

SCPL
Board of Trustees Meeting
December 12, 2013
Central Library

Present: Randy Fine, Rory Fluman, M. Joe Landry, Serena Butch, Sharon Jordan, Julie McDonnell, Tina Chericoni Versaci, Karen Bradley, Anthony Gaddy, Bill Levering

Absent & Excused: Cheryl Cufari, Lisa McHugh, Marsha Mortimore, Edwin Reilly, Jr., Camille Siano Enders

Friends Board: John Karl

Guests: Diane Robinson, Michele Largeteau, Dee Coblisch, Ken Wagner, Mary Ann Warner (recorder)

Anthony Gaddy, in Ms. Cufari's absence, called the meeting to order at 6:41.

Sharon Jordan moved to accept minutes of November meeting, Bill Levering seconded with unanimous approval.

Sharon Jordan moved to accept **Resolution 1**. Submission of FLC grant for \$415,000. Julie McDonnell seconded, approved unanimously.

Julie McDonnell provided some background on **Resolution 2**. The Finance Committee has completed the consolidation of bank accounts and organized the gift & memorial and grant fund accounts. In the future any gift under \$100 will be rolled into an unrestricted or unrestricted branch account. Julie McDonnell moved to accept Joe Landry seconded, unanimously approved.

Resolution 3 Bill Levering motioned to approve \$200.00 for use of SCCCs Van Curler Room for the Board's fundraiser in March. RF seconded, all approved.

Dee Coblisch, RFID tagging coordinator presented the Board with an overview of the work she has been doing with volunteers who are tagging library materials for the library's RFID implementation. A slide presentation showed some of the dedicated volunteers who have been assisting with this project and included graphics illustrating the progress thus far and estimating the cost of completion of the project.

- Most of the first floor of the main library is tagged with the exception of media.
- Tagging media is a slower process than print material.
- Tagging began at the NIS branch on December 2.
- Pace will be difficult to maintain during the holidays.
- Volunteers are very excited to be helping the library.

Tina Chericoni Versaci asked Dee how she had come to work for the library in this position and Dee provided some of her qualifications including her MLS degree and many years of experience working in public libraries in the capital district. She has done library automation projects in the past and has both personal and professional connections in the area which she has been able to call upon in handling this project.

Resolution 4 Tina Chericoni Versaci asked if Dee thought that the timeframe and budget indicated in the Resolution for Expenditure were sufficient to complete the project. Dee indicated that based on the information available to her she felt that tagging could be completed by the end of March. Joe Landry motioned to approve the resolution, Bill Levering seconded, approved unanimously.

Michele Largeteau presented an overview of the services provided by the SALS/MVLS Joint Automation Project. As the name indicates it is a joint venture between the Southern Adirondack and Mohawk Valley Library Systems to provide automation services and computer and technology support to member libraries. Responsibilities include:

- Maintenance of the Polaris Integrated Library System - components of the ILS include patron and materials databases; the online catalog; circulation, cataloging, serials and acquisitions modules; reporting
 - Database contains over 2 million items
 - Online catalog coordinates ILLs and hold requests
 - Full PC support provided including purchase, configuration and security
- RFID implementation support
- Network support – high-speed connections to multiple servers and firewall at SALS site in Saratoga Springs; multiple network connections at library sites (public and staff); coordination among service providers; maintain equipment “closets”; requires standardized configurations among member libraries
- Provides staff e-mail, website and blog hosting
- Subscription database support
- Consulting on projects (for example SCPLs RFID project)
- Cassie – public PC scheduling software
- Staff training
- Estimated cost of these services to SCPL for 2014 \$160,000. Fees determined at a rate of \$.09 per item held, \$.10 per item circulated annually.

Michele was asked if certain searches could be prevented. There is no filtering software on any of our computers. Public PCs are locked down so that patrons cannot access what other PCs are viewing and cannot see where previous users have visited.

Michele was asked about Internet Policy. JA has policies and procedures related to staff access to patron data. How does JA respond to law enforcement requests for information? JA will not release information without subpoena as required by NYS law. Patron searches are not retained and patrons must elect to save information about titles checked out on their accounts.

Michele explained JAs PC support policy which recommends that in most cases PCs are not worth maintaining after 4 years. Libraries are not required to replace that often, but JA will no longer support those PCs. She recommended budgeting to replace ¼ of PCs per year and to keep in mind that RFID equipment will need to be replaced or upgraded in 5 years and that we begin to plan accordingly. Michele also stated that typically libraries of our size and smaller have 2 full-time staff for only 1 site. Our current rate of .5 full-time staff for 10 sites makes it difficult to provide a certain level of service to patrons.

No one spoke during Privilege of the Floor.

President's Report

Mr. Gaddy reported on a meeting that took place at the Central Library for parties interested in partnering with the library on the Family Literacy Grant. It was led by Scott Felderman with representatives from more than 12 agencies from the community including SCAP, LVA, Ellis, and the Schenectady City School District.

Charles Steiner will be replacing Quintin Bullock as co-chair of the library's fundraiser on March 27th. Mr. Bullock is leaving his position at SCCC. There will be a 6pm reception, at 7:30 Senator Cecelia Tkaczyk will introduce speaker Kristin Kimball, author of the OCOB selection *The Dirty Life*, followed by a book signing at 8:30. John Charles Cook will be the musical entertainment. Vincy's will be handling printing. Cheryl Cufari is requesting Board members provide lists of persons who should receive invitations or be considered for honorary committee members as well as groups or businesses that could be approached for sponsorship.

Director's Report

Karen Bradley reported. Additional funds are needed for completion of meeting room technology replacement at the Rotterdam branch. The insurance did not completely cover the costs. Can this amount be taken from the Rotterdam Branch funds?

Ms. Versaci asked that this type of request be included as a resolution in the future to simplify the process. It can be included in packet as 1 resolution with attachment of items of approval for expenditure.

Ms. Versaci motioned for expenditure of up to \$1000 from the Rotterdam Branch fund for technology replacement. Joe Landry seconded, all approved.

The next PC order is due February 8th. Senator Farley's Budget Aid of \$10,000 will be applied to this order. An additional \$19,110 will be needed to order the 30 PCs that need replacement. The Board requested an inventory of the library's PCs including how many, where they are located and what their expiration dates are. Ken Wagner said that he has that information available.

A discussion began about replacement of peripherals and other equipment and it was recommended that immediate needs and long-term planning be addressed. When Ms. Cufari returns she will be asked to set something up.

For the January meeting the Board will need Ken's chart and a resolution for purchase of the PCs for the February order and should include expenditures for any other immediate technology needs.

Friends Report

John Karl reported. Friends' quarterly membership renewal mailings have been completed. There will be a combined book sale on January 25 and 26th of fiction and nonfiction materials. There is a budget meeting scheduled for December 17th where Ms. Bradley and Ms. Butch will make their annual requests in support of programming and special projects.

The Friends are interested in remodeling the kitchen in the McChesney Room as they use it frequently for programs.

In response to Ms. Largeteau's recommendations, Mr. Karl commented that the Niskayuna High School employs 3 full-time IT staff in one building.

Membership is increasing and scheduling of the annual picnic will occur in January.

Building Committee

Sharon Jordan reported. The preliminary floor plan for the FLC has been reviewed. The developer has agreed to increase the footprint to 4680 square feet. Another meeting is scheduled and a resolution will be prepared for the Board for the January meeting.

The current timeline for the project is to go out to bid in February 2014; construction to begin in April; completed by December 2014; opening on January 2, 2015. The project will need to be synchronized with the developer's construction schedule.

Finance Committee

No new business.

Planning Committee

No report at this time.

Policy Committee

Bill Levering reported. The committee is working online and will be meeting in early January. Live documents will be available for review after that meeting. Bylaws need to be addressed.

New Business

Mr. Gaddy congratulated Mr. Fluman on his recent election to the Schenectady County Legislature. Rory Fluman submitted his resignation from the Schenectady County Public Library Board this evening. Mr. Fluman thanked the Board and complimented all on recent work. The board accepted Mr. Fluman's resignation. Ms. Bradley thanked Mr. Fluman for his service.

Mr. Levering made a motion to interpret the Bylaws to allow members to vote by phone, seconded by Ms. McDonnell and unanimously approved.

The next meeting will be held on January 23rd in the Swanker Board Room at the Central library at 6:30 p.m.

Mr. Gaddy motioned to adjourn at 8:05, seconded by Randy Fine and approved unanimously.