

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 26, 2016
Central Library

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

ABSENT: Donna Phillips, Marsha Mortimore

Carmel Patrick called the monthly meeting to order at 5:32 p.m.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

MINUTES OF THE DECMEBER 1 MEETING

The minutes of the December 1, 2016 meeting were approved unanimously on a motion by Sharon Jordan, seconded by Cheryl Cufari.

PRESIDENT'S REPORT

Carmel Patrick's report is enclosed in trustee packets. Highlights include:

2017 Goals

- The Building Committee will work with the County to finalize plans for a new Mont Pleasant Branch. The County included \$900,000 in its 2017 capital budget for this project, which is estimated to cost \$1.6 million.
- The Planning Committee will involve Committee chairs in determining the action steps needed to progress the work of the Long Range Plan of Service.
- The Finance Committee will work with staff to initiate an earlier budget planning process for 2018. Budget goals will align with the goals of the long range plan of service.
- The Branch Committee will work with staff to assess branch operations, hours of service, and staffing.
- Trustees will assist Karen Bradley, as needed, to ensure smooth staff transitions resulting from retirements as well as the addition of a new Librarian IV for Youth Services and a Director of Library Operations.

Discussion ensued regarding other goals.

Carmel Patrick thanked all the Committee Chairs who agreed to return to their roles for 2017. She also thanked Joe Landry for offering to Co-chair the annual Volunteer Appreciation picnic with a representative from the Friends.

A reminder that trustee bylaws indicate that, following three unexcused absences, a trustee may be asked to resign the Board. To avoid having unexcused absences, please notify Janice Martin, Karen Bradley or Carmel Patrick if you will be absent from a trustee meeting. The 2017 meeting schedule is included in trustee packets.

DIRECTOR'S REPORT

Karen Bradley's report is enclosed in trustee packets. Highlights include:

- Library staff is busy compiling year end statistics for the annual report.
- The RTF for Coordinator of Youth Services has been received back in a very expeditious way. The position will now be posted. Karen is working with the County Manager on the Assistant Director of Library Operations position description.
- She thanked the Friends for making 2016 a very special year for SCPL with the yearlong 50th anniversary celebration.
- A staff training was provided by Mary May, Clinical Manager of the Ellis Medicine Mental Health Clinic, on mental health issues, with an eye towards staff and public safety.
- Award winning children's illustrator, Bryan Collier, will be at the Bornt Branch Library on Saturday, February 4, to kick off Black History Month. The program is entitled ABC: ART with Bryan Collier.
- Planning is beginning for the one year "Birthday Open House" for the Phyllis Bornt Branch Library and Literacy Center which is slated for Saturday, February 25 at 12:00 p.m. Karen has consulted with Joe McQueen for the Legislators' interest in being involved and is asking trustees for their input.

FRIENDS OF THE LIBRARY

Val Catlin reported.

- The Friends passed their budget for 2017, incorporating requests from SCPL staff. They also budgeted for a new system for the Whitney Book Corner that will enable them to take credit and debit cards.
- The Friends board authorized another \$3,500 towards the audiovisual systems in the McChesney Room for a microphone system and a new BR/DVD player.
- The winter book sale (adult fiction and nonfiction) will be held on February 4 and 5 in the McChesney Room.
- The spring book sale will be held on May 6 and 7.
- The book sale committee have been thinking about 2nd floor space planning.
- Planning for the annual dinner meeting on April 6 at SCCC is ongoing.
- The next day trip will be April 25 to NYC to visit the 9/11 Memorial and the New York Public Library.
- The Beat the Snow concert series on Sunday afternoons will run through March 26.
- Charlene Roman, WBC manager, and VC visited Friends of Saratoga Springs Public Library bookstore to compare procedures and trade tips.

BRANCH REPRESENTATIVE COMMITTEE

Donna Phillips' report is enclosed in trustee packets. Highlights include:

- Bornt – The one year anniversary party is scheduled on February 25 at noon. Circulation is up and there have been over 70,000 users.
- Glenville – Custom appliance unit is on order for staff room. One or two book drops will be ordered once need is determined. Carpeting is scheduled to be replaced in 2017.
- Mont Pleasant – Planning has begun for a new building, similar in square footage to Bornt; in 2018 county budget
- Niskayuna – Carpeting is scheduled to be replaced in 2017. Roof replacement is projected for 2018. Other improvements and added furniture and shelving are on staff wish list.
- Quaker Street – Received a new color printer/fax machine. A book drop has been ordered.
- Rotterdam – Picture Book City coming to Rotterdam. Circulation and attendance on Science Saturdays doing well. Karen will clarify procedure for Saturday snow removal.

- Scotia – Gutter replacement underway. Branch meetings can be held at Scotia after regular business hours. New part-time clerk will work at Glenville and Scotia.
- Woodlawn – Parking lot lighting and security camera installed. Public computers have been repaired. Library signs and arrows will be installed near Woodlawn Branch.

BUILDING COMMITTEE

Sharon Jordan's report is enclosed in trustee packets. Highlights include:

- All 2016 capital projects are completed.
- Carpets and windows have been cleaned at Glenville, Niskayuna, Quaker Street, Rotterdam Scotia and Bornt. The remainder of libraries will be cleaned in 2017.
- Progress is being made on the second floor. Youth and adult material and program supplies will be moved to a different specified area in order to provide additional space for the Friends Book operation. Friends will rearrange their materials into one consolidated area.

Capital projects for 2017 include the following and were approved in the 2017 county budget.

- Mont Pleasant – vestibule tile fixed - \$15,000.
- Carpet replacement at Niskayuna, Glenville, Scotia - \$90,000.
- New blinds, interior painting along with updating furniture, etc. at Quaker Street - \$33,000.
- Parking lots will be repaved at Woodlawn, Rotterdam and Glenville - \$47,000.
- Replacement of interior sliding door at Central - \$45,000.

Projected for 2018

- Niskayuna roof replacement - \$70,000
- Mont Pleasant Branch Library Replacement - \$900,000 from the County. Other sources \$700,000. Planning will begin in 2017.

Julie McDonnell prepared a summary of trustee fund balances and the report is included in trustee packets. In order to begin planning for the new Mont Pleasant Branch, the county needs pledged commitments of \$700,000 by June 2017. A discussion among trustees is needed to agree upon pledged amount. Available funds can be utilized from the unrestricted funds and the remainder of the Phyllis Bornt Bequest (which is allocated for branch improvements). Outside funding will also be needed. Discussion ensued.

FINANCE COMMITTEE

Joe Landry asked for a motion to approve Resolution #1 – Approval of SCPL Board of Trustees Expenditures. A motion was made by Cori Hoffman, seconded by Anthony Gaddy and approved unanimously.

PLANNING COMMITTEE

The minutes of the December 13, 2016 and January 18, 2017 meeting and the SCPL Long Range Plan of Service 2016-2019 were included in trustee packets.

Randy Fine has created a spreadsheet which will be used as a tool for each committee to track and manage the progress they make in reaching the goals of the Long Range Plan of Service that relate to their committees. The Planning Committee will briefly explain the spreadsheet to committee chairs after the February Trustee meeting.

The Long Range Plan will be used as a guide for committee work in 2017. The Planning Committee asks that Board members look over the plan and consciously determine where projects fit in to the goals of the plan. This will be documented on the management tool (spreadsheet).

The letter that was emailed to those attending the June 2015 community meeting has been posted on the SCPL website.

POLICY COMMITTEE

William Levering moved for a revision in Policies-Library Use. “The following are not permitted,” change “Animals” to “Animals (except service animals);” add Alcohol and drug use;” add “Tobacco products, including vaping.” Under the next section “The following acts constitute...,” delete “Public intoxication” and “Use of tobacco products.” Discussion ensued. Mr. Levering retracted the motion, Policies-Library Use. It will be tabled until the February meeting; at that time, William Levering will provide a written report detailing the changes.

SECURITY COMMITTEE

Camille Siano Enders reported. The committee met on Tuesday, January 24. A discussion regarding charging \$1.00 for a computer use guest pass will be referred to the Policy Committee.

New security cameras are being installed at the Central Library.

The code to the alarm on the back door to the Central Library was changed on Monday, January 23.

The Central Library has sixty-two hours of weekly security coverage. We may have additional hours provided by a roving sheriff.

Jamaica Miles asked if other alternatives have ever been considered for security coverage, such as community watch/partners/volunteers/City Mission ambassadors to name a few. Discussion ensued.

NEW BUSINESS

Randy Fine researched and reported back to the trustees that videoconferencing is not acceptable as a form of attendance at our Library Board of Trustees meetings.

The monthly meeting was adjourned at 6:45 on a motion by Sharon Jordan, seconded by William Levering.

ANNUAL MEETING

The annual meeting was called to order by Carmel Patrick at 6:45 p.m.

Camel Siano Enders administered the oath of office to Tina Chericoni Versaci, Randy Fine and William Levering. Their reappointments were confirmed by the County Legislature on January 10, 2017.

The 2017 Library Board of Trustees meeting dates and committees are enclosed in trustee packets.

An update on accomplishments of 2016 is enclosed in trustee packets.

The annual meeting was adjourned at 6:48 p.m. on a motion by Julie McDonnell, seconded by Tina Chericoni Versaci and approved unanimously.