

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2014
Central Library

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

ABSENT &
EXCUSED: Jamaica Miles, Marsha Mortimore

FRIENDS
BOARD: John Karl

GUEST: Holly Vellano

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

MINUTES OF THE SEPTEMBER 25 MEETING

The minutes of the September 25 meeting were approved unanimously on a motion by Tina Chericoni Versaci, seconded by Randy Fine.

TREASURER'S REPORT

Tina Chericoni Versaci presented the treasurer's report. Information was gathered from the County's Finance Department's IFM reports as of September 30, 2014. The report shows that accounts have been consolidated as requested by the trustees finance committee. It was noted that a few CDs are still active and will be closed out in the very near future. A motion to approve the treasurer's report was made by Camille Siano Enders, seconded by Bill Levering and approved unanimously.

PRESIDENT'S REPORT

Cheryl Cufari reported. She complimented the finance committee and the county finance commissioner for the smooth transition of trustee accounts into the custodial account held by the county.

Cheryl Cufari thanked the county legislature for approval of the library's 2015 budget. There are additional funds for the temporary services and technology budget.

The next Library Board of Trustees meeting will be held on Tuesday, December 16 at 6:30 p.m. in the Swanker Boardroom. At that time, Ms. Cufari will present a progress report with goals for 2015 and would like to confirm trustee committee lists for the upcoming year as well.

The MVLS fundraiser, featuring author Mike Lupica, will be held on Thursday, November 13 at Schenectady County Community College.

DIRECTOR'S REPORT

Karen Bradley reported. She is very grateful and thanked the board for their help in submitting the 2015 budget. There is an additional \$30,000 for the temporary services budget and money was added for technology. The capital budget was amended to include security cameras for all of the branches.

The replacement for Sandy Homewood has been hired. Doug Bixler will begin his position as Graphic Design Artist on Monday, November 17.

Kathryn VanFlue, a regularly scheduled part-time Librarian I will be retiring in December. We have interviewed two current library employees, who hold MLS degrees, for her position.

We are in the process of applying for a Planning Grant from The Schenectady Foundation. Robert Carreau suggested the library apply for this grant to help with grant writing and other costs associated with applying for larger grants in 2015. Cheryl Cufari asked for a motion to approve Resolution 2 – 11/10/14 Approval of Planning Grant Submission to The Schenectady Foundation. Discussion ensued and it was agreed upon that the resolution be amended to add “up to an amount of \$12,000.” A motion was made to approve the resolution with the amendment by Sharon Jordan, seconded by Anthony Gaddy and approved unanimously.

The Schenectady Foundation's Community Partnership Conference: “Bridges to Youths” will be held on Wednesday, December 3. The library will be implementing Bridges out of Poverty concepts and our “Bridges Champion” is Leah LaFera.

Karen Bradley attended the NYLA Conference in Saratoga Springs on November 6 and 7.

A staff development meeting will be held on Thursday, November 20. Responsibilities of some staff will change due to the upcoming construction of the literacy center.

The bullet-aid check of \$12,500 was received from Senator Hugh Farley's Office. Karen Bradley's recommendation is for technology use, preferably the Meraki Wireless System. She received an email from a patron who was trying to upload a file at the Quaker Street Branch Library. The patron was notified by an employee that it was dragging down the library's system. There is a band-width issue at that branch that needs to be addressed. Discussion ensued. The Finance Committee will address the above-mentioned matters at their next meeting.

FRIENDS OF THE LIBRARY

John Karl reported. The budget process will take place in December and Karen Bradley and Serena Butch will be involved regarding library needs.

The McChesney Room kitchen renovation will take place in December.

Karen Bradley reported that there is a balance of \$17,000 in the Friends 2014 budget for furniture and shelving to adhere with the RFID System.

John Karl commented on the Friends of SCPL Noon Program today. Schenectady native Fred Randall read from his book, *Keeping Time*, a story that chronicles the 98 year old Schenectady native's love affair with percussion. The noon programs will resume again with a two-week discussion program on U.S. Immigration Policy and Issues on December 1 and 8.

The Sunday Winter Concert Series will begin again in January and run through the end of March 2015 with a new program coordinator, Jan Waltz.

The fiction and non-fiction hardcover winter book sale will be held February 6 and 7 2015. A mint condition paperback sale will be held on January 17, 2015.

The Nominating Committee is looking for candidates for the Friends Board.

The new Whitney Book Store Manager as of January 2015 is Charlene Roman.

John Karl voiced his concern regarding library closings. He feels the library should be open on those holidays when schools are closed. Discussion ensued. Holiday closings are based on the agreement between the County of Schenectady and CSEA.

BRANCH REPRESENTATIVE COMMITTEE

Donna Phillips reported that the next meeting will be held on Wednesday, January 14 at 5:00 p.m. in the Swanker Boardroom.

BUILDING COMMITTEE

Sharon Jordan reported. A report from the Building Committee is included in trustee packets. Construction work on the sidewalk project will “button-up” and be off the site for the winter the week of Thanksgiving. They will be back in the spring to caulk joints and finish the plantings.

Werner Feibes, the original architect for the central library will fund the refurbishing of the sculpture located on the parking lot side of the library. The sculpture will be relocated to the front of the building across from City Hall.

A dedication ceremony will be planned for late spring.

The posting of a sign for the Phyllis Bornt Branch Library and Family Literacy Center on the State Street site will be determined by the County Legislature.

Site work will begin at the end of November and should be completed by the first week of 2015. Bids will go out by January 7 and construction should begin in March. Construction should be completed by November.

There is one change to the architects plan; the library will have three bathrooms instead of four.

The current financial information for this project is included in trustee packets.

Emergency work has been completed on the Quaker Street Branch Library. Construction work will begin on the Quaker Street, Glenville and Niskayuna Branch Libraries in March/April 2015.

FINANCIAL COMMITTEE

Joe Landry made a motion to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures 11/10/14. The motion was seconded by Sharon Jordan and approved unanimously. The next finance committee meeting will be held on Wednesday, November 19 at 8:45 a.m.

FUNDRAISING AND DEVELOPMENT COMMITTEE

Anthony Gaddy reported. The next meeting will be held on Monday, December 1 at 5:00 p.m. The committee is working on a letter to Hill Harper. The hope is to have him be the guest speaker at an event during National Library Week in April 2015. His fee is \$25,000, but the committee is working at getting the fee reduced. Discussion ensued. April is busy month with various events taking place, including the Friends annual dinner, which is April 14.

PLANNING COMMITTEE

Randy Fine reported. The committee will be scheduling a meeting soon. Topics for discussion will be the Meraki Wireless System and self-service equipment for library patrons.

POLICY COMMITTEE

Bill Levering reported. The first reading of the Confidentiality and Privacy Policy was presented tonight. Mr. Levering asked trustees to contact him before the next meeting if they have any suggestions or amendments to the policy. Discussion ensued regarding public videotaping library programs and public space issues; the committee will investigate.

NEW BUSINESS

Karen Bradley announced that she received a letter from the Capital District Child Care Council. The library has been selected to receive the Capital District Child Care Council's *Community Collaborator Who Cares Award* on December 3. Ms. Bradley thanked Serena Butch and Kaela Wallman from the Youth Services Department for their support of early childhood and school-age education.

Julie McDonnell is aware of a volunteer from the Niskayuna School District who volunteers by distributing books to Hometown Healthcare. They are in need of children's board books. John Karl suggested that the student contact him; the Friends have an abundance of board books that they would be willing to donate.

Bill Levering invited everyone to his birthday party on January 2.

The next meeting will be held on Tuesday, December 16 at 6:30 p.m. in the Swanker Boardroom at the Central Library.

The meeting was adjourned at 7:45 p.m. on a motion by Bill Levering, seconded by Anthony Gaddy and approved unanimously.