

SCHENECTADY COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 28, 2016

Central Library

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

ABSENT AND

EXCUSED: Anthony Gaddy, Marsha Mortimore, Tina Chericoni Versaci

FRIENDS

BOARD: John Karl

GUESTS: Lauren Bendall, Matt Forst, Leah LaFera

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

She reported on accomplishments from 2015:

- Policy Handbook completed
- Opening of Bornt Branch Library and Literacy Center
- Building Committee – Renovations at Quaker Street and planning for 2016 renovations at Glenville and Niskayuna
- Financials in order/structured
- Strategic Plan underway
- Library board committee members moving us forward

She acknowledged and expressed appreciation for the hard work throughout the years from committee members.

2016 Goals:

- Open and support the operations and programming of the Phyllis Bornt Branch Library and Literacy Center
- Complete a Long Range Plan of Service
- Continue work on board policies
- Work with representatives from the Friends on joint development opportunities

Library board meeting dates, the list of committees and committee meeting dates for 2016 are included in tonight's packet.

ELECTION OF OFFICERS/OATHS OF OFFICE

Joe Landry, Chair of the nominating committee, thanked committee members and presented the slate of officers.

- President – Carmel Patrick
- Vice President – Anthony Gaddy
- Treasurer – Tina Chericoni Versaci
- Secretary – Camille Siano Enders

A motion to approve the slate of officers was made by William Levering, seconded by Julie McDonnell and approved unanimously.

Three trustees have been re-appointed:

- Carmel Patrick
- Sharon Jordan
- Marsha Mortimore

Joe Landry administered the oath of office to the new officers and the re-appointees.

A motion to adjourn the annual meeting was made by Sharon Jordan, seconded by Camille Siano Enders and approved unanimously.

Carmel Patrick called to order the monthly meeting of the library board of trustees at 6:36 p.m.

Karen Bradley introduced the Bridges Integration Team: Leah LaFera, Matt Forst and Lauren Bendall.

Leah LaFera thanked the board and began the presentation of *Bridges Out of Poverty*. *Bridges Out of Poverty*, a book written by Ruby Payne, is a tool designed to help employers, community organizations, social service agencies and individuals working with people in poverty. The library is looking for a better way to serve our clients.

Leah and the Integration Team presented a PowerPoint presentation which highlighted the following:

- The Hidden Rules – Poverty/Middle Class/Wealth – teaches us about the people we serve
- Schenectady Bridges, facilitated by City Mission, offers training/created ambassador program - a transformational movement – removes barriers – builds resources
- 33 library staff members have attended the two-day Bridges Out of Poverty training facilitated by the City Mission
- Bridges Implementation Team – employees at the library meet once a month to integrate Bridges philosophy into the library. Staff work with clients to arrange small payments towards their fines in order for them to use computers
- Created Children’s entertainment bin – while parents are on computers, the toys can amuse the children – the bin is provided through staff donations
- Partnership with SCAP (Schenectady Community Action Plan) – services are provided every Wednesday at the central library from 10:30 am-6:30 p.m.
- Getting Ahead In a Just Getting by World - Program run by City Mission from a grant by The Schenectady Foundation for consumers in poverty. Leah LaFera has had the training to be a facilitator. It is a 12-week workshop and the program was held for the first time outside of the City Mission at the central library. Last year, eight people graduated from the 12-week session. The second 12-week session began on January 6. Hopefully will host Getting Ahead program at the Bornt Branch Library and Literacy Center

Karen Bradley thanked the Bridges Team. She also thanked the Friends of the Library for their support in funding the Bridges training for 33 library employees. The rest of our staff will be trained on an ongoing basis.

Mike Saccocio, Executive Director of City Mission, has developed a training specifically for Boards and Business leaders.

Karen Bradley reported that the Bornt Branch Library will be open 51 hours per week.

Carmel Patrick thanked the Bridges Team for their report.

#### MINUTES OF THE DECEMBER 10 MEETING

The minutes of the December 10, 2015 meeting were approved with abstentions from Camille Siano Enders, Randy Fine, Cori Hoffman, Sharon Jordan, Julie McDonnell and Jamaica Miles.

#### PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

#### PRESIDENT'S REPORT

Carmel Patrick thanked the board and stated that it is an honor to follow in the esteem footsteps of Cheryl Cufari and Esther M. Swanker.

Carmel reported that she will be meeting with board members and committees in the upcoming weeks.

She thanked the Friends of the Library for all that they do on an ongoing basis and the incredible activity surrounding the 50<sup>th</sup> anniversary celebration.

Carmel stated that she is hoping to visit all of the branch libraries and get to know the county legislators. She is looking forward to the new experience.

#### DIRECTOR'S REPORT

Karen Bradley reported. The Schenectady Foundation approved our grant application in the amount of \$83,000 to enable the Phyllis Bornt Branch Library and Literacy Center to become a Family Place Library. A reimbursement of \$12,000 will be made to the board of trustees for reimbursement of Serena Butch and Kaela Wallman's Family Place Library training that was held in 2015.

A 2016 SCPL organizational chart is included in trustee packets.

The safety committee will be meeting soon. There is staff concern regarding safety. Sheriff hours have been reduced due to a full-time sheriff taking a position with the city. Incident reports are regularly filled out by staff and there have been several workplace violence forms submitted to the county because of aggressive patrons. Discussion ensued regarding incident reports. Joe Landry asked for statistics on incident reports. Karen will ask the safety committee to compile statistics and report back at the February meeting.

Karen reported that the Central library is getting a new security system, which will enhance safety.

A facilities review of the branches will take place with Don Scheuer and Mike Gaffney from Schenectady County Office of Facilities. All trustees are invited to attend the tour.

The annual MVLS/SALS Joint Automation Agreement fee will be going up in 2017. The 2016 agreement will be presented at the February meeting for board approval.

The Duane Branch Library will be closing on Friday, February 19. MVLS and JA staff are busy assisting with the implementation of technology and cataloging items for the new branch. There will be one full week without service in that community. Signage is up to inform patrons.

The library will be receiving a small bequest from the estate of Alfred J. Pirro.

NYLA Lobby Day will be held on Wednesday, March 2. If anyone is interested in attending, please contact Karen Bradley.

The credit card feature is up and running at Central and Niskayuna. Serena Butch will give a detailed report at the February meeting.

#### FRIENDS OF THE LIBRARY

John Karl reported. On behalf of the Friends of the Library, John Karl thanked Cheryl Cufari for her service as president of the Library Board of Trustees and also congratulated Carmel Patrick as the new president.

John thanked the trustees who attended the Friends 50<sup>th</sup> anniversary kick off on January 10. The celebration was followed by the first *Beat the Snow* Concert.

The 50<sup>th</sup> anniversary dinner will be held on Saturday, April 16 at the River Stone Manor.

The annual staff/volunteer picnic will be held on Friday, June 3 at River Road Park.

John Karl will be stepping down as President of the Friends in April.

The Friends 2016 budget was approved at the January meeting. They also approved the purchase of a 44" printer for the Graphic Design Artist's office to create in-house banners/posters.

The Friends approved a new policy. Any volunteer who works under the Friends jurisdiction, must be a member of the Friends of the Library.

#### BRANCH COMMITTEE

Donna Phillips will forward the branch committee report to trustees. A Brief summary is as follows:

- Duane – no report
- Glenville – Pre-construction meeting for dividing wall is in the works
- Mont Pleasant – no report
- Niskayuna – Credit card machine is working; replacement of carpet tiles needed
- Quaker Street – Adjustments to new door have been made; emergency door needs repair
- Rotterdam – New screen has been installed
- Scotia – needs exterior painting; inadequate lighting in parking lot; patron request for bulletin board
- Woodlawn – universal library sign needed; relocation of book drop; parking lot needs repaving

#### BUILDING COMMITTEE

Sharon Jordan reported. Construction of the Literacy Center is complete. Landscaping will be done in the spring. Ribbon cutting and open house is scheduled for February 27. Family Dollar is under construction and the opening is scheduled for March 21.

Quaker Street rehabilitation project is complete.

The second round of bids on the Glenville Library produced three bids and the contract has been signed by Duncan Cahill. The project should begin in early spring. A pre-construction meeting will take place in the near future.

Niskayuna's rehabilitation project will commence in the spring.

#### FINANCIAL COMMITTEE

Joe Landry reported. He asked for a motion to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures. A motion was made by Cheryl Cufari, seconded by Sharon Jordan and approved unanimously.

Joe Landry asked for a motion to approve Resolution 2 – Approval of Expenditure of Senator Farley Bullet Aid. A motion was made by Camille Siano Enders, seconded by Sharon Jordan and approved unanimously.

Joe Landry asked for a motion to approve Resolution 3 – Acceptance of The Schenectady Foundation Grant. A motion was made by Donna Philips, seconded by Cheryl Cufari and approved unanimously. Carmel Patrick commented on the Schenectady Foundation grant. The distribution team spoke so highly of the library. Library staff made a presentation to the Foundation on Tuesday, January 19, 2016 and the grant was awarded on Friday, January 22, 2016.

#### DEVELOPMENT COMMITTEE

Jamaica Miles reported. The committee is looking forward to working with the Friends of the Library.

#### ONE COUNTY ONE BOOK

Carmel Patrick reported. The 2016 One County One Book is *Brown Girl Dreaming*, by Jacqueline Woodson. The Author Event will be held on Monday, April 4 at 6:30 p.m. at Proctor's GE Theatre.

Events for OCOB will run from February through April. We are assisting the Schenectady City School District with recruiting celebrity readers to read to students the week of February 22. Discussion ensued.

The next meeting will be held on February 10 at 4:00 p.m. in the Swanker Boardroom. A full schedule of events will be available soon.

#### PLANNING

Randy Fine reported that he is stepping down as chair of the Planning Committee. Cheryl Cufari will take his place.

#### POLICY COMMITTEE

William Levering reported. In February, the board will be asked to approve administrative policies which include credit card transactions/electronic transactions. This came from a request from Schenectady County. We will also be incorporating the Friends By-Laws into the board policies.

Judy Rightmyer from the Capital District Tobacco-free Coalition contacted Cheryl Cufari about the smoke-free environment for the library. After discussion, it was decided to refer the matter to the policy committee.

#### SECURITY COMMITTEE

Camille Siano Enders reported. The next meeting will be held on Monday, February 8.

#### NEW BUSINESS

Karen Bradley presented the Pirro estate papers to the financial committee for notarized signatures.

The meeting was adjourned at 8:10 p.m. on a motion by Jamaica Miles, seconded by William Levering and approved unanimously.