

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 25, 2016  
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, Julie McDonnell, Jamaica Miles, Marsha Mortimore, Carmel Patrick, Donna Phillips, Tina Chericoni Versaci, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT AND

EXCUSED: Cori Hoffman, William Levering, Edwin D. Reilly Jr.

FRIENDS

BOARD: John Karl

GUEST: Holly Vellano

Carmel Patrick called the meeting to order at 6:31 p.m.

MINUTES OF THE JANUARY 28 MEETING

The minutes of the January 28, 2016 meeting were approved unanimously on a motion by Tina Chericoni Versaci, seconded by Sharon Jordan.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

PRESIDENT'S REPORT

Carmel Patrick reported. She will attempt to keep the board meetings to one hour. She is asking committee chairs to send their reports to Karen by the Friday before the board meeting; Karen will send out agenda and attachments by close of business Monday.

The trustee officers were copied on a letter from the CSEA Local 885 Library Unit Officers to the County Executive regarding staff security concerns. A response letter from Carmel Patrick is enclosed in board packets. We are working with the County Executive and Sheriff's Department to address staff concerns.

Carmel met with County Executive Rooney and she will meet with Karen Bradley and Legislator Gatta, from the county education and library committee, to share perspectives about the library.

Planning for One County, One Book continues to progress well. Celebrity readers will be reading in Schenectady schools during the week of February 22. Eileen Abrahams from SCCC will review "Brown Girl Dreaming" at a noontime discussion on February 29. She will also lead a book discussion on April 2. Jacqueline Woodson will visit with middle school students and do a public presentation on April 4. A county-wide poetry contest, memoir writing workshop, related film screenings and a literacy service project entitled "Grow A Reader" are also planned. Carmel thanked Karen, Serena, Lauren and Doug for all of their efforts to create a successful OCOB program. She also gave a very special thanks to the Friends for their financial support of the programming for OCOB.

Carmel thanked staff and trustees for planning the grand opening festivities for the Bornt Branch Library on Saturday, February 27.

#### DIRECTOR'S REPORT

Karen Bradley reported. The final preparations are being made for our grand opening of the Phyllis Bornt Branch Library and Literacy Center.

NYLA Lobby Day is March 2, 2016 and the list of appointments with representatives has been finalized. All are welcome to attend.

MVLS has sent us information of their annual recognition award and the Harold and Junice Wusterbarth Volunteer Service Award Information, Guidelines and Nomination form. Forms and guidelines can be found at <http://mvls.info/mvls-2016-awards/>.

Attached is the 2016 Joint Automation Project agreement that is voted upon annually by all MVLS and SALS library Board of Trustees. A resolution is included under Old Business. On behalf of the library staff, Karen would like to express deep appreciation for the phenomenal work that the Joint Automation Project staff and MVLS staff have done for us in preparing for the Bornt Branch over the past year.

#### FRIENDS OF THE LIBRARY

John Karl reported. The Friends 50<sup>th</sup> anniversary dinner will be held on Saturday, April 16 at River Stone Manor. All Friends members will receive an invitation.

The Friends will continue to support library programs.

The spring book sale will be held on April 30 and May 1, 2016.

#### BRANCH COMMITTEE

No report.

#### BUILDING COMMITTEE

Sharon Jordan reported. The ribbon cutting is scheduled for noon and the open house from 1-4 p.m. at the Bornt Branch Library and Literacy Center on Saturday, February 27. The library will officially open on Monday, February 29. Duane Branch closed its doors on Friday, February 19. Patrons are anticipating the opening of the new library with excitement. Carmel Patrick commented that our legislators and trustees have been a big part in getting us to this point.

Family Dollar is under construction and an opening of March 21, 2016 is anticipated.

The Quaker Street Branch Library's rehabilitation project is completed.

The rehabilitation work on the Glenville Branch Library is scheduled to begin on Tuesday, February 23 and be completed by the end of March.

Niskayuna's rehabilitation project will commence in late spring. The county is reviewing drawings and specs now, so it can be bid out in spring with completion in the fall.

There are three tasks that will need to be dealt with in the coming months:

- Tour of all branch libraries to review the facilities for additional capital needs
- Forming a task force for complete review of the second floor of central and to make recommendations for the space
- Review of Mont Pleasant Branch Library and where do we go with this building

There have been complaints about the new door at the Quaker Street Library. Sharon reported that the county is aware of the problem and will have an update on this matter at the March meeting.

#### FINANCE COMMITTEE

Joe Landry asked for a motion to approve Resolution 1 – Approval of SCPL Board of Trustee Expenditures. A motion was made by Cheryl Cufari, seconded by Anthony Gaddy and approved unanimously.

#### DEVELOPMENT COMMITTEE

Anthony Gaddy reported. The committee is waiting to reconvene with The Friends of the Library. The two groups met last year.

#### PLANNING COMMITTEE

Cheryl Cufari reported that the committee will meet in March.

#### POLICY

No report.

#### SAFETY COMMITTEE

Carmel Patrick thanked the committee for gathering the statistics for their report.

Camille Siano Enders reported. There have been recent conversations with the County Manager and Sheriff's Department regarding safety concerns from staff at the central library. Work is moving forward to detail hours and duties of sheriff's deputies at the central library.

Key fob security is planned for the employee entrance at central.

Staff will continue to receive county training regarding workplace safety; next up is active shooter training.

Security at the tech desk is a concern. A chain is being requested which would separate patrons from the employee working at the desk; will evaluate to see if there is a permanent solution. There is concern about leaving the tech desk unattended; possible use of video camera from Duane was discussed.

A report is attached regarding the incident reports for each branch from 2014 and 2015. Although there appears to be an increase in incidents, during the past year we developed a more user friendly database for the incident reports and retrained staff to complete the reports which may account for the increase.

There was discussion about the banning process and re-entry; will be discussed further.

A discussion was held regarding part-time peace officer positions for the library. Inquiries can be made at the Schenectady County Sheriff's Department.

**OLD BUSINESS**

Resolution 2 – Approval of the Annual Joint Automation Project Agreement. A motion was made by Sharon Jordan, seconded by Chery Cufari and approved unanimously.

**NEW BUSINESS**

Joe Landry administered the oath of office to Marsh Mortimore. Marsha was re-appointed to the board.

The next meeting will be held on Thursday, March 24 at 6:30 p.m. in the Swanker Boardroom at the Central Library.

The meeting was adjourned at 7:13 p.m. on a motion by Jamaica Miles, seconded by Anthony Gaddy and approved unanimously.