

SCHENECTADY COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

April 25, 2013

Niskayuna Branch Library

PRESENT: Tina Chericoni Versaci, Cheryl Cufari, Randy Fine, Rory Fluman, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Lisa McHugh, Clifford Tepper, Karen Bradley, Serena Butch

**ABSENT &
EXCUSED:** Marsha Mortimore, Edwin Reilly, Jr., Camille Siano Enders

**FRIENDS
BOARD:** John Karl

GUESTS: Robin Pelton, Toni Walsh, Elissa Kane, Ann Trow, Kaela Wallman, Judith McAuley, Scot Felderman, Rosalind Kotz, Kathy Rooney, Gary Hughes

Cheryl Cufari called the meeting to order at 7:00 p.m.

The minutes of the February 28 and March 9, 2013 meeting were approved unanimously on a motion by William Levering and seconded by Lisa McHugh.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

DIRECTOR'S REPORT

Karen Bradley reported. The library received a Schenectady Foundation "Dream Big, Read" grant for \$14,307. The grant is for an early literacy program, targeting grades K-2, this summer at the Duane Branch Library. Ms. Bradley thanked Kaela Wallman, Youth Services Librarian for writing the grant and The Schenectady Foundation for approving our grant application.

The RFID project is out to bid. Bids will be accepted on Thursday, May 2 at the Schenectady County Office Building.

Implementing the RFID system will require that all items in Schenectady County Public Library system be tagged. The county is looking into providing volunteer services.

The annual MVLS/SALS Joint Automation Project contract is due to be signed. Ms. Bradley asked the board if they would approve the contract.

A full-time Library Assistant in Technical Services is taking the early retirement incentive at the end of May. A part-time clerk in Technical Services resigned in April.

A review of our meeting room policy needs to be addressed. The Library Board Policy Committee will meet on this issue.

Ms. Bradley attended the American Library Association Conference in March. The conference theme was *“Lead the Change.”*

Ms. Bradley met with library staff to update them on the restructuring plan that was presented to the board at the March 9 board meeting.

A community meeting was held on April 15 at the beginning of National Library Week to discuss the draft proposal and plans for future library programs and services. National Library Week was concluded on April 20 with an author visit from Garth Stein. It was a wonderful turnout for the seventh annual read, The Art of Racing in the Rain.

Two interns have been working at the library. Their session with us ends on April 26 and April 30. Randy Fine made a motion to present the interns with a resolution thanking them for their service. The motion was seconded by Clifford Tepper and approved unanimously.

Ms. Cufari entertained a motion to accept the “Dream Big, Read” grant of \$14,307 from The Schenectady Foundation. A motion was made to accept the grant from Rory Fluman, seconded by Julie McDonnell and approved unanimously.

Ms. Cufari entertained a motion to approve the MVLS/SALS Joint Automation Project contract. A motion was made to approve the contract by Sharon Jordan, seconded by Rory Fluman and approved unanimously.

PRESIDENT’S REPORT

Cheryl Cufari reported. She attended Library Advocacy Day in Albany on March 5. The library community met with state legislative representatives to discuss library funding. Legislators were able to restore \$4 million to library state aid funds.

Ms. Cufari presented the action plan and thanked everyone involved on the Restructuring Work Group committee. Highlights include:

- Family Literacy Center – combine Hamilton Hill and Duane Branch Libraries
- Adjustment of hours – current and proposed
- Transition to RFID
- Renovations of Mt. Pleasant Branch Library
- Libraries as destinations
- Central and Branch programming and services expansion

A discussion ensued regarding transition to the RFID system. A project manager is needed to oversee the project and train employees. The fee for a project manager was not part of the grant. Machines to tag materials at all ten facilities will need to be rented. Volunteers will be needed, possibly students from local high schools. Mr. Fine suggested asking colleges and GE retirees for volunteer services. The new system needs to be implemented by January 2014. The RFID self-check system will be placed at the central library and a pilot at the Niskayuna Branch Library. There will be more details to follow; Ms. Cufari suggested this item be tabled until the May 23 meeting.

The Library Board of Trustees Building Committee and Bornt Bequest Committee will reconvene in preparation for the Family Literacy Center, which will combine the Hamilton Hill and Duane Branch libraries.

The Mont Pleasant Library renovations are underway. The county is doing structural changes which also include rearranging the collection. Carpeting and furnishings will need to be replaced. Ms. Butch announced that there is a timeline to order and install the rug and that the branch would be closed for one day. She has gotten estimates for a new rug and furnishings. Ms. Butch is requesting that the trustees approve \$13,500 to be used to replace the rug and furnishings (tables & chairs) for the Mont Pleasant Branch Library. There are funds in the library trustee account that were donated specifically for branch library use. Ms. Cufari asked for a motion to approve these purchases. Discussion ensued; it was agreed that future requests will be discussed first with the Building and Finance Committee. There was a motion not to exceed \$13,500 for rug and furnishing purchases by Sharon Jordan, seconded by Rory Fluman and approved unanimously.

Ms. Cufari reported that the library is actively seeking a grant writer. She will email the resume of a potential candidate to all trustees on Monday, April 29.

Ms. Cufari and Ms. Bradley met with a writer's group on Wednesday, April 24. They have a plan to raise funds for the library with a "Literary Festival" next fall. The writing group has used the library for their writing class for many years and wants to give something back to the library.

Ms. Cufari asked the trustees for approval to submit the Restructuring Action Plan to the Schenectady County Manager and Schenectady County Legislature. A question arose asking if this was a "public document." It was agreed upon that it was a public document. A motion to approve submitting the plan was made by Anthony Gaddy, seconded by Lisa McHugh and approved unanimously.

TREASURER'S REPORT

Tina Chericoni Versaci reported. A copy of the March treasurer's report is included in tonight's packet. A new procedure, which will include approval of monthly expenditures before any trustee funds are spent, will begin at the May board meeting.

FRIENDS OF THE LIBRARY

John Karl reported. The annual staff and volunteer picnic will be held on Friday, June 7 at 5:00 at the River Road Park in Niskayuna. If anyone is interested in volunteering, please contact him. Mr. Karl distributed a handout that includes a list of Friends funding to the library. Mr. Karl encouraged library trustees to become a member of the Friends. The spring book sale is scheduled for May 4 and 5. He has lawn signs if anyone is interested in taking one.

NEW BUSINESS

Cheryl Cufari reported that when the trustee committee formation list is complete, she will forward a copy to all trustees. This list will include Planning, Building, Finance and Policy committees.

Ms. Bradley asked the trustees to consider an increase in fee structure. Suggestions are as follows:

- Increase non-resident fee from \$25 to \$50
- Increase fines on DVDs to \$1.00
- Increase copy fee to \$.20
- Increase fax fee

Consideration of these changes would be implemented by July 1. This item will be on the May agenda.

Ms. Bradley reported that it was a past practice for staff, retirees and board members to be fine exempt. She asked if the trustees would like to reconsider this policy. The Policy Committee will convene on this matter. Please forward suggestions to Rory Fluman, Chairman.

The library board purchased a copier many years ago for the library. It is located at the central library. Ms. Bradley is suggesting that this copier be turned over to the county to cover the maintenance costs. There was a motion to approve turning the copier over to the county by Bill Levering, seconded by Tina Chericoni Versaci and approved unanimously.

Ms. Bradley reported that the Niskayuna and Rotterdam Branch Libraries are in need of new projectors for their meeting room. There are funds in the trustee's account that were specifically earmarked for branch use. She is asking for these funds to be used to replace the projectors. Discussion ensued. This matter will be addressed at the May meeting.

The last item on the agenda, Schenectady Foundation Grant-brainstorming about our possible role, will be tabled until the May meeting.

Ms. Cufari asked for a motion to enter into executive session at 8:31 p.m. There was a motion by Tina Chericoni Versaci, seconded by Lisa McHugh and approved unanimously. The executive session ended at 9:02 p.m.

The regular session resumed at 9:02 p.m. and Ms. Cufari asked the board to check their schedules for a mid-summer meeting. The mid-summer meeting will be held on Thursday, July 25 at 6:30 p.m. in the Swanker Boardroom.

The next meeting will be held on Thursday, May 23 at 6:30 p.m. in the Swanker Boardroom.

Dr. Clifford Tepper announced his retirement from the board.

The meeting was adjourned at 9:15 p.m. on a motion by M. Joe Landry, seconded by Bill Levering and approved unanimously.