

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 22, 2018  
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Anthony Gaddy, Sharon Jordan, William Levering, Marsha Mortimore, Carmel Patrick, Edwin D. Reilly, Jr., Karen Bradley, Angela Strong, Janice Martin-recorder

ABSENT: Randy Fine, Heather Gray, Cori Hoffman, M. Joe Landry, Julie McDonnell, Tina Chericoni Versaci

SCHENECTADY  
COUNTY

LEGISLATURE: Richard Patierne, Chair, Education and Libraries

Carmel Patrick called the meeting to order at 5:31 p.m.

PRESIDENT'S REPORT

- An invitation to the Friends annual dinner on April 10, 2018 is in trustee packets. The reservation deadline is April 3. Kaela Wallman, Youth Services Coordinator at SCPL, is the guest speaker.
- Carmel Patrick read a letter from Al Magid thanking Schenectady County Public Library and the Friends of SCPL for supporting The Reading Is Fun Program 's First Annual Grand Reading Jamboree being held at Proctor's Theatre on Saturday, April 21 from 12:00-4:00 p.m.

DIRECTOR'S REPORT

Karen Bradley distributed the 2017 SCPL Annual Report.

- The March 2, 2018 bid opening for the Mont Pleasant Branch construction project is under review.
- Esther Swanker's funeral will be Saturday, April 7, 2018 at 10:00 am at St. Kateri Takawitha Church on Rosa Road.
- The installation began on Tuesday, March 20 for the new sliding glass doors at the Central Library.
- The Central Library has received one of four Automated External Defibrillators (AED). It was installed near the sheriff's desk at circulation. The Sheriff's Department trained Karen Bradley and the sheriff staff members assigned to the library this week on the use of them.
- The Civil Service Commission at their rescheduled meeting approved our technology help desk position. The RTF's have been submitted to the County and we are awaiting action by the Legislature to add these to the table of County positions to advertise them.
- Karen Bradley and Angela Strong completed an eight-hour Leadership Management course provided by the Civil Service Office for department heads. They will be attending Civil Service 101 on March 22, 2018.
- NYLA Advocacy Day went well. Karen Bradley forwarded an email to trustees about the restoration of funds.

- The County Board of Ethics forms are due to the County by April 15, 2018.
- We are hosting an MVLS Workshop at the Central Library on March 29 from 9:30-11:30 with a focus on our Bridges programs and breaking down the barriers to public service.
- National Library Week is April 8-14, 2018. This year's theme is "Libraries Lead." Leah LaFera has been busy preparing an activity for the week to highlight our libraries and has been coordinating branch programming.
- The library is participating in the Reading Jamboree at Proctor's on Saturday, April 21 that is a partnership between the Schenectady City School District, Reading is Fun, the library and other community organizations. Cheryl Cufari has volunteered to assist Kaela Wallman and Karen Bradley at the library table.
- The MVLS Annual Dinner is May 9 2018 at the River Stone Manor at 5:30 p.m.
- The County has initiated plans for a countywide health and wellness month which will be entitled "Schenectady Moves a Million in May," which coincides with National Physical Fitness Month. Our libraries are going to be locations for community to turn in their log sheets. We will be sponsoring some programs and book displays that month and are planning to do a staff wellness activity.
- Karen Bradley distributed a document that includes children's library accounts that are in arrears. The data was collected after a suggestion was made at the February meeting to waive children's account fines if the child attends the "Reading Jamboree" at Proctor's on April 21, 2018. The board is not prepared to vote on this tonight. The Finance Committee will further pursue the matter.

#### FRIENDS OF THE LIBRARY

- Sunday, March 25 will be the last "Beat the Snow" concert.
- The Monday noon *Science Series* is wrapping up. *Books Sandwiched In* will continue in April.
- The annual dinner is on Tuesday, April 10 at River Stone Manor.
- The spring book sale is the weekend of May 5 and 6, 2018.

#### BUILDING COMMITTEE

- Bids for The Mont Pleasant Branch Library were received on March 2, 2018. County staff is reviewing the bids and contracts will be signed after County Attorney signs off on them.
- Construction will begin in May.
- Clean-up on the second floor at the Central Library is almost finished. Relocation planning of technical services has begun. Layout concept and initial facilities support requirements were reviewed at the building Committee meeting in February 2018.
- Literacy New York Capital Region will be staying in their space for 2018. The contract is being reviewed by the County Attorney.
- Tours for the Central and Branch libraries will begin in April.

#### FINANCIAL COMMITTEE

- Resolution #1 – Approval of SCPL Board of Trustees Anticipated Expenditure – Friends Picnic. A motion was made by Sharon Jordan, seconded by Marsha Mortimore and approved unanimously.
- Proposed Budget Process for SCPL: 2019 Budget

- Finance Committee meets on April 17 and May 10 to discuss and recommend proposed 2019 budget. All trustees are welcome to attend meetings. Recommendations for the capital budget will be reviewed at the April 17 meeting.
- Library Board meets on April 26 and May 24 to review 2019 budget recommendations.
- Library Board votes on 2019 proposed budget at June 11 or 12, 2018 board meeting. (no meeting on June 28).

#### POLICY COMMITTEE

- William Levering reported that the committee met recently and will continue to meet every two weeks to update or add to policy handbook; they should be finished by July.

#### SAFETY COMMITTEE

- The committee met this morning, Thursday, March 22, 2018.
- Privacy issues and disclosure – the Policy Committee will follow-up.
- Priority 1: Patrons exhibiting health or hygiene hazard; bed bugs.
- Priority 2: Camera-Use Policy – for library and security staff.
- Closing Policies: library and security staff need to be firm with patrons at closing time.
- Discussion on opioid epidemic.

#### OLD BUSINESS

- Tony Gaddy distributed a Times Union article about the Capital District Black Chamber of Commerce. The Chamber's goals are engagement, education, empowerment and employment.
- One County, One Book kickoff event is Tuesday, April 10, 2018 at the Friends annual dinner meeting.

The meeting was adjourned at 6:04 p.m. on a motion by Marsha Mortimore, seconded by Sharon Jordan and approved unanimously.

The next meeting will be held on Thursday, April 26 at 5:30 p.m. in the Swanker Boardroom at the Central Library.