

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 26, 2018
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Anthony Gaddy, Cori Hoffman, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Marsha Mortimore, Carmel Patrick, Karen Bradley, Angela Strong, Janice Martin-recorder

ABSENT: Randy Fine, Heather Gray, Edwin D. Reilly, Jr., Tina Chericoni Versaci

FRIENDS
OF SCPL: Madelyne Thorne

SCHENECTADY
COUNTY
LEGISLATURE: Richard Patierne, Chair, Education and Libraries

GUEST: Kaela Wallman

Carmel Patrick called the meeting to order at 5:30 p.m. She welcomed Madelyn Thorne, the new President of the Friends of Schenectady County Public Library.

Kaela Wallman, Youth Services Coordinator made a presentation to the board:

- SCPL is the lead agency of a consortium of interested educators, social service professionals and community agencies committed to a goal of improving and promoting early literacy throughout the community. Kaela Wallman and Serena Butch co-chair the consortium, which is referred to as STARS, (Schenectady Takes Action for Reading Success – www.schenectadystars.org).
- After meeting with the Board Finance Committee, it was recommended that Kaela give a presentation to the library board at the April meeting. Her proposal is as follows:
 - Kaela is requesting to use \$10,000 from the \$14,000 balance in the Library Board's Children's Literacy Grant Fund to use for the following STARS initiative:
 - Establish STARS Shelves and STARS Little Libraries in selected community locations, schools and public spaces.
 - Stock those shelves and libraries with free books and resources for families to use as a boost in early literacy.
 - Create printed materials for the public highlighting early literacy supports and best practices.
 - Build and maintain the schenectadystars website which will have free book locations, events, resources, and early literacy materials.
- Discussion ensued.
- After initial funds are distributed from the board account, STARS will be asking other community partners, businesses and individual donors to continue with future funding.

Carmel Patrick thanked Kaela Wallman for presenting at this evening's meeting.

MINUTES OF THE MARCH 22 MEETING

The minutes of the March 22, 2018 meeting were approved, with one abstention by Cori Hoffman since she was not in attendance, on a motion by Sharon Jordan, seconded by Camille Siano Enders.

PRESIDENT'S REPORT

- Carmel Patrick and Karen Bradley attended a presentation by the Institute of Museum and Library Services (IMLS) Director, Dr. Kathryn K. Matthew, on April 9, 2018 at the New York State Museum.
- The Friends held their annual dinner on April 10, 2018 at the Glen Sanders. Kaela Wallman gave the keynote address. Thank you to Val Catlin for her dedicated leadership of the Friends for the last few years, and welcome to Madelyn Thorne as the new President.
- Carmel Patrick attended the April 16 Planning Committee meeting. Kudos to Angela Strong and the staff committee who are making good progress in reviewing staff positions, descriptions and schedules. Their work will assist us in future planning for branch operations.
- Robin Eddy is still in need of volunteers for the next Friends Book Sale, May 5-6. You can sign up to volunteer at: <http://www.signupgenius.com/go/30e0548a92caaff2-book1>
- Thank you to Legislator Rich Patierne for accompanying Library staff and county facilities staff on this year's tour of the SCPL branches. They conducted a thorough review, which will help us plan and set budget priorities.

DIRECTOR'S REPORT

- The groundbreaking for the new Mont Pleasant Branch has been confirmed for May 8, 2018.
- We were invited to participate in an initiative that is being organized by the Schenectady Foundation concerning Neighborhood Revitalization.
- Our technology help desk position was approved by the Civil Service Commission at their rescheduled meeting and went to the Legislature to be added to the table. We have submitted our RTF's to the County and are awaiting the signing of these, so the positions can be posted.
- The County Board of Ethics forms you are required to submit were due in to the County by April 15, 2018.
- National Library Week was April 8-14. This year's theme was "Libraries Lead."
- We participated in the Reading Jamboree at Proctors on Saturday, April 21 between the Schenectady City School District, Reading is Fun, the library and other community organizations.
- The MVLS Annual Dinner is May 9, 2018 at the River Stone Manor at 5:30 p.m.
- 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.
- Courtney Chadwick, a Niskayuna branch library clerk, is going to be in the Special Olympics in Seattle, Washington, as a swimmer in July of 2018.

FRIENDS OF THE LIBRARY

- The annual dinner was held on April 10, 2018. The 2018-2019 slate was voted into office.
- Nancy Virkler, long time Treasurer for the Friends has stepped down. We appreciate her many years of dedicated service.
- Charlie Richardson has assumed the role of Treasurer.
- The spring book sale will be held May 4 and 5. Volunteers are welcome.
- Two trips are being booked: Lenox, MA on May 22 and Ireland on June 16. Openings are still available.
- Friends volunteers are bringing back One County, One Book program. This will be co-chaired by Chris Witkowski and Cheryl Cufari.
- Whitney Book Corner and On-line sales remain strong.

BUILDING COMMITTEE

- The Mont Pleasant Library construction time line is on track and the actual construction should begin in May 2018 with completion in early 2019.

- Second floor/Central Library – Most of the cleanup is finished. Planning is continuing – relocation planning of tech services has begun. Layout concept and initial facilities support requirements were reviewed at the Building Committee Meeting in February 2018.
- Literacy Volunteers will be staying in their space for 2018. The contract is being reviewed by the County Attorney for approval.
- Annual Assessment of Central and Branch Libraries – was held the week of April 2, 2018. Rich Patierne, our County Legislature Representative, joined the tour and we are now in the process of putting together recommendations for Capital Projects for the 2019 Legislative Budget.

FINANCE COMMITTEE

- Joe Landry asked for a motion to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures for the month of April. A motion was made by William Levering, seconded by Marsha Mortimore and approved unanimously.
- A copy of the Summary of Trustee Fund Balances as of March 31, 2018 is included in trustee packets.
- The June board meeting will be changed from Thursday, June 28 to Tuesday, June 12 at 5:30 p.m. in order to vote on the library's proposed 2019 budget.

PLANNING COMMITTEE

Highlights from the Planning Committee meeting on April 16, 2018:

- The Committee will ask Doug Bixler to upload the LRP Committee Summaries from their 2017 work onto the Board of Trustees portion of the SCPL website.
Angela Strong provided the following:
- An update on the staff working group including the branch profiles and job descriptions.
- A spreadsheet providing data points for each branch such as hardware, square footage, and amenities (restrooms meeting rooms, shelving, etc.), programming and circulation for each branch.
- A spreadsheet for the branches on staff coverage.
- A computerized program is being looked at to do the staffing schedule.
- A discussion was held on outreach and what could be done given the existing staff.
- The committee discussed holding a focus meeting in late summer consisting of representatives from community groups that work with the differently abled.
- Fine Amnesty - Randy Fine provided an update on the idea of removing fines for outstanding totals owed by patrons. The Finance Committee and County will be consulted but a tentative first step could be amnesty during the Reading Jamboree on April 21 and also for the summer reading program for those that participate.

POLICY COMMITTEE

- The Policy Committee will plan to meet a few more times and then an updated Policy and By-Laws document will be presented to the board.

The meeting was adjourned at 6:32 p.m. on a motion by Anthony Gaddy, seconded by Camille Siano Enders and approved unanimously.

*The next meeting will be held on Tuesday, June 12 at 5:30 p.m. in the Swanker Boardroom at the Central Library.

***PLEASE NOTE: THE DATE OF THE JUNE MEETING HAS BEEN CHANGED FROM THURSDAY, JUNE 28 TO TUESDAY, JUNE 12, 2018.**