

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 16, 2014  
Central Library

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

ABSENT &  
EXCUSED: Sharon Jordan, M. Joe Landry, Julie McDonnell

FRIENDS  
BOARD: John Karl

GUEST: Doug Bixler

Cheryl Cufari called the meeting to order at 6:30 p.m.

Karen Bradley introduced the library's newest employee Doug Bixler, Graphic Design Artist. Doug will attend the Planning/Fundraising meetings in the future and will also head up the library's Marketing Committee. Board members are welcome to attend the meetings and the committee will be open to new ideas.

Cheryl Cufari introduced newly appointed trustee, Cori Hoffman. She took the trustee oath of office given by Camille Siano Enders.

MINUTES OF THE NOVEMBER 10 MEETING

The minutes of the November 10, 2014 meeting were approved unanimously on a motion by Bill Levering, seconded by Camille Siano Enders.

Cheryl Cufari reported that Peter Stoll will not be making a presentation on the Headstart classroom tonight because his grant fell through and he does not have the details worked out for another grant. He could possibly make a presentation at the January board meeting.

PRESIDENT'S REPORT

Cheryl Cufari prepared a report of the Summary of SCPL Board of Trustees Accomplishments and it is included in board packets.

The annual trustee meeting will be held on January 22, 2015. At that time an updated list of committee members will be available. Meeting dates for 2015 will also be confirmed.

On December 3, Karen Bradley, Serena Butch and Cheryl Cufari attended the Capital District Childcare Council's annual meeting. The library was presented with the *Community Collaborator Who Cares Award*. The library was selected to receive the award specifically for the Dream Big, Read project, under the direction of Kaela Wallman. Next year, the Schenectady City School District will receive a grant for the Dream Big, Read program.

Cheryl Cufari, Karen Bradley and several other staff members attended a Bridges out of Poverty Workshop on December 3 at Proctor's. Ruby Payne was the presenter.

The MVLS/JA agreement will come up for renewal in March or April 2015.

#### DIRECTOR'S REPORT

Matt Forst has been hired as a part-time Librarian I, replacing Kathy VanFlue, who retired in December. Matt most recently worked as a part-time clerk; that position will need to be replaced. Interviews are currently being held for a part-time Library Assistant position in the Youth Service Department. The library is still awaiting word on the 67 hours that need to be replaced on temporary services positions.

Karen Bradley reported that work behind the scenes is being done to apply for Schenectady Foundation grants.

Karen Bradley reported that staff is recommending an increase in fines for 2015 since revenue is down. She approves this recommendation. Discussion ensued and it was decided that the Policy Committee will look at the fine increase first and then forward the information to the Finance Committee and then a vote from the board.

The library received a challenge from a patron regarding a non-rated foreign film. The patron spoke with Mary Ann Warner and Serena Butch. He was relieved to know that a block can be put on children's library's cards. Mary Ann Warner responded to the request to keep the DVD in the collection since it has received good reviews.

Leah LaFera is heading up an implementation team at the library for the Bridges out of Poverty program. The library wants to incorporate Bridges philosophy into our organization.

Karen Bradley attended the Bridges Conference on December 3. The program focused on youth. There are approximately 660 grandparents/aunts/uncles raising children. The library took on an "Adopt a Family" through Catholic Charities.

There was a shooting outside of the Duane Branch Library on Saturday, December 13. There are safety concerns among the branches.

Schenectady County will be scheduling in the future, possibly in January, a Workplace Violence Workshop.

A staff development workshop was held in the McChesney Room for full-time staff on November 10.

#### FRIENDS OF THE LIBRARY

John Karl reported. The Friends finance committee met with Serena Butch, Karen Bradley and Doug Bixler.

A "mint condition" paperback sale will be held on Saturday, January 17. If anyone is interested in volunteering, please contact John Karl.

The mid-winter book sale will be held on Saturday, February 7 and Sunday, February 8. If anyone is interested in volunteering, contact John Karl.

The Friends are beginning to plan for the 50<sup>th</sup> anniversary in 2016.

The December 13 Holiday Open House at the Library and the Whitney Book Corner's A Dickens Christmas were both fantastic events.

The Friends newsletter will be mailed out on January 5.

The Friends annual dinner will be held on Tuesday, April 14 at SCCC. Details about the dinner will be in a future newsletter.

John Karl was impressed with the library in Ferguson, Missouri that stayed open 24 hours a day during the recent uprising in that city. Libraries are a haven for everyone. He asked the trustees to consider keeping the library open during the holidays.

#### BRANCH COMMITTEE

Donna Phillips reported that the next meeting will be held on Wednesday, January 14 at 5:00 p.m. in the Swanker Board Room.

#### BUILDING COMMITTEE

Anthony Gaddy reported. Sidewalk renovation pictures are enclosed in board packets.

Cheryl Cufari asked for a motion to approve Wright Family Foundation Grant – Resolution – Building Committee#1. Attached are supporting financial and technology documents. Discussion ensued regarding replacement and repair of the technology. A motion to approve the resolution was made by Tina Chericoni Versaci, seconded by Anthony Gaddy and approved unanimously.

Karen Bradley announced that there should be visuals for the Bornt Branch Library by January.

#### FINANCIAL COMMITTEE

Tina Chericoni Versaci presented SCPL Board of Trustees Resolution – 1 – Approval of SCPL Board of Trustees Expenditures. A motion to approve was made by Anthony Gaddy, seconded by Bill Levering and approved unanimously.

#### FUNDRAISING AND DEVELOPMENT COMMITTEE

Anthony Gaddy and Jamaica Miles reported. At their last meeting, they discussed sending out an appeal letter and holding two fundraising events in 2015. They are asking the board how they feel about year-long fundraising. Discussion ensued. It was suggested that an appeal letter go out before National Library Week April 12-18. A question arose as to whether fundraising is for the \$50,000 needed for the operating budget or for the Bornt Branch Library and Literacy Center. Discussion ensued. The cost of the literacy center should be determined in February when the bids go out. If the library is asking for donations, we would need concrete dates regarding groundbreaking. Options such as a "Library Wish List" website could be considered.

#### PLANNING COMMITTEE

Randy Fine reported. The committee discussed purchasing options for the \$12,500 Bullet-Aid check from Senator Farley's office. The first was for a multi-functional copier to be used by the staff and public and the second was for the Meraki Wireless System. The committee decided on the multi-functional copier, which would include maintenance agreements. Discussion ensued. The resolution was amended to add that the check for \$12,500 would be deposited in the Library Board of Trustees Special Fund. A motion to approve SCPL Board of Trustees Resolution – Approval of Expenditure for Senator Farley Bullet Aid with amendment was made by Randy Fine, seconded by Edwin Reilly and approved unanimously.

#### POLICY COMMITTEE

Bill Levering distributed a copy of the Confidentiality and Privacy Policy. This is the second reading. After discussion, several amendments were made. A motion to approve the policy was made by Carmel Patrick, seconded by Randy Fine and approved unanimously.

#### NEW BUSINESS

Cheryl Cufari reported that at the last finance committee meeting it was suggested that the board of trustees have a work/planning session with staff representation to help "plan" for the future. She gave some options for meeting times. It was decided that Saturday mornings work best. She contacted the Library Trustee Association and they recommend that a facilitator lead the discussion. Elisa Kane is available to facilitate at a cost of \$500 for a half-day session. Discussion ensued and possible dates for the session would be Saturday, February 7 or 28. This matter will be discussed again at the January meeting and will include a resolution to hire Elisa Kane as a facilitator.

The next meeting will be held on Thursday, January 22 at 6:30 p.m. in The Swanker Boardroom at the central library.

The meeting was adjourned at 8:15 p.m. on a motion by Bill Levering, seconded by Marsha Mortimore and approved unanimously.