

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 17, 2013
Central Library

PRESENT: Tina Chericoni Versaci, Cheryl Cufari, Randy Fine, Anthony Gaddy, M. Joe Landry, William Levering, Julie McDonnell, Lisa McHugh, Marsha Mortimore, Edwin Reilly, Jr., Camille Siano Enders, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Rory Fluman, Sharon Jordan

FRIENDS
BOARD: John Karl

Guest: Eric Trahan, Executive Director MVLS

Cheryl Cufari called the meeting to order at 6:30 p.m. She introduced Eric Trahan, Executive Director of Mohawk Valley Library System.

Mr. Trahan is delighted to be a guest at tonight's meeting and is familiar with attending library board meetings throughout the Mohawk Valley Library System. He mentioned with fondness how he received his first library card at Schenectady County Public Library in 1967.

Mr. Trahan distributed a handout which details information about MVLS. It answers questions like: *what is the Mohawk Valley Library System and what services do we provide?* Highlights include:

- There are 23 Public Library Systems in NYS
- Extensions of New York State Education Department
- Library Systems receive state aid
- All public library systems have a central library and SCPL is the central library for MVLS
- Central libraries receive state aid
- SCPL, as a central library, receives \$60,000 in Central Book Aid and \$88,000 in Central Library Development Aid. These funds become part of SCPL's budget.
- Mohawk Valley Library System and Southern Adirondack System provide Joint Automation to libraries in eight counties. These services include library automation-integrated library system, technical/computer/network support/telecommunications, delivery/interlibrary loan, pooled materials, consultant services, continuing education, system projects

The impact on SCPL:

Access for the Public

850,000 items @ SCPL vs. 2.3 million items in the consortium

Several thousand out-of-system ILLs/year

Delivery of 15,000 items/month; 5,000/month within branches

Impact on SCPL Budget

JA Services: SCPL cost - \$170,000 (paid to MVLS); total value \$1.5 million

Delivery services: SCPL cost - \$0; total value \$50,000
E-resources: SCPL cost - \$38,000; total value \$75,000
Consultant services: SCPL cost \$0 (RFID, Construction, Processing, Maintenance of Effort...)

The following discussion ensued:

SCPL pays \$.10 for each item in the collection and \$.09 on every circulation transaction. Ms. Bradley reported that Sharon O'Brien from MVLS was able to find us savings by purging 23,000 items from our Polaris database. We will no longer have to pay for these items that were lost but still listed in the catalog.

Librarians have been weeding at Central and branches. They are looking for items that are out of date or have not circulated. These items will be removed from the catalog and will not have to be tagged for RFID. They will be marked *discarded* by volunteers and forwarded to the Friends of the Library.

Mr. Fine asked if the RFID vendor, 3M, would provide support when implementation takes place on day one. Ms. Butch replied that 3M has been providing ongoing training to our staff. When implementation takes place, staff will be trained and available to help our patrons. Mr. Trahan remarked that the circulation system is run by MVLS and RFID is a front. Ms. Bradley remarked that there will be three self-check machines, but there will always be a staff person available at the circulation desk.

Karen Bradley reported that RFID's original goal was to be implemented by January 1, 2014 due to the Restructuring Action Plan. The tagging and construction is taking longer than anticipated. Our RFID coordinator has been providing weekly reports to administration. Part of the RFID project includes a new circulation desk; that will go out to bid and then construction for the new desk will begin. Mr. Fine asked if the trustees can get a projected completion date for the next board meeting.

Ms. Cufari thanked Mr. Trahan for his presentation. Mr. Trahan invited trustees to call (355-2010 x 223) or email (etrahan@mvls.info) him anytime if they have any questions or concerns and they may access trustee resources at <http://www.mvls.info/trustees-2/>.

MINUTES OF THE SEPTEMBER 26 MEETING

The minutes of the September 26, 2013 meeting were approved unanimously on a motion by Bill Levering, seconded by Ed Reilly.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

PRESIDENT'S REPORT

Cheryl Cufari reported. Ms. Cufari attended a dinner hosted by Downtown Schenectady Improvement Corporation in which the Friends of the Library were awarded the Susan Rosenthal Award for Volunteerism. Pictures will be available in November Chapters, FOL website and FOL newsletter.

DIRECTOR'S REPORT

Karen Bradley reported. The library received 90% of the LLSA grant. The amount was \$36,000 and it was deposited to the county.

The county adopted the 2014 budget.

The library will be placing an order for computers that will be outdated by April 2014 because they will no longer be serviceable by MVLS/SALS Joint Automation. An order will be placed in November and then again in January. We will receive a \$10,000 check from Senator Farley's office towards the initial order. The library will still be in need of additional money in early 2014 to purchase remaining computers. Discussion ensued regarding the January 1, 2014 transfer of trustee funds to a custodial account held by Schenectady County. Ms. McDonnell remarked that if the \$10,000 check is received by the end of 2013, it will be deposited in the trustee account.

When the Rotterdam Branch Library's meeting room was damaged in 2011, the audio/visual equipment was in need of replacement. The county received the full amount for the damage, \$6,000, but due to a quote for only a portion of the work, the projection unit was never replaced. Ms. Bradley will request funds from the county for this equipment from the Insurance Recovery Fund.

FRIENDS OF THE LIBRARY

John Karl reported. The fall book sale netted close to \$20,000. He does not have an exact number at this time. Over 300 volunteers worked before, during and after the sale. Fifteen tons of surplus material was shipped out by a company in Massachusetts that pays us to take the books away.

The next Friends board meeting will be held on Tuesday, October 22.

The newsletter will be going out on October 25 with a new format.

Monday Noon Programs are in full swing.

The Friends budget committee meeting will be held in December with Karen Bradley and Serena Butch to discuss next year's needs.

The annual Friends meeting will be held in April.

The Friends want to establish a "Jr. Friends of the Library."

BRANCH REPRESENTATIVE COMMITTEE

Lisa McHugh reported that the next meeting will be held on November 20.

BUILDING COMMITTEE

No report at this time.

PLANNING COMMITTEE

Cheryl Cufari, Bill Levering and Randy Fine will set a date for the next meeting. Ms. Cufari asked trustees to forward her any guest or sponsor names for the fundraiser.

POLICY COMMITTEE

Bill Levering reported. He distributed a handout from the policy committee. Schenectady County Public Library policies are established and modified by the Board of Trustees of the Library and are subordinate to the policies of Schenectady County. The committee will have a finalized draft of library policies by

March 1, 2014 for board approval. The next committee meeting will be held on November 6 at 4:00 p.m. The following was discussed:

- Library Policy – overseen by Library Board of Trustees and staff
- Procedures – overseen by Library staff
- Personnel – overseen by Schenectady County

NEW BUSINESS

Cheryl Cufari announced that elections will be held at the January 2014 meeting. Joe Landry will chair the nominating committee. Members of the committee will be Sharon Jordan, Randy Fine and Julie McDonnell. All four current officers have agreed to stay on - Cheryl Cufari, President; Anthony Gaddy, Vice President; Tina Chericoni Versaci, Treasurer; Camille Siano Enders, Secretary.

Ms. Cufari announced the following: She will email a list of committee members to trustees; all board meeting dates will be given at the beginning of the year; she is looking forward to working with trustees in setting goals for next year.

Ms. Cufari emailed a copy of a proposal for four new security cameras to the board. These cameras are to replace four old cameras in the original building at the central library. Serena Butch is asking for discussion and approval for the expenditure of \$6,000 for the cameras. It was discovered that the cameras in the original building have not been working properly, they take up too much space on the server and they only allow seven day retention. One of the new high resolution infrared cameras would be for the McChesney Room. They have a three-year warranty. These cameras would work in conjunction with the security cameras in the new addition. Discussion ensued. Ms. Cufari entertained a motion to purchase the new cameras at a cost not to exceed \$6,000. There was a motion by Julie McDonnell, seconded by Joe Landry and approved unanimously.

The next board meeting will be held Thursday, December 12, 2013 at 6:30 p.m. in the Swanker Board Room at the Central Library.

Anthony Gaddy announced that Girls, Inc. is looking for books on chef and cookbook author Suvir Saran. Serena Butch will be glad to help and asked Mr. Gaddy to contact her.

The meeting was adjourned at 8:00 p.m. on a motion by Camille Siano Enders, seconded by Anthony Gaddy and approved unanimously.