

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 22, 2014
Central Library

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

ABSENT &
EXCUSED: Lisa McHugh, Julie McDonnell

FRIENDS
BOARD: John Karl

Guests: Bill Leitch, Fred Eddy, Chris Witkowski, Virginia Thompson, Fred Thompson, Toni Walsh
Pat Rush

Cheryl Cufari called the meeting to order at 6:30 p.m.

PRIVILEGE OF THE FLOOR

Fred Eddy, Friends of the Library board member, expressed his support for director Karen Bradley's proposed 2015 budget to the county.

FRIENDS OF THE LIBRARY

John Karl reported. He introduced tonight's guests: Pat Rush, Ginny Thompson, Fred Thompson, Toni Walsh, Chris Witkowski, Fred Eddy and Bill Leitch. Mr. Karl expressed that he is not the only member of the Friends that is concerned with the future of the library, as evident with the show of support from fellow members of the Friends. He told a story about how fifty years ago, board member Fred McChesney went to the Board of Supervisors to tell them that the library was too small. He started a petition and received ten thousand signatures to build a new library. The Schenectady County Board of Supervisors approved the plan.

The spring book sale in May netted approximately \$18,000. Three hundred volunteers participated. All proceeds go to the library.

The volunteer picnic will be held Friday, June 6. He passed around a volunteer sign-up sheet.

The Friends of the Library board meeting will be held Tuesday, May 27 at 6:30 p.m. in the McChesney Room.

The Friends have an ambitious calendar planned. They will be funding the following projects:

- Renovation of the kitchen in the McChesney Room
- Lighting for flagpole
- Sprinkler system

MINUTES OF THE APRIL 24 MEETING

The minutes of the April 24 meeting were approved unanimously on a motion by Anthony Gaddy, seconded by Sharon Jordan.

PRESIDENT'S REPORT

Cheryl Cufari reported. Karen Bradley, Serena Butch and Cheryl Cufari attended the Schenectady Foundation Gala on Tuesday, May 20. The Dream Big, Read program was acknowledged.

Cheryl Cufari's remarks prior to Karen Bradley's budget report - 5/22/14:

When the Restructuring Committee brought the Action Plan to the full Board at a community meeting in March of 2013, a form of evaluation was brought up to be included. At this same meeting, the Board approved the Action Plan with the addition of that evaluation.

Since 2014 has been a year of implementation of the Action Plan; the staff should be commended for continuing the service to the public they have and amount of programming that is scheduled. This is no small matter given the model framed out in the plan. This speaks to the professionalism of the administration and staff.

With the evaluation piece the Board of Trustees has asked Karen Bradley to provide an update on the plan on a quarterly basis which she has done along with information that we have heard provided by Serena Butch and Mary Ann Warner. The annual report also reflected the impact of the Action Plan. We as a Board have been kept well informed about this impact and as a result this budget reflects the beginning of the rebuilding that also has been discussed.

One goal for this year was to begin a technology plan which was originated from the Board's Planning Committee. Karen was asked to prioritize a list from a brainstorming session. The list of technology needs is reflected in the 2015 budget.

The revenue side of the budget under Grants and Donations is at \$0. The \$50,000 originally in that line item does not reflect how the Board handles its finances. Any gifts, bequests, etc. come to the Board, placed in the proper account, and expensed from there. Karen was asked to take this out as an amount such as this in the budget does not have relevance there.

DIRECTOR'S REPORT

Karen Bradley reported. She thanked the finance committee, Serena Butch and other staff members who are not in attendance tonight for their help with the 2015 budget. She thanked Randy Fine for spearheading the technology plan; the finance committee approved adding the technology plan to the budget.

A copy of the proposed 2015 budget is included in trustee packets. Karen Bradley made some remarks:

- Personnel (full-time) Increase due to new CSEA contract and the addition of (2) Librarian I positions to replace former positions held by Karen Bradley and Serena Butch
- Personnel (part-time) Increase due to new CSEA contract, restoration of student worker hours to 2011 hours (increase of 6,000 hours) and filling of critical branch staff
- Increase in employee benefits cost
- Increase in Utilities, equipment, repairs, supplies. Addition of technology/computers as part of the BOT long range technology plan. Decrease in contractual due to closure of the Hamilton Hill Branch Library (no monthly rental fee)
- Library Materials – No change

Librarian Paula Carosella will be retiring on May 31 after thirty years of service. A *request to fill* for her position (Librarian II) has been approved.

Karen Bradley once again thanked the finance committee for their support in asking for an increase in the 2015 budget. The library came through very well in 2013 but an increase is needed to manage nine libraries. Randy Fine pointed out that the budget includes the technology plan, which is new to the budget.

Enclosed in trustees' packets is a draft of *Performance Targets and Strategic Initiatives*. A final copy will be submitted to the county.

Each county department head is asked to reduce their budget by 10%. Karen Bradley will work with Kathy Rooney on this.

Discussion ensued regarding 2015 budget.

Cheryl Cufari asked for a motion to approve Resolution 2 – May 22, 2014 – 2015 Budget SCPL Recommendation. There was a motion by M. Joe Landry, seconded by Bill Levering and approved unanimously.

Karen Bradley reported that the library received the following checks:

- \$5,000 from the estate of Joan Hickmott to be used for purchase of books (particularly, but not entirely, for the purchase of children's books)
- \$1,700 from MVLS/Summer Reading Program Mini-Grant
- \$500 from SEFCU – on recommendation from board member Peter Komarinski

The Schenectady Foundation grant is in the final stage thanks to help from the trustees and Susan Lombardi from Community Development Resources. The Foundation will receive the grant, their board will review it and notification will follow. Cheryl Cufari asked for a motion to approve Resolution 3 – 5/22/14 – Submission of Schenectady Foundation Grant. A motion was made by Sharon Jordan, seconded by Anthony Gaddy and approved unanimously.

BRANCH COMMITTEE

Lisa McHugh could not attend tonight's meeting, but progress is being made at the branch libraries.

BUILDING COMMITTEE

Sharon Jordan reported. A meeting was held today with Kathy Rooney. A draft of the exterior building was presented. Everything is moving forward; a timetable will be available at the June meeting.

FINANCE COMMITTEE

Joe Landry reported. He thanked the finance committee for their work on the 2015 budget. He made a motion to approve Resolution 1 – 5/22/14 – Approval of SCPL Board of Trustees Expenditures. The motion was seconded by Anthony Gaddy and approved unanimously.

FUNDRAISING COMMITTEE

Anthony Gaddy reported. The committee is reviewing fundraising material that was sent out during the capital campaign in 2004 for future fundraising ideas. The committee is pursuing social media and online fundraising efforts.

PLANNING COMMITTEE

Randy Fine reported. The committee is in the preliminary stages of strategic planning. The strategic plan for the library and the board goes on year-long. It is not too early to talk about the 2016 budget now in order to be prepared. He is looking forward to working with all library board committees.

POLICY COMMITTEE

Bill Levering reported. The second reading of the Collection Policy was presented tonight. Bill Levering moved to adopt the amended Collection Policy. The motion was seconded by Joe Landry and approved unanimously.

The first reading of the Patron Code of Conduct was presented tonight. Discussion ensued and Mr. Levering asked trustees to contact him if there are any changes to be made. An edited version will be available at the June meeting.

OLD BUSINESS

John Karl reported that the Friends have received \$2,500 in memory of Leah Leonard who passed away in March.

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

The meeting was adjourned on a motion by Sharon Jordan, seconded by Bill Levering and approved unanimously.