

SCHEENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 1, 2016  
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Randy Fine, Anthony Gaddy, Sharon Jordan, William Levering, Julie McDonnell, Marsha Mortimore, Carmel Patrick, Donna Phillips, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT AND

EXCUSED: Cori Hoffman, M. Joe Landry, Jamaica Miles, Edwin D. Reilly, Jr., Tina Chericoni Versaci

SCHEENECTADY  
COUNTY

LEGISLATURE: Holly Vellano, Chair, Education and Libraries

MINUTES OF THE OCTOBER 27 MEETING

The minutes of the October 27, 2016 meeting were approved, with one abstention from Donna Phillips as she was not in attendance, on a motion by William Levering, seconded by Sharon Jordan.

PRESIDENT'S REORT

Carmel Patrick thanked the board for their work throughout the year. As President of the Board of Trustees, she learned a great deal from every member. Three board members will be reappointed, as their terms expires on December 31, 2016.

DIRECTOR'S REPORT

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

- The library is participating in the Saturday, December 10, 2016 Downtown Halliday event along with the Friends of the Library. Trustees are welcome to attend.
- The newly hired Literacy Outreach Coordinator began work on Monday, November 28.
- The JA Committee is meeting on December 7, 2016, to present information about fees for 2018 for member libraries and will answer questions.
- Enclosed in trustee packets is the 2017 grant application for CLDA funds made available to Central Libraries through New York State. This is the second year that we have moved to a new process of applying for the funds in the form of a grant. There is Resolution #1 in trustee packets to approve the submission of this grant.
- Right after the New Year, we would like to begin planning for a one year "Birthday Bash" for the Phyllis Bornt Branch Library and Literacy Center.

Carmel Patrick asked for a motion to approve Resolution #1 – Approval of CLDA Grant Submission to the Mohawk Valley Library System. A motion was made by Cheryl Cufari, seconded by Donna Phillips and approved unanimously.

#### PRIVILEGE OF THE FLOOR

Mary Ann Warner spoke during privilege of the floor. December is National Learn a Foreign Language Month. The Central Library and all Branches will be promoting Mango, our free database that offers more than 50 different languages. Mango has an APP that can be downloaded. The promotion will run from December 1-31, 2016. Staff will be wearing their green Mango T-shirts on Thursday, December 1 and Saturday, December 10. On December 10, the library is participating in Schenectady City Halliday and Mary Ann will be serving up Mango smoothies at reference and talking with patrons about the service. Gift baskets with Mango products are prominently displayed at Central and all branches. The basket is a raffle designed to entice people to ask library staff about Mango. Mango can be accessed by logging on to the library's website; clicking on Mango and creating an account.

#### FRIENDS OF THE LIBRARY

Valerie Catlin's report is enclosed in trustee packets. Highlights include:

- The upgrade to the audiovisual system in the McChesney Room is installed and working.
- John Simon's talk on November 3 with slides and music was interesting to fans of *The Band*.
- Tracy Kidder's talk on November 17 was enjoyable and informative.

The above special events wrapped up the Friends' 50<sup>th</sup> anniversary year. The Friends are especially grateful to Rita Moore, Chris Witkowski, and the anniversary committee for their hard work in making the year one to remember.

- Monday noon programs: Introduction to Opera series began November 28.
- Registration for the Friends-sponsored Canadian Rockies trip in July 2017 is open through December. For more information, contact Sue Crawford at [ecrawford22@nycap.rr.com](mailto:ecrawford22@nycap.rr.com) or 372-1198.

#### BRANCH REPRESENTATIVE COMMITTEE

Donna Phillips reported that the next meeting will be held on Wednesday, January 11, 2017 at 5:00 p.m. at the Niskayuna Branch Library.

#### BUILDING COMMITTEE

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

- Niskayuna – The rehabilitation project is completed. The staff room and bathroom portion of the project is on hold.
- Bornt Branch – The carpet has been professionally cleaned.
- Quaker Street – The ceiling has been painted, exterior has been pressure washed, leak at window has been repaired and emergency exit door to be replaced – should be completed by New Year.
- Scotia – Purchase order for gutter replacement has been issued and work will be scheduled. Exterior wall and basement wall repairs are 100% completed. Project is projected to be completed before 2017.
- Woodlawn – Soffit and fascia repairs are expected to be repaired and completed before the New Year.
- Mont Pleasant – Soffit and brick repairs and exterior paint completed.

All 2016 capital projects should be completed by the New Year.

All carpets and windows have been cleaned at Glenville, Niskayuna, Rotterdam, and Bornt. Remainder of libraries will be cleaned in 2017. Sharon thanked Holly Vellano and Gary Hughes for their support in this endeavor.

#### FINANCIAL COMMITTEE

Julie McDonnell reviewed the expenditure grid. She made a motion to approve Resolution #2 – Approval of SCPL Board of Trustees Expenditures. The motion was seconded by Sharon Jordan and approved unanimously.

#### PLANNING COMMITTEE

Cheryl Cufari reported that the next meeting will be held on December 13, 2016 at 5:00 p.m. at the Central Library.

#### SAFETY AND SECURITY COMMITTEE

Camille Siano Enders' report is enclosed in trustee packets. Highlights include:

- The committee is considering a process and procedure for re-entry of banned patrons.
- Funding for a part time 'roving' officer has been approved by the County. This would be a random checking up on the branches.
- County Emergency Management is assessing the evacuation and fire drill protocols for the library.
- The committee is considering revising some of the library rules – for example, changing "No use of tobacco" to "No use of tobacco products or vaping" and "No animals allowed" to add "except service animals."
- Funds were approved from the \$20,000 Bullet Aid to support an upgrade to security cameras at the Central Library.

#### NEW BUSINESS

Karen Bradley announced that the new sheriff will begin on Monday, December 5. He will work Monday through Thursday, 5:00-8:00 p.m. and Sunday 1:00-5:00 p.m. Administration and staff deeply appreciate the additional coverage on Sundays.

The meeting was adjourned at 5:53 p.m. on a motion by Cheryl Cufari, seconded by Marsha Mortimore and approved unanimously.

The next meeting will be held on Thursday, January 26, 2017 at 5:30 p.m. in the Swanker Boardroom at the Central Library.