

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 22, 2015  
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Randy Fine, Anthony Gaddy, Cori Hoffman, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Marsha Mortimore, Carmel Patrick, Donna Phillips, Edwin D. Reilly, Jr., Tina Chericoni Versaci, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &  
EXCUSED: Jamaica Miles

FRIENDS  
BOARD: John Karl

GUEST: Mary Ann Warner

Cheryl Cufari called the 2015 annual meeting to order at 6:34 p.m.

#### TREASURER'S REPORT

Tina Chericoni Versaci presented the Summary of Trustee Fund Balances. The funds are from bequests and donations given to the library over the years. The balance is \$979,947.44. The bequest from Phyllis Bornt for \$707,424.71 is among the monies in the account and a portion of it will be used for the Phyllis Bornt Branch Library and Literacy Center, which will be built this year. A motion to approve the Treasurer's report was made by Joe Landry, seconded by Anthony Gaddy and approved unanimously.

Cheryl Cufari announced that the 2015 schedule of library board meetings and a list of current board committees is included in tonight's packet. The Branch Representative Committee needs to be added. Donna Phillips is Chair.

Cheryl Cufari is looking forward to the February 7<sup>th</sup> retreat.

A motion to adjourn the annual meeting was made by Julie McDonnell, seconded by Sharon Jordan and approved unanimously.

The monthly meeting was called to order at 6:40 p.m.

#### MINUTES OF THE DECEMBER 16 MEETING

The minutes of the December 16, 2014 meeting were approved unanimously on a motion by William Levering, seconded by Tina Chericoni Versaci.

Mary Ann Warner is a guest at this evening's meeting. She will make a presentation to the board regarding an increase in fees. Karen Bradley reported that revenue was down in 2014 and the last time there was an approved increase in fees was July 2013.

Mary Ann Warner reported that as a result of the Bridges Out of Poverty Training, staff has come to understand the barriers that prevent some of the community from utilizing our services. If residents are outside of the MVLS/SALS area, they are required to pay for a library card. A library card is required to use computers in the technology room. Scenarios occur throughout the day: visitors from out of town;

patrons who no longer live in the Schenectady area, but who travel to get to the library to look for a job or use other services; a patron who may exceed the maximum fine limitation to use their library card; etc. Mary Ann Warner, on behalf of library staff, recommends implementing a policy for a \$1.00 fee for computer use. Allowing guests to use the computers will not interfere with our library patrons' use. The computer classes are now held in the Swanker Boardroom, so computers are readily available. Discussion ensued and it was decided to forward this request to the Library Board Policy Committee.

The second fee issue relates to billing. At this time, the library does not bill patrons for unreturned materials. Our library system offers a collection service, but we cannot take advantage of this service because we do not have a billing system in place; the library would like to implement one. A Polaris report of fines owed to us totals \$894,000. Discussion ensued. Sharon Jordan made a motion to refer this issue to the Library Board Finance Committee. The motion was seconded by Randy Fine and approved unanimously.

On behalf of the library board, Cheryl Cufari thanked Mary Ann Warner for her presentation.

#### PRESIDENT'S REPORT

Cheryl Cufari reported. Reverend William Levering was recognized at the January 15 Hamilton Hill Arts Center Gala. He received the Martin Luther King, Jr. Legacy Award. Marsha Mortimore was on the gala committee and Karen Bradley and Cheryl Cufari attended the event as well as Ed and Jean Reilly. It was an enjoyable evening.

#### DIRECTOR'S REPORT

Karen Bradley reported. On Friday, January 16, Karen Bradley, Serena Butch and Lisa Flood met with County Finance Commissioner, Debbie Mancini. She ran a detailed finance report that indicated that substitute clerks were used for 201 hours to fill slots in one week's time. Debbie Mancini praised the work that has been done keeping the budget in line with staffing. She filled out and approved the following Request to Fills: (3) part-time regularly scheduled clerk and (2) part-time regularly scheduled Page I positions. Karen Bradley thanked Debbie Mancini for her swift response to our staffing recommendations. This must now be approved by the County Manager.

The Schenectady County budget is available on-line. Security cameras were added to the library's capital budget. We have begun our security camera planning, with site visits to Central on January 21 and Mont Pleasant and Rotterdam on January 23.

Work on grants continues. A \$75,000 grant was submitted to the Wright Family Foundation for technology, security and the RFID system for the new literacy center. We are awaiting word from the Schenectady Foundation on our Planning Grant for the larger grant for the literacy center. We have an opportunity to apply for a mini grant to MVLS for the Meraki wireless system that includes a match.

We have an opportunity to apply for a grant to work with MBA students from SUNY Albany to examine our library's sustainability. The grant application is due on January 30. Discussion ensued. We will not pursue.

We received great news from miSci. Two IMLS grants, one for \$150,000, were received to provide STEM and Starlab Summer Chemistry programs to benefit libraries and span over a period three years. These are hands-on programs that expose children to science.

NYLA Lobby Day is on Wednesday, February 25 in Albany. MVLS, SALS and SCPL join together to meet with our representatives in Albany. All trustees are welcome to attend.

February 7 is “Take Your Child to the Library Day” across New York State. It will coincide with the Friends Mid-Winter Book Sale, February 7 and 8.

#### FRIENDS OF THE LIBRARY

John Karl reported. The next Friends of the Library board meeting will be held on Tuesday, January 27 at 6:30 p.m. All trustees are invited. Doug Bixler will be making a presentation regarding a Mobile App for the library. He is also proposing funding for an Apple iMac.

The one-day mint paperback sale is concluded. The Mid-Winter fiction/non-fiction hardcover book sale will be held on Saturday, February 7 and Sunday, February 8.

The annual staff and volunteer picnic will be held on Friday, June 12 at River Road Park in Niskayuna. John Karl asked trustees if they would fund half the cost of the picnic.

The Friends annual dinner will be held on April 14 at SCCC. Reservation forms will be available in the March newsletter. An event for the 50<sup>th</sup> anniversary of the Friends is being planned for 2016.

Friends’ memberships should be renewed each year. If anyone has a question about the status of their membership, please see John Karl.

The Clifton Park Library was open on Monday, January 19 for Martin Luther King, Jr. Day. John Karl recommends that the Schenectady Library remain open on the minor holidays to provide programming for children.

The kitchen in the McChesney Room is being renovated. A ribbon cutting will be held when it is completed.

The library will be receiving a new copier on the main floor. John Karl is recommending that the copier upstairs be replaced as well due to the availability of part replacement for the 10-plus year old machine.

#### BRANCH COMMITTEE

Donna Phillips reported. The Branch Representative Committee met on January 15. Repairs have been done at the Glenville and Quaker Street branches. There is a staffing issue at the Scotia Branch Library because the regularly scheduled part-time senior library clerk has been on medical leave since June of 2014. With the exception of the Quaker Street Branch Library, circulation has been down.

Mike Gaffney from Schenectady County Office of Facilities, along with Karen Bradley and Serena Butch will be conducting a facilities review in January and February.

## BUILDING COMMITTEE

Sharon Jordan reported. A written report including financial information is included in tonight's packet. Highlights include:

### Library Plaza

- Metroplex added \$68,500 to the \$185,000 they previously had pledged
- Werner Feibes increased his donation from \$13,000 to \$16,000 for restoration of the sculpture due to special paint that was needed
- Jersen will complete the project in the spring and as promised before the May 1 and 2 Book Sale

### Phyllis Bornt Branch Library and Family Literacy Center

- The contract for \$98,540 for the site work has been completed
- Bid documents were ready on January 16 2015
- Signing of the contract is scheduled for March 2015
- Construction should begin in March/April 2015
- Completion is set for November 2015

### Branch Library Repairs

- Quaker Street, Glenville and Niskayuna Branches will begin in March/April

Sharon Jordan will arrange a meeting between herself, the architect, Karen Bradley and John Karl to address the issue surrounding the "planting" and "book sale" area on the corner of Liberty and Clinton Street.

Discussion ensued regarding technology needs, RFID and security cameras for the Literacy Center. Sharon Jordan will have more information after the bids are due back on February 12. She will have a report at the February board meeting.

## SAFETY COMMITTEE

Sharon Jordan reported. She filled in for Marsha Mortimore at the meeting that was held on January 12. Ann Moore is chair of this committee and after reaching out to staff with their concerns, they came up with three safety priorities:

- A new incident report to be redesigned and training on how to utilize it for all staff
- A way to let all staff know who was "banned" from SCPL and a way to make sure that everyone had the information
- Training for all staff on how to deal with safety/security issues

A pressing concern is safety and security at the Mont Pleasant Branch Library where there is currently a drug issue. Karen Bradley has met with Kathy Rooney, the Schenectady County Sheriff's Department and the Schenectady Police Department. We are looking for a solution, but the Sheriff's Office has limited resources. The library currently has part-time security. Discussion ensued. The library board is requesting that Karen Bradley send out a notice to all staff that in an emergency situation, staff is to call 911 immediately; they are to stay in the building; and they are not to cancel the 911 call under any circumstances. Camille Siano Enders volunteered to stand in for Marsha Mortimore, who cannot attend the next meeting on February 23.

## FINANCIAL COMMITTEE

Joe Landry reported. He made an amendment to SCPL Board of Trustees Resolution – 1 Approval of SCPL Board of Trustees Expenditures 1/22/15. The amount of expenditure approved has been changed from

Two Thousand Four Hundred Twenty-Four Dollars and 06 Cents (\$2,424.06) to Four Thousand, Four Hundred Sixty Four Dollars and 06 Cents (\$4,464.06). An invoice of \$2,040 was added. The invoice was from Doris Munro, bookkeeper to the library trustees. Joe Landry made a motion to approve the resolution, it was seconded by Carmel Patrick and approved unanimously.

Julie McDonnell updated the Conflict of Interest Policy. A letter that was sent to Rabbi Matthew S. Cutler, Chair of Schenectady County Board of Ethics was included in tonight's packet. On July 1, 2014 the New York State Non-Profit Revitalization Act of 2013 went into effect, which mandates that all public libraries adopt a "Conflict of Interest Policy." The library is under the umbrella of this act and all trustees should sign a disclosure statement, which she distributed this evening. She supports the signing of these documents by trustees. Discussion ensued as to whether the library is under the umbrella of this law. Bill Levering asked if we could get a ruling by Chris Gardner, County Attorney. Cheryl Cufari announced that she will follow through on the Conflict of Interest documents for board members to sign when Mr. Gardner has reported back to us.

#### FUNDRAISING AND DEVELOPMENT COMMITTEE

Anthony Gaddy reported. He attended the announcement of the proposed Rivers Casino and Resort at Mohawk Harbor at Proctor's. He met a former colleague who will introduce him to the backers of the Casino.

Anthony Gaddy and Jamaica Miles have discussed sending out appeal letters or holding fundraising events during 2015. Discussion ensued. This matter will be discussed further at the February 7 retreat.

#### PLANNING COMMITTEE

Randy Fine reported. He thanked Ken Wagner for his diligent work in choosing a Toshiba multi-functional copier for staff and public use to replace the one currently on the main floor at the central library. The coin-operated copier will work with the library's current technology. A faxing option was not available on that piece of equipment; Ken is researching other options for faxing.

#### POLICY COMMITTEE

Bill Levering reported. He distributed and asked trustees to review the Computer Use Policy. He opened the floor for any questions or comments. The policy will be up for vote at the February meeting.

#### NEW BUSINESS

Cheryl Cufari reported that a meeting was held with Elissa Kane of Library Matters @Kane and Lekakis. She asked for a motion to approve Resolution 2 – 1/22/15 – Approval of Elissa Kane as Board Consultant for Work Session on February 7, 2015. A motion was made by Sharon Jordan, seconded by Carmel Patrick and approved unanimously.

Cheryl Cufari asked for a motion to approve Schenectady County Public Library Board of Trustees – Resolution 3. The agreement between the Mohawk Valley Library System and the Southern Adirondack Library System Joint Automation Project and the Schenectady County Public Library. A motion was made by Randy Fine, seconded by Camille Siano Enders and approved unanimously.

The meeting was adjourned at 8:35 p.m. on a motion by Bill Levering, seconded by Cori Hoffman and approved unanimously.

The next meeting will be held on Thursday, February 26, 2015 at 6:30 p.m. in the Swanker Boardroom at the Central Library.