

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 5, 2019
Central Library

PRESENT: Portia Alston, Cheryl Cufari, Curtis Eatman, Randy Fine, Sharon Jordan, M. Joe Landry, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Tina Chericoni Versaci, Karen Bradley, Beth DeMidio, Devon Hedges, Janice Martin-recorder

ABSENT: Jennifer Barnes, Heather Gray, Marsha Mortimore

Carmel Patrick called the meeting to order at 6:03 p.m.

MINUTES OF THE OCTOBER 2019 MEETING

The minutes of the October 24, 2019 meeting were approved unanimously on a motion by William Levering, seconded by Sharon Jordan.

PREIDENT'S REPORT

- Carmel Patrick announced that Joe Landry is chair of the nominating committee for the upcoming election of officers in 2020. Sharon Jordan, Steve McCutcheon and Julie McDonnell volunteered to be on the nominating committee.
- The Friends of Library are always looking for new members. There are several different volunteer opportunities available as well.

DIRECTOR'S REPORT

- Karen Bradley, Devon Hedges and Beth DeMidio attended a 2020 budget session with the Finance Commissioner to get a better understanding of what the library has been allocated.
- The annual JA Finance Committee will be held on Wednesday, December 11, 2019 at 9:30 am at the Clifton Park Halfmoon Library. Trustees are welcome to attend this meeting where the fee structure for 2020 will be set.
- Beth DeMidio met with County staff regarding our staffing situation and will give a brief report.
- Early voting was a success at the library. The County will utilize the McChesney Room in 2020 for potential voting dates again.
- There was an act of vandalism by some youth. They wrote in the wet cement at the Mont Pleasant Branch Library. The contractor is looking to see if it can be remedied or whether they will need to redo the sidewalk along the side of the building.
- Harry Potter Day, sponsored by the Friends of the Library, was a wonderful success.
- Librarian III, Leah LaFera, who coordinates adult programming throughout our library system, will be leaving on February 4, 2020 to pursue her business fulltime. Her contributions have been immense to our organization and she will be missed.

ASSISTANT LIBRARY DIRECTOR FOR OPERATIONS REPORT ON STAFFING

- Two part-time Senior Library Clerk positions were added by converting one of the two vacant Technology Support Assistant positions and one Clerk vacancy.

- The County has given us the go ahead to hire; some positions have been vacant for some time. The positions include P/T Student Workers, P/T Cleaners, P/T Clerks, P/T Senior Library Clerks and F/T Senior Library Clerks. They understand our need to have our libraries properly staffed.
- Seven staff members signed up to take the Technology Support Assistant Exam on December 14, 2019.

FRIENDS OF THE LIBRARY

- Harry Potter Day was held on October 26, 2019. It has grown to multiple vendors, educational classes and attended by hundreds. Charlene Roman and Shawn Schultz are the organizers and promoters of this event.
- The Board of the Friends held its first Board retreat, engaging the services of Successful Change, a Retreat specialists business run by a librarian who is very familiar with the Friends model.
- Both the Whitney and ViaPort continue to grow. Gift cards are now available and seem to be selling well.
- The Friends annual dinner will be held on April 6, 2020 at the Glen Sanders Mansion.

BUILDING COMMITTEE

GOALS FOR 2020

- Complete new construction and rehabilitation at the Scotia Branch Library.
- Complete rehabilitation work at the Woodlawn Branch Library.
- Recommend Capital Projects to the Finance Committee.
- Schedule all cleaning of carpets and windows for 2020 and complete the work.
- Complete Niskayuna Branch Library parking lot reconfiguration and handicapped accessibility.
- Reconfigure inside of Rotterdam Branch Library.
- Preliminary planning for Esther Swanker's fund for the Karen B. Johnson Library.

FINANCE COMMITTEE

- Resolution #1 – Approval of SCPL Board of Trustees Expenditures. A motion was made to approve by Tina Chericoni Versaci, seconded by Curtis Eatman and approved unanimously.

PLANNING

- Resolution #2 – Approval of SCPL Long Range Plan of Service 2020-2023. A motion was made by Randy Fine, seconded by William Levering and approved unanimously.

POLICY COMMITTEE

- Second reading of amendment to SCPL Policy relating to the New York State Public Health Law change in December 2018. Smoking is not permitted within 100 feet (was 50 feet) of the entrances, exits or outdoor areas of any public library. The amendment is as follows:
 - 5.1 Patron Code of Conduct
 - #4. Using tobacco products or e-cigarettes in any building or within 100 feet of an entrance.

William Levering made a motion to amend, Julie McDonnell seconded and all approved.

NEW BUSINESS

- Indiana Nash from the Daily Gazette met with Karen Bradley, various staff members and Erin Roberts, Director of Public Communications from Schenectady County to talk about an article that will appear in the Gazette in the near future.
- Discussion ensued regarding the Esther M. Swanker Bequest. A subcommittee was formed this evening and members include Karen Bradley, Carmel Patrick, Beth DeMidio, Tina Chericoni Versaci, Joe Landry and Randy Fine.

The meeting was adjourned at 6:50 p.m.

The next meeting will be held on Thursday, January 23, 2020 at 6:00 p.m. in the Swanker Boardroom.