

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 26, 2015
Central Library

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

ABSENT &
EXCUSED: M. Joe Landry, William Levering, Marsha Mortimore, Edwin D. Reilly Jr.

FRIENDS
BOARD: John Karl

GUESTS: Shannon Kelly, Janice Stankus, Margaret Harvey

There was an executive session held from 6:30 p.m. to 6:46 p.m.

Cheryl Cufari called the regular board meeting to order at 6:47 p.m.

MINUTES OF THE JANUARY 22 MEETING

The minutes of the January 22, 2015 meeting were approved unanimously on a motion by Carmel Patrick, seconded by Sharon Jordan.

PRIVILEGE OF THE FLOOR

Karen Bradley introduced Shannon Kelly, a member of the Working Group on Girls and Pi Beta Phi Fraternity for Women. With the planned construction of the new literacy center, she made the library aware of a literacy initiative. The library applied for 500 free books for children, through First Book. The books are valued at close to \$4,000. The collection included a variety of "Super Hero" books which ties in the New York State Summer Reading Program theme for 2015. Shannon announced that Pi Beta Phi has been involved in literacy for over 100 years and read their philosophy. They believe in the power of reading and their mission is by 2017 to touch one million lives by reading. They have been donating books continuously to Schenectady County. She announced that Schenectady County Public Library is eligible to apply for another grant opportunity available next year.

PRESIDENT'S REPORT

Cheryl Cufari announced that her report is infused with the committee reports.

DIRECTOR'S REPORT

Karen Bradley reported. Library Lobby Day was February 25. Participants were advocating for funding for school and public libraries. Donna Phillips was in attendance with students from Hamilton School. We are hoping that the governor's budget allows us to be in line with the 4.8% increase with aid to school districts.

FRIENDS OF THE LIBRARY

John Karl reported. The kitchen renovation in the McChesney Room has been completed. The refrigerator will be delivered soon. He invited everyone to stop in to take a look at it.

The Friends newsletter went out on February 25. It included the reservation form for the annual dinner on April 14 at SCCC.

The Friends will have a planning session for their 50th anniversary. It will be held on Saturday morning, March 14 at 9:00 a.m. Breakfast will be served and all trustees are welcome to attend.

Volunteers are needed for the annual staff/volunteer picnic on June 12. If anyone is interested, please contact John Karl.

John expressed his concern regarding the newly renovated sidewalk and landscaping area on the corner of Liberty and Clinton Street where the Friends set up for the spring and fall book sales. Sharon Jordan reported that she spoke with TWA Construction Management and there will be a meeting set up within the next two weeks. She will contact John Karl with the meeting date and time.

The on-line sales are productive, but there have been issues relating to sales tax.

The new iMac, purchased with funds from the Friends, has been received by Doug Bixler.

BRANCH REPRESENTATIVE COMMITTEE

Donna Phillips reported that the next meeting will be held on April 15 at 5:00 in the Dixon Board Room at the Central Library.

BUILDING COMMITTEE

Sharon Jordan reported. The Literacy Center bids came in higher than expected. The county is working diligently with the architect at this time to prepare for a rebid on the project soon.

FINANCE COMMITTEE

Tina Chericoni Versaci reported. She asked for a motion to approve the following resolutions:

- SCPL Board of Trustees Resolution - #1 - 2/26/15 – Approval of SCPL Board of Trustees Expenditures. A motion to approve was made by Carmel Patrick, seconded by Anthony Gaddy and approved unanimously.
- SCPL Board of Trustees Resolution #2 – 2/26/15 – Approval of Anticipated Bookends Purchase for Niskayuna Branch. A motion to approve was made by Julie McDonnell, seconded by Sharon Jordan and approved unanimously.
- SCPL Board of Trustees Resolution #3 – 2/26/15 – Approval of Submission of Central Library Development Aid Grant to MVLS. Discussion ensued regarding the new system by MVLS requiring the central library to apply for CLDA funds. A motion to approve was made by Sharon Jordan, seconded by Carmel Patrick and approved unanimously.
- SCPL Board of Trustees Resolution #4 – 2/26/15 – Approval of SCPL Board of Trustees Anticipated Expenditure – Friends Picnic. A motion to approve was made by Julie McDonnell, seconded by Camille Siano Enders and approved unanimously.

FUND DEVELOPMENT

Tony Gaddy reported. Local banks and community groups would like to support the new literacy center with hopes of receiving “naming rights.”

PLANNING COMMITTEE

Randy Fine reported. The committee is concerned with two primary issues:

1. The true picture of the budget. What is the cost of doing business at the library?
2. Working on a strategic plan.

The following discussion ensued:

- Hard to think of ourselves as “fundraisers”
- Hold a future Friends/Trustees meeting
- Library needs a strong financial foundation
- Need to look at all funds coming into the library
- Need to reach out to banks, private donors; don’t want to lose opportunities for donors
- Planning Committee will reach out to all committees; will have work sessions
- Is there a need to get professional help with fundraising?

A strategic plan will have to be done immediately; what is critically needed and where do resources go. We will be adopting the terminology “Revenue Development;” what is all of our funding through fines, contribution, Friends, earned income, etc.

The Planning Committee is convening every two weeks.

POLICY COMMITTEE

Camille Siano Enders reported for Bill Levering. She distributed copies of the SCPL Computer and Internet Use Policy (2nd reading 2/26/15) and SCPL Whistleblower Policy (1st reading 2/26/15). The committee made some changes to the Internet Use Policy after the first reading on January 22. Discussion ensued. Camille Siano Enders reported that the Policy Committee will re-convene and present it again at the March 26 meeting. She asked trustees to review the Whistleblower Policy and to contact members of the Policy Committee with any suggestions or comments. Both items will be on the March agenda.

SAFETY COMMITTEE

Camille Siano Enders reported. The meeting was held on February 23 and included library staff, the deputy sheriff and a union representative. The committee is looking into revising the current *Incident Report* form and *Banning Letter*. These could be potential legal documents and it’s essential that they are filled out uniformly. Training for staff will begin in March.

The county is looking for ways to address problems at the Mont Pleasant Branch Library. Karen Bradley reported that staff is following all safety guidelines. 911 is to be called.

NEW BUSINESS

Julie McDonnell asked if the time period for reserving the McChesney Room can be changed if a person is being charged for the room. Currently, the room cannot be booked more than two months in advance. Discussion ensued. Cheryl Cufari referred this matter to the policy committee.

The next meeting will be held on Thursday, March 26 at 6:30 p.m. in the Swanker Boardroom at the central library.

The meeting was adjourned at 8:35 p.m. on a motion by Tony Gaddy, seconded by Sharon Jordan.