

# SCHENECTADY COUNTY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING

November 29, 2012

Central Library

Present: Tina Chericoni Versaci, Cheryl H. Cufari, Rory Fluman, Anthony M. Gaddy, Sharon Jordan, Julie B. McDonnell, Lisa McHugh, Marsha Mortimore, Edwin D. Reilly, Camille Siano Enders Jr., Clifford M. Tepper, Jean Wildgrube, Karen Bradley

Absent and Excused: M. Joe Landry

Friends Board: William Leitch

Guests: Serena Butch, Mary Ann Warner, Christine Symes, Robin Pelton, Gary Hughes, Norman Randolph, John Karl

Cheryl Cufari called the meeting to order at 7:00 p.m.

### MINUTES OF THE OCTOBER 24 MEETING

The minutes of the October 24, 2012 meeting were approved unanimously on a motion by Sharon Jordan and seconded by Ed Reilly.

### PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

### PRESIDENT'S REPORT

Cheryl Cufari announced that the majority of tonight's meeting will be spent discussing budget concerns facing the library.

The staff breakfast held on November 15 was well received and appreciated by staff. Hopefully the trustees can host a similar event in 2013.

Ms. Cufari met with Karen Bradley and county officials about the cut of \$521,000 to the upcoming 2013 budget. A copy of the 2013 budget is included in tonight's packet and the two major concerns are staffing and the library materials budget. There will be additional cuts in 2014.

Ms. Cufari worked with Karen Bradley, Serena Butch and Mary Ann Warner to reduce staffing without layoffs. The savings need to be done by January 1, 2013 and then the board will make a recommendation to Kathy Rooney by May 1, 2013. Ms. Cufari thanked Karen, Serena and Mary Ann for all their hard work.

Data has been obtained from the over 4,000 public surveys filled out in November at central, branches and online. Serena Butch will now report on proposed reduction in hours at branches.

Ms. Butch passed around a chart indicating branch reduction of hours and asked trustees to review. (The reductions were made as a result of branch staff input and daily branch circulation statistics).

A reduction in hours for central and branches are as follows:

- Central 68 to 64
- Duane 36 to 26
- Glenville 56 to 41
- Hamilton Hill 16 to 0
- Mont Pleasant 26 to 26
- Niskayuna 56 to 41
- Quaker Street 28 to 24
- Rotterdam 56 to 41
- Scotia 34 to 23
- Woodlawn 36 to 28

This is a proposal only; we will take recommendations from the board.

The Hamilton Hill branch is currently open 16 hours a week. Further reduction in hours would make it very difficult to staff. The branch is overcrowded, security is an issue, it is not handicap accessible and the physical condition of the building is dismal. By closing the branch it would lead to a \$14,000 a year savings. This closing may not be permanent.

A discussion ensued regarding the reduction in hours and Ms. Cufari assured everyone that this is just a first draft entering into *Phase 1* of the restructuring process.

Ms. Cufari asked for a motion to approve restructuring of hours for the SCPL system. Trustees asked for reassurance and Ms. Cufari agreed that no additional hours would be cut, only the ones presented this evening. There was a motion to approve by Camille Siano Enders, seconded by Sharon Jordan and approved unanimously.

The second reduction would be to the library materials budget and Mary Ann Warner will now report.

A reduction in the 2013 library materials was made across the board. The biggest cuts were made to branch materials. The library uses a program called "Request Manager" to tell us what items patrons are seeking. A detailed list was given to the trustees.

- 2012 materials budget: \$744,808
- 2013 materials budget: \$608,650

We have been able to achieve savings by having outside vendors process our materials instead of SCPL staff.

The Friends of the Library are constantly receiving new material through donations. Another savings is by reference staff adding these items to the collection.

An unexpected invoice from MVLS for \$42,000 for e-books was recently received. Ms. Bradley will meet with MVLS director about this.

Ms. Cufari thanked Mary Ann and Serena for their reports.

Ms. Cufari would now like to review Phase 2-6 of the restructuring process.

#### Phase 2

Fundraising – We need to raise \$50,000 in revenue to meet the 2013 budget. The money will be used for programs and materials. We need to consider partnering with the Friends since they are a non-profit entity. Another source of revenue could come from applying for grants and hosting author visits.

#### Phase 3

\*Reconstruction Advisory Group – The group is scheduled to meet on Thursday, December 6 at 5:30 p.m. in the Swanker Board Room. Committee members are Sharon Jordan, Anthony Gaddy, Cheryl Cufari, Serena Butch, Karen Bradley, Gary Hughes, Karen Johnson, Chris Witkowski, Ann Trow (Branch representative) and Felicia Spivey (patron representative). \*The Bornt Bequest committee and funds will remain on hold until further notice.

The Reconstruction Advisory Group will hire a consultant and Ms. Cufari is recommending Elissa Kane of “Library Matters.” She comes highly recommend by Andrew Kulmatiski, former SCPL Director and Carol Clingan, former MVLS Director.

Ms.Kane’s proposal consists of a \$4,000 fee. She would be available from January through May. She would attend up to fourteen meetings, be available for phone consultations, facilitate focus groups and prepare a summary. There was discussion among trustees. Ms. Cufari asked for a motion to approve hiring Elissa Kane of “Library Matters.” A motion was made by Julie McDonnell, seconded by Rory Fluman and approved unanimously.

#### Phase 4

Use data from all sources (focus groups) to prepare a report in anticipation of reduced budget of \$4.5 million in 2014.

#### Phase 5

Long-Range Plan – We need to rebuild to make the library system strong.

#### Phase 6

Evaluation of how we are doing.

#### DIRECTOR’S REPORT

Karen Bradley thanked the board and the Friends for the staff breakfast.

Ms. Bradley attended the NYLA conference and was able to participate in several workshops. One common theme this year is how libraries will survive with a 2% tax cap. More libraries in the state are leaning towards a Special Legislative District.

The library received a \$15,000 check from Senator Hugh Farley's office. The funds will be earmarked for security cameras in the new addition (expansion funds were not available). The cost of the project is \$20,000, but the county may pay for the labor.

The library must apply for a Federal ID number for grant writing. Ms. Bradley spoke with Kathy Rooney and she confirmed this. Ms. Bradley asked if the Library Finance Committee would convene in order to pursue this matter.

The county is preparing a facilities review report for all ten libraries. Ms. Bradley is asking board members to visit all branches, perhaps on your own or as a group.

One County One Book is underway and an author visit is planned for April 20, 2013.

Ms. Bradley received a letter of support from a patron. A copy of the letter is enclosed tonight's packet.

Ms. Bradley thanked Serena, Mary Ann and Cheryl for all their help.

#### BORNT BEQUEST COMMITTEE

Sharon Jordan reported that the Bornt Bequest Committee will be put on hold.

Ms. Jordan visited all nine branches shortly after being appointed to the board in June 2011.

#### BRANCH REPRESENTATIVE COMMITTEE

Jean Wildgrube reported. Branch representatives are asking for more technical support at the branches. Karen Bradley and Rob Lang are investigating if the New York State Department of Labor "One-Stop Employment and Training Center" is willing to outreach to the branches.

Two other concerns of the branch representatives are rug cleaning and "no loitering" signage.

#### FRIENDS OF THE LIBRARY

Bill Leitch reported. The Friends trip to France in the spring is full.

#### OLD BUSINESS

Rory Fluman announced that the retirement luncheon for Esther Swanker and Simon Weinstein will be held on Tuesday, December 18 at Cornell's Restaurant. An invitation will follow soon.

Donor Plaques – Will be tabled for a future meeting per Cheryl Cufari.

Advocacy Committee – John Karl reported on behalf of the Friends. This committee will be community-based. Mr. Karl is in the process of creating an agenda and community-wide meetings will be open to

the public. The main focus is to identify people in the community to advocate for the library. Alternative choices such as going independent to create a *Special Legislative District* will be pursued. This committee is a joint effort between the Friends and Library Trustees. Marsha Mortimore will make future reports under Committee Reports/Assignments.

Karen Bradley announced that there is a Webinar on December 11 on library advocacy. She will e-mail the link to the trustees.

#### NEW BUSINESS

Cheryl Cufari read a letter from Jean Wildgrube. She is resigning from the library board of trustees. Ms. Cufari asked for a motion to accept Jean's resignation. There was a motion from Julie McDonnell, seconded by Tina Chericoni Versaci and approved unanimously. The retirement luncheon for trustees on December 18 will now include Ms. Wildgrube.

Ms. Cufari received two renewal notices; one from the Chamber of Schenectady and the other from the Library Trustees Association. After a brief discussion, it was decided to table both of these items for another meeting.

Ms. Cufari announced that the library received an award from the Goose Hill Association.

A motion to adjourn the meeting was made by Clifford Tepper, seconded by Camille Siano Enders and approved unanimously. The meeting was adjourned at 8:55 p.m.