

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 27, 2021
The Honorable Karen B. Johnson Library

PRESENT: Portia Alston, Randy Fine, Deborah Escobar, Sharon Jordan, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Shawn Schultz, Brenda Schworm, Tina Chericoni Versaci

Ex-Officio: Karen Bradley, Director; Beth DeMidio, Assistant Library Director for Operations; Devon Hedges, Assistant Library Director III, Charlene Roman, President, Friends of the Library; Janice P. Martin, Board Clerk

ABSENT: Cheryl Cufari, Heather Gray, Joe Landry

GUEST: Eric Trahan, Director, MVLS

William Levering called the meeting to order at 6:00 p.m.

PRIVILEGE OF THE FLOOR

- Eric Trahan, Executive Director of MVLS presented trustee, Sharon Jordan, with the Harold and Junice Wusterbarth Volunteer Service Award. In addition, the Schenectady County Public Library was awarded a \$200 check in her honor. Cheryl Cufari and Karen Bradley submitted the nomination.

AGENDA

- There were no changes or additions to the agenda. It was approved as distributed.

MINUTES OF THE APRIL 22 MEETING

- William Levering entertained a motion to approve the minutes of the April 22, 2021 Board of trustees meeting. As there were no changes, the minutes passed unanimously on a motion by Sharon Jordan seconded by Julie McDonnell.

PRESIDENT'S REPORT

- William Levering thanked Sharon Jordan for her dedication on the board supporting all library facility upgrades over the past nine years. He thanked Cheryl Cufari for her leadership on the Planning Committee and orchestrating a survey that will go out to library patrons. He thanked Karen Bradley, Beth DeMidio, Devon Hedges and Julie McDonnell for their work on the budget, including looking at current and future personnel needs.

DIRECTOR'S REPORT

- We have been informed by our Department of Library Development that the library systems "Central Libraries" are to resume operations of minimally 55 hours per week as of June 1, 2021. This is a difficult mandate for us due to staffing shortages and the low level of activity at our locations at this time. Consequently, we are asking DLD for a waiver with the goal of being able to meet this by September 7, 2021.
- Our NYS Annual Report has been updated and resubmitted based upon a recommendation to Beth DeMidio from the County Finance Commissioner.
- We have submitted letters to our NYS elected officials for bullet aid in support of technology and security cameras.

- Our request for three FTE's has been approved for placement on the County Legislature's agenda at their June 7, 2021 meeting.
- The Legislature has scheduled a press release announcement regarding the opening of the Woodlawn Branch Library for Friday, June 4, 2021 at 10 a.m. This means we could open as soon as Monday, June 7, 2021. Woodlawn will be open on Mondays and Thursdays from 10 a.m. to 5 p.m.
- We have received a \$4,050 MVLS grant for the Youth Services Department for seven of our branch libraries.
- Thanks to Trustee Levering for attending a meeting with S.I.C.M.'s new Executive Director and a member of his staff to discuss the summer lunch program which will be held at the KBJ and Mont Pleasant libraries. We would like to reinstate our S.T.A.R.S bookshelf at S.I.C.M. in July.
- The Zonta Club has notified us that our grant application submitted for the S.T.A.R.S. program in the amount of \$5,000 has been awarded. The funds are awarded to the Friends of the Library S.T.A.R.S account.
- Beginning June 1, 2021, we will be moving forward with another phase of resumption of library services:
 - KBJ open until 6:00 p.m. on Wednesdays. Four branches now open until 6:00 p.m.
 - Computer usage from 30 minutes to 60 minutes.
 - Distanced seating available, public bathrooms open.
 - KBJ study rooms open.
 - Hybrid program for summer of 2021 (approved on a case by case basis following the public health guidelines in place at the time).
 - Vaccinated patrons are no longer required to wear a mask. Unvaccinated patrons are expected to wear masks. All staff working in the public areas, though vaccinated, must wear a mask. Anyone on the second floor of KBJ who is vaccinated does not need to wear a mask.
- Summer reading program planning is well underway. The theme this year is Tails and Tales. Our Youth Services programs will be held primarily outdoors, with some virtual programming. As we are without an Adult Programming staff member at this time, Karen Bradley will work with a Library Assistant to provide some summer reading programs for adults involving book discussions.
- We are kicking off a program series during Juneteenth entitled "Dreams of Equality" that will feature an in-person event at SCCC on June 21, 2021 at 6:30 p.m.
- The Friends of the Library book sale is June 5-6, 2021. Volunteers are needed.
- The Bornt Branch Library was the site of a popup vaccine POD on May 20, 2021.
- Early voting will be happening at the KBJ Library beginning June 12, 2021 for primaries. The Bornt Branch Library is a polling site on Primary Day, which is June 22, 2021.
- Karen Bradley asked for a motion to approve the following resolutions:
 - Approval of (resubmission) of the 2020 New York State Annual Report. The resolution passed on a motion by Julie McDonnell, seconded by Shawn Schultz.
 - Approval of Submission of Waiver to New York State Department of Library Development. The resolution passed on a motion by Julie McDonnell, seconded by Sharon Jordan.
- A copy of the re-opening plan dated 5/27/21 is included in trustee packets. Policy Committee Chair, Steve McCutcheon, pointed out that there was an error in wording about vaccinated patrons. He noted that they do not have to show proof of vaccination; it is on the honor system. The wording will be changed before it is posted for the public.

FRIENDS OF THE LIBRARY

- The book sale will be held on Saturday, June 5 from 9 am-2 pm and Sunday, June 6 from 10 am to 2 pm.

FACILITIES COMMITTEE

- KBJ – Planting has begun with Mary Moore, supervising DSIC. Additional plantings in May and June.
- Scotia - Construction meetings began again on May 27, 2021. More details and update of scheduled completion in June.
- Woodlawn – Ribbon cutting is scheduled for Friday, June 4, 2021 at 10 am.
- Annual tour of branches took place on May 13, 2021.

TECHNOLOGY COMMITTEE

- The committee met recently to discuss a computer replacement plan.
- The committee approved purchase of an Owl for virtual meetings.
- Technology Committee will confer with the Finance and Safety Committee about improving and increasing security cameras for branches. Also looking for funding sources for the additional security cameras.

FINANCE COMMITTEE

- Julie McDonnell, Finance Committee member, moved that the following resolution be approved:
 - Approval of SCPL Board of Trustees Expenditures-5/27/21. Resolution passed.
- The 2022 Operating budget was presented to trustees. The goal is to restore staffing for 2022. Two thirds of the staff are part-time or substitute employees
- Beth DeMidio presented information relating to the 2022 budget submission:
 - A Labor/Management meeting was held recently, which resulted in a discussion about the branch supervisor positions. They are currently held by Senior Library Clerks. William Levering reported that a Personnel Committee meeting will be scheduled within the next two weeks.
 - Four full-time positions added in January and June of 2021. Re-instatement of the Librarian III and the conversion of part-time to full-time for a Library Clerk and two Cleaners positions.
 - Three part-time Technology Support Assistant positions converted to a full-time position.
 - Two full-time Library Clerk positions added in 2022.
 - Account 460, Building Repairs/Materials, has been increased substantially because of past due electrical repairs at branch libraries, which was pointed out at the annual branch tour in May.
 - Account 204, Office and Service Equipment, increase due to additional AWE computers.
 - Book budget remains flat.Discussion ensued.
- Julie McDonnell, Finance Committee member, moved that the following resolution be approved:
 - Approval for submission of the 2022 SCPL Budget. Resolution passed.
- The 2022 SCPL Board of Trustees budget was presented. Discussion ensued and the budget was amended to include an increase of \$25,000, which brought the total from \$273,000 to \$298,000. Julie McDonnell moved that the following resolution be approved:
 - Approval for submission of the 2022 SCPL Board of Trustees Budget. Resolution passed.
- The Capital budget will be presented and voted on at the June 24, 2021 meeting.

PLANNING COMMITTEE

- Randy Fine reported that Committee Chair, Cheryl Cufari, is asking trustees to hand out surveys at branches, for 2-hour shifts. Patrons can also fill out the survey online. If trustees can lend their time, please contact Cheryl Cufari. The survey is to find out what kind of library services our patrons want after the yearlong Pandemic. The trustees want to reach specific groups as well. The more responses lead to better interpretation.
- Charlene Roman will be sure the surveys are available at both book stores.

POLICY

- Steve McCutcheon reported that he sent the new wording for the re-opening plan to Devon Hedges per earlier discussion under Director's report.

The meeting adjourned at 7:20 p.m. on a motion by Tina Chericoni Versaci, seconded by Brenda Schworm.