

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 20, 2013
Central Library

PRESENT: Tina Chericoni Versaci, Cheryl Cufari, Rory Fluman, Anthony Gaddy, Sharon Jordan, William Levering, Julie McDonnell, Lisa McHugh, Camille Siano Enders, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Randy Fine, M. Joe Landry, Marsha Mortimore, Edwin Reilly, Jr.

FRIENDS
BOARD: John Karl

Guests: Jamaica Miles

Cheryl Cufari called the meeting to order at 6:35 p.m.

The minutes of the May 23 meeting were approved unanimously on a motion by Sharon Jordan, seconded by Lisa McHugh.

PRESIDENT'S REPORT

The contract with Susan Lombardi, President of Community Development Resources, LLC has been drawn up and it is currently being reviewed by the Schenectady County Attorney's office.

An article with photos of the Schenectady County Public Library has been submitted to the New York State Library Association.

DIRECTOR'S REPORT

Karen Bradley met with the Trustee Finance Committee and they approved Ms. Bradley's recommended budget. Ms. Bradley met with the County manager and Finance Commissioner. The money needed for the 2014 required computer replacements was removed and Ms. Bradley's staffing request was reduced by \$65,000. What is presented tonight is what the County Manager and Finance have approved. Budget sheets were included in trustee packets. The 2014 budget eliminates the following positions at the library (these are vacant positions; no one would lose their job):

- (1) Full-Time Librarian III (Karen Bradley's former position)
- (1) Full-Time Librarian IV (Serena Butch's former position)
- (1) Librarian II (this position has been vacant for a while)
- (3) Full-Time Library Assistants
- (1) Half-Time Library Assistant
- (1) Library Clerk
- (7) Part-Time Clerks
- (1) Page

Ms. Bradley reviewed more of the 2014 budget and asked for a motion to approve submission to the county manager. There was a motion to approve the budget by Camille Siano Enders, seconded by William Levering and approved unanimously.

A copy of the state annual report was sent electronically before tonight's meeting to trustees and a copy was distributed at tonight's meeting. Ms. Bradley asked for a motion to approve the state annual report. A motion was made by William Levering, seconded by Sharon Jordan and approved unanimously.

The legislature approved the library's RFID project. The 3M Company was chosen for the project and a five-year maintenance agreement was approved. The library needs to hire a projector coordinator to oversee volunteer tagging; funds were not included in the grant. Discussion ensued. Ms. Bradley recommends hiring a project manager at a rate of \$15/hr for up to six hours a day. The amount would not exceed \$5,000 for the duration of the project, which would end by December 31, 2013. Ms. Cufari asked for a motion to approve unrestricted trustee funds up to \$5,000 to hire a project coordinator for the RFID project. There was a motion by Tina Chericoni Versaci, seconded by Rory Fluman and approved unanimously.

The library received a \$1,000 Adult Literacy Grant from MVLS.

Ms. Bradley spoke about the library and upcoming changes to the Woodlawn Rotary Club on June 5.

FRIENDS OF THE LIBRARY

John Karl reported that the annual volunteer picnic was a success. He thanked library staff and members of the board, especially Joe Landry who arranged for the picnic site and door prizes for the event.

The Friends of the Schenectady County Public Library was awarded the top volunteer organization in Schenectady by the Downtown Schenectady Improvement Corporation. A gala will be held at Proctors in October and John Karl will accept the award.

The Friends Membership Committee is planning a Volunteer Expo on September 20.

The Friends Board approved an expenditure of up to \$5,000 to hire a grant writer for the library. These are matching funds; the library board approved an expenditure of \$5,000 at the May 2013 meeting. The Friends Board will also approve an expenditure of over \$4,000 for security cameras for the library.

A "Junior Friends of the Library" is being created. The Friends are working with six different school districts; the organization is in need of strong young individuals to help with the books sales, etc.

The fall book sale will be held on October 5 and 6.

BRANCH REPRESENTATIVE COMMITTEE

Lisa McHugh announced that the sprinkler system at the Niskayuna Branch Library has been completed.

BUILDING COMMITTEE

Sharon Jordan reported that the Building Committee met and they are hoping to secure a site for the combined Hamilton Hill and Duane Branch Libraries and make a report to the board at the July 25 meeting.

Cheryl Cufari asked for a motion to approve Resolution # 6/20/13 – (1) SCPL Building Committee 2014 Capital Budget. There was a motion to approve by Rory Fluman, seconded by Anthony Gaddy and approved unanimously.

Cheryl Cufari asked for a motion to approve Resolution # 6/20/13 – (2) SCPL Building Committee Equipment and Material Needs for Branch Libraries and the Central Library. There was a motion to approve by Sharon Jordan, seconded by Julie McDonnell and approved unanimously.

FINANCE COMMITTEE

Julie McDonnell reported. The Finance Committee met and they recommend moving trustee accounts (totaling approximately \$1 million) into a custodial account held by Schenectady County. The recommendation is based on having better audit control, but the Board would have full decision making control of this money. Cheryl Cufari asked for motion. There was a motion by Rory Fluman, seconded by Anthony Gaddy and approved unanimously.

Serena Butch asked for the final payment of \$2,500 for the stained glass window for the Scotia Branch Library. A memorial contribution of \$5,000 was given to commission an artist to design the window.

Serena Butch asked for approval to spend funds in the gift and memorial account for library materials. The library has specific vendors that we regularly do business with. Discussion ensued and it was agreed upon to amend Resolution #6/20/13 – (2) SCPL Building Committee Equipment and Material Needs for Branch Libraries and the Central Library. Amendment is as follows:

- Delete Duane Early Literacy Computer - \$3,500
- Delete Mont Pleasant Early Literacy Computer - \$3,500
- Add Purchase of Library Materials for central and branches - \$7,000

A motion to amend and accept the resolution that was voted on earlier was made by Tina Chericoni Versaci, seconded by Julie McDonnell and approved unanimously.

PLANNING COMMITTEE

A reduction of \$29,000 that would have been allocated towards new computers has been taken out of the budget. These computers need to be replaced by 2014 because they will no longer be serviceable due to their age. Ms. Bradley is requesting a “replacement” plan for these computers. Ms. Jordan suggested writing to state legislators to ask for funds for computers. There is a timeline and the letter must be written by December.

Ms. Cufari handed out a brochure titled *The Business Resource Center at the Schenectady County Public Library*. Board members were asked to look this over and send suggestions to Bill about other services that could be added. Talking to small business owners would also be helpful to see if this is a viable idea.

NEW BUSINESS

Anthony Gaddy reported that Jamaica Miles, Development Coordinator at Girls, Inc. was a guest at tonight’s meeting.

The next meeting will be held on Thursday, July 25, 2013 at 6:30 p.m. in the Swanker Board Room at the Central Library.

The meeting was adjourned on a motion by Julie McDonnell, seconded by Camille Siano Enders and approved unanimously.