

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 24, 2014
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Lisa McHugh, Jamaica Miles, Marsha Mortimore, Donna Phillips, Edwin D. Reilly, Jr., Tina Chericoni Versaci, Karen Bradley, Janice Martin-recorder

FRIENDS

BOARD: John Karl

Guests: Karen Johnson, Holly Vellano

Cheryl Cufari called the meeting to order at 6:32 p.m.

Ms. Cufari welcomed back Randy Fine.

Ms. Cufari announced that Leah Leonard, a former library board trustee and current Friends of the Library trustee, passed away. She asked for a moment of silence in honor of Mrs. Leonard.

The minutes of the February 27 meeting were approved unanimously on a motion by Sharon Jordan, seconded by Edwin Reilly.

No one spoke during privilege of the floor.

PRESIDENT'S REPORT

Cheryl Cufari reported. The Board of Trustees fundraiser will be held this Thursday, March 27. We have received \$25,230 in donations as of March 24. This includes a \$10,000 donation from Esther M. Swanker. Expenses as of March 24 are \$1,878. Additional anticipated expenses will be under \$1,000. Ms. Cufari thanked the Friends of the Library for their generous support in underwriting the author's fee. Over 200 people have signed up for the event and we are anticipating many walk-ins Thursday evening.

Eric Trahan, along with a foundation consultant, will attend the April 24 library board meeting to talk about The Foundation for Mohawk Valley Libraries Case for Support.

Cheryl Cufari, Serena Butch and Karen Bradley attended a seminar on Library Finance Policies and OSC Audits on March 6. The program was presented by MVLS.

The Schenectady Foundation Concept Paper Grant application was submitted on March 14. A meeting was held with Bob Carreau in February to discuss our proposal and review our partners for The Schenectady Early Literacy Zone Project. Meeting participants were Karen Bradley, Serena Butch, Cheryl Cufari, Rosalind Kotz and Scot Felderman.

SCPL's Early Literacy Zone project partners:

- Schenectady Community Action Program (SCAP)
- Capital District Child Care Council
- Schenectady County Public Health
- Parsons Early Head Start
- Keane Elementary School
- Lincoln Elementary School
- City Mission of Schenectady

The SCPL Phyllis Bornt Branch Library and Literacy Center/Schenectady Early Literacy Zone Project document is being held at the reference desk for board perusal. The document is still under consideration and will be used as an in-house document at this time.

An article, "Worlds Apart – One City, Two Libraries, and Ten Years of Watching Inequality Grow" was emailed to the board. Ms. Cufari pointed out that the article reflects much of what is included in the Schenectady Foundation grant.

Marion Grimes will be stepping down from the MVLS board and a replacement is needed by April. A representative from Schenectady County is needed to fill her slot. If any trustee is interested or knows of anyone that might be interested, please contact MVLS.

DIRECTOR'S REPORT

Karen Bradley reported. The library applied for a grant from ALA. The grant, Libraries Transforming Communities, would cover the cost of travel and intensive training for a team of library staff members. We are awaiting news about this grant.

The RFID project has gone on longer than anticipated and the project coordinator, Dee Coblish has resigned. It has come to our attention that many errors were made during the tagging process. Some volunteers have had to be let go. JA personnel have been working with 3M on other issues that do not concern tagging.

Eighty percent of the tagging is done; 105,000 items remain to be tagged. The trustees have \$7,000 left in the budget for the tagging project and Karen Bradley and Serena Butch met to discuss a way to complete the tagging. They discussed the plan with Kathy Rooney and their recommendation to her is to use part-time staff to complete the tagging process (volunteers will still be used). Kathy Rooney approved using part-time staff using their current rate of pay using the remaining allocated \$7,000 board budget. She also agreed that if more funds are needed, it can be taken from the temporary services budget and details can be worked out at the end of the year with finance commissioner, Debbie Mancini. Discussion ensued. Cheryl Cufari asked for a motion to approve the Resolution to Support the Completion of the RFID Project. A motion was made by Joe Landry, seconded by Donna Phillips and approved unanimously.

The Library board technology committee, who includes staff member Ken Wagner has met. They are working on a proposal for the finance committee to review.

A Memorandum of Agreement has been signed between the County of Schenectady, the Schenectady County Public Library and Literacy New York Greater Capital Region regarding Use of Office Space at 99 Clinton Street. Literacy New York Greater Capital Region is using space on the second floor of the library to house their administrative offices.

The annual report will be available in April.

Karen Bradley and Cheryl Cufari made a presentation to the First Reformed Church on Sunday, March 23 to discuss the Literacy Center.

FRIENDS OF THE LIBRARY

John Karl reported. The Friends annual dinner will be held on Tuesday, April 15 at Schenectady County Community College. The annual volunteer picnic will be held on Friday, June 6 at the River Road Park in Niskayuna. Giffy's Barbecue will be catering, but volunteers are still needed. The Friends literary bus trip will be held on Saturday, May 31 to Kristin Kimball's Essex Farm.

Chris Witkowski has been leading the Friends ambassador program to assist patrons with the new RFID system.

Mr. Karl spoke about Leah Leonard and what a huge advocate she was for the library. Leah could be found every Wednesday morning sorting books with the Friends Book Sale group. She will be missed.

ADVOCACY COMMITTEE

Cheryl Cufari reported that the New York State Senate and Assembly have asked Governor Cuomo to put back funds in the budget for libraries.

BRANCH REPRESENTATIVE COMMITTEE

Lisa McHugh reported that the branches are very happy with the accomplishments being made, but staff feel overwhelmed with the new staffing guidelines.

FINANCE COMMITTEE

Joe Landry presented two resolutions for approval. Mr. Landry made a motion to approve Resolution – 1 3/24/14 Approval of SCPL Board of Trustees Expenditures. The motion was seconded by Sharon Jordan and approved unanimously. Mr. Landry made a motion to approve Resolution 3/24/14 – Fundraiser – Enter Into Contract for License Agreement with SCCC Community Use of College Facilities. The motion was seconded by Julie McDonnell and approved unanimously.

PLANNING COMMITTEE

Cheryl Cufari reported that the committee is brainstorming about future technology needs for the library.

POLICY COMMITTEE

Bill Levering reported. A first reading of the By-Laws was done at the February 27 meeting and changes to the document were made at that time. A second reading of the by-laws was reviewed. Mr. Levering reported that after speaking with the County Attorney, Article II, paragraph 4 will have to go back to the original language that existed before the February meeting. *A majority of Trustees present in person shall constitute a quorum, and a majority vote of Trustees shall be necessary for the transaction of business.* Discussion ensued.

Article II, paragraph 7 Camille Siano Enders made a motion to change the word “new” to “any.” Motion was seconded by Sharon Jordan and approved unanimously. Article II, paragraph 7 will read: *The privilege of the floor shall be extended to any who wish to address the board at each meeting before any business is considered.* No other changes were made. Bill Levering made a motion to adopt the by-laws as amended, Anthony Gaddy seconded and approved unanimously.

The first reading of Code of Ethics was reviewed this evening. Mr. Levering pointed out paragraph 7: The summary below is subordinate to the Schenectady County Ethics and Disclosure Law, and includes issues relevant to the SCPL. Discussion ensued. A second reading of the Code of Ethics will be held at the April 24 meeting.

The next meeting will be held on Thursday, April 24 at 6:30 p.m. in the Swanker Board Room at the central library.

The meeting was adjourned on a motion by Joe Landry, seconded by Anthony Gaddy and approved unanimously.