

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 22, 2018  
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Randy Fine, Heather Gray, Cori Hoffman, Sharon Jordan, M. Joe Landry, Marsha Mortimore, Carmel Patrick, Karen Bradley, Angela Strong, Janice Martin-recorder

ABSENT: Anthony Gaddy, William Levering, Julie McDonnell, Edwin D. Reilly, Jr., Tina Chericoni Versaci

Carmel Patrick called the meeting to order at 5:30 p.m.

Mr. Landry administered the oath of office to Camille Siano Enders, who serves as Secretary to the Schenectady County Library Board of Trustees.

#### MINUTES OF THE JANUARY 25 MEETING

The minutes of the January 25, 2018 meeting were approved, with one abstention from Camille Siano Enders as she was not in attendance, on a motion by Cori Hoffman, seconded by Cheryl Cufari.

#### PRESIDENT'S REPORT

Carmel Patrick included the Board of Trustees letter for the 2017 annual report.

#### DIRECTOR'S REPORT

- The bid opening for the Mont Pleasant Branch construction project is Friday, March 2, 2018.
- We are happy to welcome Paula Kurtzner to the Adult Services Library Assistant position and Anne Skrebutanas to the Youth Services Library Assistant position at 18.5 hours a week.
- An MVLS workshop will be held at Central Library on Thursday, March 9 from 9:30-11:30 with a focus on our Bridges programs and breaking down the barriers to public service.
- NYLA's Library Advocacy Day is February 28, 2018. Let Karen Bradley know if you are interested in attending.
- National Library Week is April 8-14, 2018. This year's theme is "Libraries Lead." Leah LaFera has been busy preparing an activity for the week to highlight our libraries and has been coordinating branch programming.
- We are participating in the Reading Jamboree at Proctors on Saturday, April 21, 2018. This event is sponsored by Schenectady City Schools and includes the library as one of the many partners who are supporting them. The idea has been put forward by the committee to have it be a "fine free day" for children who attend that have library fines. Discussion ensued regarding trustee support of "fine free day." It was agreed upon that Randy Fine and Karen Bradley will look into the matter and bring it forth at the March meeting.
- Author Robin Oliveira, who has a new book coming out February 22, entitles *Winter Sisters*, has offered to come here to do a free program on Thursday May 3 at 6:30 p.m.
- Assemblyman Angelo Santabarbara toured our library recently and a video was made here for Library Advocacy Day. It will be shared on our website. Karen Bradley and Angela Strong appeared on Assemblyman Santabarbara's Assembly Update show this past Thursday.
- The Friends Annual Dinner is Tuesday, April 10, 2018. Kaela Wallman is going to be the speaker.

- The County has initiated plans for a countywide health and wellness month which will be entitled “Schenectady Moves a Million in May,” which coincides with National Physical Fitness Month. Our libraries are likely to be locations for community to turn in their log sheets. We will also be sponsoring some programs and book displays that month and are planning to do a staff wellness activity.

#### FRIENDS OF THE LIBRARY

- Beat the Snow music programs continue on Sunday afternoons in the McChesney Room at 2:30 p.m. through March.
- Books Sandwiched-In reviews continue at noon on Mondays.
- The winter book sale made \$5,447, with 178 volunteer hours worked.
- The Friends annual meeting will be held at the Glen Sanders Mansion on April 10, 2018 during National Library week. Sign up forms will be in the March newsletter.
- The Nominating Committee has a slate of board and officer positions. Our retiring treasurer is already training the nominee for that position.
- For more information about the Friends, visit [www.friendsofscpl.org](http://www.friendsofscpl.org)

#### BRANCH COMMITTEE

- Cori Hoffman has been named chair of the Branch Committee.
- A meeting was held with representatives from the Glenville, Niskayuna, Scotia and Woodlawn branches.
- Glenville, Niskayuna and Woodlawn branch libraries are happy with the new carpeting.
- Maintenance issues are being addressed.
- Woodlawn’s parking lot was repaved. Office of Facilities is looking into the issue with pooling water/no drainage.
- Rotterdam and Scotia will have their parking lots paved in 2018.
- Scotia is looking to start their own book group. They also want to promote Scotia as Schenectady County’s historical branch library.

#### FINANCIAL COMMITTEE

- Joe Landry asked for a motion to approved Resolution 1 – Approval of SCPL Board of Trustees Expenditures. A motion was made to approve by Sharon Jordan, seconded by Camille Siano Enders and approved unanimously.

#### PLANNING COMMITTEE

- Planning committee met on February 13, 2018.
- The committee will meet quarterly (late April, early September, early December).
- Finalize process for committee work on the long-range plan of service:  
We were in agreement that we will ask Board committees to follow the process created in 2017 as we proceed in 2018 to meet the goals of the Long Range Plan of Service. This timeline is:
  - Committees met their goals using the Long Range Plan of Service document in early 2017
  - Work on these goals throughout 2017
  - Summarize accomplishments toward the goals into a report for the November 2017 meeting and report out on that summary for whole board.
  - Summaries will be used for 2018 Annual Report and goal setting for 2019.

- The committee decided to use Dropbox as an archival tool for past documents. Google drive will be used for working documents or current documents that would be needed by the entire board.
- We will continue to work on our 2017 goals from the Long Range Plan.
- Angela Strong provided an update on the staff working group including the branch profiles and job description rewrites. She also reported on the branch profile update which includes data on technology, circulation and door counter statistics.

#### SECURITY COMMITTEE

- A meeting will be scheduled in March.
- The deputy sheriff assigned to the Mont Pleasant and Bornt Branch libraries, Ben Stevens, is working out well.
- The active shooter training may be repeated at the library in the future, but a refresher video is available online: *Run, Hide, Fight*.

#### NEW BUSINESS

- Cheryl Cufari announced that there will be a One County, One Book meeting on Tuesday, March 6, 2018. There is a ten-person committee; co-chairs are Cheryl Cufari from the Library Board of Trustees and Christine Witkowski from the Friends of the Library. The program will be announced during National Library Week at the Friends annual dinner. Nominations will be received by the public, selection committee picks final three or four selections, public reads selections and votes. Winning book will be announced in early November.
- Carmel Patrick announced that Schenectady Rotary is looking for non-profits who may be in need of volunteers for a sit-down project for the time period of June 1-3, 2018.
- Randy Fine announced that New York State residents (18 or older) are eligible to apply for a free New York State Library borrower's card. Also announced is that New York State residents are eligible to apply for a New York City Public Library borrower's card.

The meeting was adjourned at 6:12 p.m. on a motion by Sharon Jordan, seconded by Marsha Mortimore and approved unanimously.

The next meeting will be held on Thursday, March 22, 2018 at 5:30 p.m. in the Swanker Boardroom at the Central Library.