

SCHENECTADY COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 23, 2013

Central Library

PRESENT: Cheryl Cufari, Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Lisa McHugh, Edwin Reilly, Jr., Camille Siano Enders, Clifford Tepper, Karen Bradley, Serena Butch

ABSENT & EXCUSED: Tina Chericoni Versaci, Rory Fluman, Julie McDonnell, Marsha Mortimore

FRIENDS BOARD: John Karl

GUESTS: Scot Felderman, Rosalind Kotz, Gary Hughes

Cheryl Cufari announced the retirement of library board member Dr. Clifford M. Tepper. He has served on the Schenectady County Public Library board for thirty three years. She thanked him for all of his hard work and dedication to the library; many changes have taken place over the years and he has journeyed with the library through all of them. A short celebration was held and Legislator Gary Hughes presented him with a proclamation from the Schenectady County Legislature.

Ms. Cufari called the meeting to order at 6:33 p.m.

The minutes of the April 25, 2013 meeting were approved on a motion by Lisa McHugh, seconded by M. Joe Landry with one abstention from Camille Siano Enders.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

PRESIDENT'S REPORT

Cheryl Cufari reported that the Restructuring Workgroup Plan was given to the Schenectady County Legislature and they have accepted it. We are moving forward with implementation.

One piece of the implementation is to hire a grant writer to apply for the \$1 million Schenectady Foundation grant. Ms. Cufari forwarded the dossier and contract of Susan M. Lombardi, President of Community Development Resources, LLC to all board members previous to tonight's meeting. The initial funds to be set aside are \$10,000, towards payment of what will be her ongoing fee of \$85/hr. The cost would be split between the Library Board of Trustees and the Friends of the Library. Ms. Cufari feels that \$5,000 would cover her work on the Schenectady Foundation grant. Discussion ensued. The County Attorney's office would need to review the contract; administrative costs are not covered by the grant, so her fee would be a straight expense. A motion was made by Sharon Jordan to approve \$5,000 to hire Community Development Resources, LLC, on approval by the Schenectady County Attorney's Office, seconded by Camille Siano Enders and approved with one abstention by Edwin Reilly.

DIRECTOR'S REPORT

Karen Bradley reported. The library will receive a grant of \$2,000 from Dollar General to be used specifically for supplies for the Dream Big, Read grant.

The library received a check for \$6,000 from the Schenectady Foundation for partial payment of the Dream Big, Read grant.

The library received a donation of \$500 from SEFCU.

RFID went out to bid on May 2. The County Attorney's office is reviewing bids from 3M (\$434,006) and Biblioteca (\$437,637).

Implementing the RFID system will require that all items in the Schenectady County Public Library system be tagged. The library will purchase three machines for tagging. This is a huge undertaking and we will need volunteers. A coordinator is needed to oversee this project and a stipend would need to be paid. Discussion ensued regarding hiring a project coordinator. Mr. Levering suggested that a task force be formed and report back at the June board meeting.

Ms. Bradley and Ms. Butch have consulted staff and area libraries and propose the following changes to our fines/fees structure beginning July 1, 2013:

- Increase the late fine for an overdue DVD from \$.50 to \$1.00 a day
- Increase the late fine for Book Express books from \$.50 per day to \$1.00 per day
- Increase the out of county charge for a library card from \$25 per year, to \$50 per year
- Implement a technology fee for the use of the Swanker Room Smartboard of \$25
- Implement a room use fee of \$100 for groups who use our space for recitals/performances

Cheryl Cufari entertained a motion to approve the above-mentioned fee increase. There was a motion by Camille Siano Enders, seconded by Edwin Reilly and approved unanimously.

Ms. Bradley reported that the library is moving forward with the restructuring plan. The new plan includes a two-person model which means staffing is very slim especially for the bigger branches.

Ms. Bradley spoke about the action plan to the Kiwanis Club of Schenectady and will also speak to Schenectady Rotary Club.

There is one minor change to the restructuring action plan. The request is to have the Hamilton Hill Branch open Tuesday-Friday, 2:00-6:00 p.m. instead of Monday-Thursday, 2:00-6:00 p.m. Ms. Bradley is asking the board to approve this change. There was a motion to approve the change by Sharon Jordan, seconded by William Levering and approved unanimously.

FRIENDS OF THE LIBRARY

John Karl reported. The annual volunteer picnic will be held Friday, June 7 at 5:00 p.m. at the River Road Park in Niskayuna. He thanked Mr. Landry for providing the site and soliciting door prizes.

The May 4 and 5 book sale netted over \$20,000 for the two-day period.

Income from the Whitney Book Corner is increasing. The Friends are looking for ways to designate those funds. The Friends board will vote on the grant writing proposal; funds will come from book store sales.

The Whitney Book Corner will be getting a new cooling/heating unit. The Friends and the landlord will jointly contribute towards this new system.

The Friends are constantly soliciting for new members. They will help provide volunteers to tag materials in preparation of RFID. Their members are 1,200+ and growing rapidly. There is a huge interest in the library community.

COMMITTEE REPORTS

Advocacy Committee – No report.

Branch Report – Lisa McHugh reported that the Branch Representative Committee met on Wednesday, May 22. Ms. Butch provided the committee with a *Branch Wish List*, which was distributed at tonight's meeting. Niskayuna Branch needs a new sprinkler system. George Kirker, maintenance supervisor, received an estimate for a new sprinkler system. The amount will not exceed \$4,000. The Niskayuna Branch Library has dedicated volunteers who maintain the landscaping. Cheryl Cufari asked for a motion to approve replacing the sprinkler system at Niskayuna not to exceed \$4,000. There was a motion by Anthony Gaddy, seconded by Edwin Reilly and approved unanimously.

Serena Butch made note of the *Branch Wish List* and reported that the carpet has been ordered for Mont Pleasant. That had been one of their requests.

Building Committee – Sharon Jordan reported. The June 4 building committee meeting will be postponed until June 11 at 8:30 a.m. in the Dixon Boardroom. This meeting will be in preparation for the June 20 board meeting. They will be looking into getting things accomplished on the Branch Wish List by December 2014. A discussion ensued regarding a state construction grant for replacement of sidewalks around the library. It is in the design stage and the work must be completed by June 2014.

Finance Committee – Joe Landry reported. The committee has been working with Karen Bradley on getting the 2014 budget ready for the county legislature. Karen Bradley will meet with finance commissioner, Deborah Mancini on Tuesday, May 28 and another finance committee meeting is scheduled for June 5. A vote to approve the budget will be held at the June 20 board meeting.

A request from Serena Butch for approval to spend gift and memorial funds was presented to the board. Mr. Landry suggested this request be submitted to the finance committee. The finance committee will report on this request at the June 20 meeting.

Planning Committee – Cheryl Cufari reported. A writing group that meets at the central library, Pens of the Library, would like to spearhead a Literary Festival fundraising event at the library. They are looking at a weekend at the end of October 2013. This event would require coordination from a volunteer liaison since staff will be preparing for implementation of RFID. Discussion ensued and a motion was made by Camille Siano Enders to ask the writing group to postpone the Literary Festival until the spring of 2014. The motion was seconded by William Levering and approved unanimously.

Policy Committee – No report.

OLD BUSINESS

Karen Bradley reported. Past practice allows retirees of the library to remain fine free. Ms. Bradley asked the board if they wanted to continue this practice. The board agreed to keep retirees fine free.

NEW BUSINESS

Cheryl Cufari asked for a motion to accept the resignation of Dr. Clifford M. Tepper from the Schenectady County Public Library Board of Trustees. There was a motion by Edwin Reilly, seconded by Camille Siano Enders and approved unanimously.

Karen Bradley received a petition from patrons from the Duane Branch Library regarding Sheila Woods' transfer to the Rotterdam Branch Library. This was a lateral move for Sheila and one that she chose. The patrons will miss Sheila immensely.

The next meeting will be held on Thursday, June 20 at 6:30 p.m. in the Swanker Boardroom at the Central Library.

The mid-summer meeting will be held on Thursday, July 25 at 6:30 p.m. in the Swanker Boardroom at the Central Library.

The meeting was adjourned at 8:05 p.m. on a motion by Sharon Jordan, seconded by William Levering and approved unanimously.