of the Library's Board of**
90 **Trustees are authorized to buy, sell, assign, and endorse for transfer,**

91 certificates representing stocks, bonds or other securities now registered or
92 hereafter registered in the name of the Library.

93
94 **Construction Grant Assurances Resolution:**

95
96 MOTION: To accept the following Construction Grant Assurances
97 Resolution

98 Motion by: C. Aldrich

99 Seconded by: K. Downey

100 Action: Motion carried unanimously (8:40 p.m.)

101
102 **WHEREAS, The Guilderland Public Library (“Library”) will submit a 2017**
103 **Construction Grant Application to ___UHLS___ to be used for the**
104 **replacement and/or installation of heat pumps, a building management**
105 **system, a sprinkler system and ceiling tiles; and**

106
107 **WHEREAS, the Library possesses the legal authority to submit such**
108 **application; and**

109
110 **WHEREAS, the Library directs and authorizes ___Lew Warner___ to be the**
111 **construction project manager, and to act as the official representative of the**
112 **Library in connection with such application, and to provide additional**
113 **information as may be required; and**

114
115 **WHEREAS, the project will begin construction within 180 days after the**
116 **receipt of written notification from the State Education Department that state**
117 **aid construction funds have been approved for the project, and that the**
118 **conditions of funding have been met; and**

119
120 **WHEREAS, the project will be conducted in accordance with all applicable**
121 **Federal, State and local laws and regulations; and**

122
123 **IT IS HEREBY RESOLVED that the Library’s Board of Trustees approved**
124 **the submission of the 2017 Construction Grant Application.**

125
126 Discussion was had relating to the recent reassessment by the Town of the two
127 unimproved lots owned by the Library from tax exempt to taxable.

128
129 MOTION: To defer payment of assessed taxes on unimproved lots in order
130 to determine options due to change in circumstances and the current re-
131 design planning project.

132 Motion by: C. Aldrich

133 Seconded by: K. Carpenter Palumbo

134 In Favor: C. Aldrich, K. Carpenter Palumbo, K. Downey, P. Hubbard,
135 J. Kahn, N. Rivas, J. Wright

Approved 10/12/17

Opposed: B. Fraterrigo, H. Hennings, C. Williams

Action: Motion passed (8:50 p.m.)

The Guilderland Public Library Logo discussion has been deferred to the next Board Meeting, October 12, 2017.

NBT Bank Resolution:

MOTION: To accept the following NBT Bank Resolution

Motion by: K. Downey

Seconded by: J. Wright

Action: Motion carried unanimously (8:53 p.m.)

WHEREAS, the Board of Trustees (“Board”) of the Guilderland Public Library (“Library”) has determined it is in the best interests of the Library to maintain accounts at NBT Bank, N.A (“NBT”) ; and

WHEREAS, on July 20,2017, the Board had, and on this date has, the full power and lawful authority to adopt the seven (7) NBT Depository Resolutions on page 2 of the Corporate Authorization provided by NBT, which are hereby incorporated into this Board Resolution; and

WHEREAS, on July 20, 2017, the Board had, and on this date has, the full power and authority to confer the powers stated in the NBT Depository Resolutions to the persons designated as Authorized Signers; and

WHEREAS, on July 20, 2017, such Authorized Signers had, and on this date has, the full power and lawful authority to exercise such powers; and

IT IS HEREBY RESOLVED that no less than two (2) signatures of Authorized Signers are required to withdraw or transfer Library funds on deposit with NBT.

I. New Business:

T. Wiles requested that the July 2018 Annual & Regular Board Meeting be scheduled for July 19th rather than July 12th.

MOTION: To move the July 2018 Annual & Regular Board Meeting from July 12th to July 19th

Motion by: C. Aldrich

Seconded by: C. Williams

Action: Motion carried unanimously (8:59 p.m.)

Approved 10/12/17

GDA Lighting Resolution:

MOTION: To approve the following GDA Lighting Resolution

Motion by: C. Aldrich

Seconded by: J. Kahn

Action: Motion carried unanimously (9:00 p.m.)

WHEREAS, the Guilderland Public Library (“Library”) has been awarded a grant from ~~DASNY~~ Dormitory Authority of the State of New York in the amount of \$75,000, to be used for renovation of the Library’s lighting system; and

WHEREAS, the Library would like to accept such grant, it is hereby resolved:

That the Library authorizes Director Wiles to accept the grant, awarded by Dormitory Authority of the State of New York as part of the State and Municipal Facilities Program, in the amount of \$75,000 to be used for renovation of the Library’s lighting system and ~~authorized~~ authorizes Mr. Wiles and/or the Board President to execute any and all documents to finalize the grant.

The Board appointed the following Trustees to serve on the Audit Committee:
C. Aldrich as Chair and J. Wright

MOTION: To approve the appointments of C. Aldrich and J. Wright to serve on the Audit Committee

Motion by: J. Kahn

Seconded by: K. Downey

Action: Motion carried unanimously (9:05 p.m.)

J. Minutes of Annual & Regular Board Meeting – July 2017

MOTION: To accept the Minutes of the Annual & Regular Board Meeting July 2017

Motion by: B. Fraterrigo

Seconded by: P. Hubbard

Action: Motion carried unanimously (9:05 p.m.)

K. Executive Session

MOTION: To enter Executive Session

Motion by: K. Carpenter Palumbo

Seconded by: C. Williams

Action: Motion carried unanimously (9:06 p.m.)

Approved 10/12/17

226 MOTION: To exit Executive Session
227 Motion by: B. Fraterrigo
228 Seconded by: P. Hubbard
229 Action: Motion carried unanimously (9:26 p.m.)
230
231 MOTION: To accept the following:
232 Resignations:
233 Shobana Prasad, Part-Time Page in Access & Collection Services, effective
234 July 31, 2017
235 Cheri Fazio, Full-Time Page in Access & Collection Services, effective
236 August 16, 2017
237 Daniel Kelly, Part-Time Custodial Worker in Maintenance, effective
238 September 6, 2017
239
240 Appointments:
241 Sudha Prabhakar, Part-Time Page in Access & Collection Services,
242 effective August 9, 2017 @ \$10.50/hour
243 Lydia Marlett, Part-Time Page in Access & Collection Services, effective
244 August 9, 2017 @ \$10.50/hour
245 Aditya Kattubaina, Part-Time Page in Access & Collection Services,
246 effective August 10, 2017 @ \$10.50/hour
247 Kathryn Muller, Part-Time Page in Access & Collection Services, effective
248 August 10, 2017 @ \$10.50/hour
249 Alexandra Minuto, Part-Time Page in Access & Collection Services,
250 effective August 14, 2017 @ \$10.50/hour
251 Aria Grisham, Part-Time Page in Access & Collection Services, effective
252 August 15, 2017 @ \$10.50/hour
253 Sarah Silvernail, Part-Time Custodial Worker in Maintenance Department,
254 effective August 21, 2017 @ \$14.28/hour
255 Kevin Page, Full-Time Custodial Worker in Maintenance Department,
256 effective September 11, 2017 @ \$14.28/hour
257 Motion by: C. Aldrich
258 Seconded by: J. Kahn
259 Action: Motion carried unanimously (9:27 p.m.)
260
261 MOTION: To appoint David Gilliom as provisional Fiscal Officer I at a pay
262 rate of \$20.00/hour, upon approval by the Albany County Civil Service
263 Commission.
264 Motion by: C. Aldrich
265 Seconded by: J. Kahn
266 Action: Motion carried unanimously (9:29 p.m.)

Approved 10/12/17

267 MOTION: To adjourn
268 Motion by: C. Aldrich
269 Seconded by: K. Carpenter Palumbo
270 Action: Motion carried unanimously (9:30 p.m.)
271
272 Transcribed by J. Schmonsky, Library Assistant-Administration
273 Submitted by J. Kahn, Secretary