

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 22, 2013
Central Library

PRESENT: Cheryl Cufari, Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Lisa McHugh, Marsha Mortimore, Edwin Reilly, Jr., Camille Siano Enders, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Tina Chericoni Versaci, Rory Fluman

FRIENDS
BOARD: John Karl

Guests: Nancy Gifford, Dori Trela, Jim Hunt

Cheryl Cufari called the meeting to order at 6:30 p.m. The meeting entered into executive session, for the purpose of real estate discussion, on a motion by Randy Fine, seconded by Sharon Jordan and approved unanimously. The executive session ended at 6:58 p.m. on a motion by Camille Siano Enders, seconded by Sharon Jordan and approved unanimously. Ms. Cufari called the regular meeting to order at 7:00 p.m.

MINUTES OF THE JUNE 20 MEETING

The minutes of the June 20, 2013 meeting were approved unanimously on a motion by Julie McDonnell, seconded by Sharon Jordan.

PRIVILEGE OF THE FLOOR

Nancy Gifford, children's librarian at the Rotterdam, Quaker Street and Scotia branch libraries spoke. The plan for a new facility on State Street is very exciting but we must define clearly to the public, *"What is a Literacy Center?"* She visited Baltimore Public Library and their early literacy center, *Storyville*. An article was featured in Library Journal and more information can be found at www.libraryjournal.com. Ms. Gifford stressed the importance of doing the homework before this facility is built.

Ms. Bradley stated that she and Ms. Butch have been invited to visit the Baltimore Public Library. The merging of Duane and Hamilton Hill libraries to include staffing and hours will be a very challenging. We need a facility that will accommodate both the collection and program/meeting space and we do not want to compromise either one, while still considering size and cost.

Discussion ensued regarding the new facility. Some points discussed:

- Karen Bradley – this will be a full-service library which includes a literacy center
- Randy Fine – suggests architects visit existing literacy center sites
- Serena Butch – architects are chosen specifically to build literacy centers
- Sharon Jordan – this will be a county building – a partnership between the county and trustees

NOMINATING COMMITTEE

Joe Landry reported that the nominating committee met and is pleased to recommend Anthony Gaddy as Vice-President of the Schenectady County Public Library Board of Trustees. Mr. Landry made a motion to elect Mr. Gaddy as Vice-President, seconded by Julie McDonnell and approved unanimously. Mr. Gaddy was sworn in by Mr. Landry.

PRESIDENT'S REPORT

Cheryl Cufari reported. Susan Lombardi's contract was signed and the retainer of \$850 was paid. The Friends have reimbursed half the cost, \$425, to the trustees. Ms. Lombardi's services will be used for the Schenectady Foundation grant. Her services will also be required once a focus group, made up of library community supporters, is formed for the new literacy center.

BUILDING COMMITTEE

Sharon Jordan reported that the building and finance committees met and she will present for vote two resolutions. Camille Siano Enders pointed out an error in Resolution 8/22/13-1. Fourth paragraph reads: Whereas, the County of Schenectady passed a resolution on August 13th that provides \$450,000 towards this Family Literacy Center project. **Change \$450,000 to \$450,000.**

- Resolution 8/22/13 – 1 Authorization to Expend \$400,000 from the Phyllis Bornt Bequest Fund for SCPL Family Literacy Center

Camille Siano Enders made a motion to approve Resolution 8/22/13 – 1 as amended in the fourth paragraph, seconded by Joe Landry and approved unanimously.

- Resolution 8/22/13 – 2 Authorization to Submit a \$250,000 Grant to the New York State Department of Education for the Construction of the new SCPL Family Literacy Center

Sharon Jordan made a motion to approve Resolution 8/22/13 – 2, seconded by Anthony Gaddy and approved unanimously.

DIRECTOR'S REPORT

Karen Bradley reported. The RFID tagging equipment is here and Dee Coblisch, project coordinator, has started. The library board approved hiring a project coordinator at the May 23, 2013 meeting. Ms. Coblisch will begin training volunteers next week. Library staff trained this week. Tagging will begin at the central library. The county expects the library to be fully operational by January 1, 2014.

The New York State Construction grant application requires that we have a name for the new facility. This will be discussed under *New Business*.

Ms. Bradley will have a written report at the September meeting for the trustees about implementing the new restructuring plan and the effect it has had on staff and programming this summer. It has been a difficult summer, but staff has done a wonderful job. Our circulation has gone down but revenue has gone up.

Ms. Bradley recommends that the library revert back to a seven day circulation period for DVDs. There were no objections from the board.

The library's phone system has been changed. There are new options that include information about library services.

Patrons have the option to challenge library materials that are owned by SCPL. Two patrons have recently filled out the "Reconsider of Library Materials" form. When we receive these forms, the ordering librarian gets background information about the material and provides documentation, which includes reviews. They forward this information and make a recommendation based on the library's Materials Selection Policy to the director. The director then contacts the patron with the final decision. Ms. Bradley wants to make the trustees aware of this procedure. Ms. Bradley will send an email out to trustees whenever this occurs in the future.

The library has a policy that when a patron loses or damages a book, it cannot be replaced with an item that they purchased. Ms. Bradley said she recently received a call from a patron asking why he could not replace the book himself. There are several reasons that we do not allow it, especially now that we no longer have a processing department. Discussion ensued. It was decided that the Policy Committee will address this, but for now the library will remain with its current policy.

The library had a security breach on Monday evening, August 19. The Schenectady Police were called because it was reported that a child was seen in the library after closing. Our cleaner was in the building at that time. The police entered the building and they reported that no one was in the building. Security camera footage revealed that they were in the building for seven minutes. On Tuesday morning, one of our maintenance staff walked into the McChesney Room and there was a young man in the room. He ran out the side door. Library cameras were reviewed and it was discovered that some of the cameras are not working properly. Ms. Bradley reported the incident to the county manager. The two outside doors in the McChesney Room need to be replaced and the county manager approved the purchase of two new doors at a cost of \$7,500 and in addition security alarms will be added to the Children's Room doors. The security cameras will have to be inspected to make sure they are working properly.

FRIENDS OF THE LIBRARY

John Karl reported. He is very happy and excited that the Duane and Hamilton Hill Libraries will be merging to create a new facility.

The newsletter will be mailed out next week.

The Friends are very concerned about the reduction in funding from the county.

The fall book sale will be held October 5 and 6. The recycle truck is not available on Sunday, October 6 so he is asking for volunteers to help with clean up on Monday, October 7.

The Friends are hosting a volunteer expo on Friday, September 20 from 6-8 p.m. They are looking for community volunteers; there will be an array of activities and he is extending an invitation to all trustees.

BRANCH REPRESENTATIVE COMMITTEE

Lisa McHugh reported. She will send the minutes of the last meeting out shortly. Some of the branches do not currently have the universal library symbol/sign posted near library; they are requesting them. Mr. Landry will check with Joe Ryan, Director of Schenectady County Public Works about this.

FINANCE COMMITTEE

Julie McDonnell reported. The finance committee is hoping to encourage unrestricted donations. Tina Chericoni Versaci and Doris Munro are working on fine tuning the treasurer's report. Request for payment from the trustees can be approved at the monthly board meetings.

Ms. Bradley is requesting a \$638.33 payment from the trustees for artwork done at the Woodlawn Branch Library. An artist was hired to draw a permanent art gallery of Shel Silverstein characters. The funds were donated to the trustees from Woodlawn library patron, Ann Latowski. There was a motion to approve payment by Joe Landry, seconded by Lisa McHugh and approved unanimously.

PLANNING COMMITTEE

The committee, Cheryl Cufari, William Levering and Randy Fine, are asking for a motion "in principle" to approve the Business Solution Center. Discussion ensued and Ms. Bradley reported that she would get input from the staff. There was a motion to approve "in principle" by Camille Siano Enders, seconded by Lisa McHugh and approved unanimously.

The committee asked for a motion "in principle" to approve a gala or other fund raising ideas. Discussion ensued. Mr. Landry suggested a fundraiser surrounding the One County One Book program, which would be in its eighth year; an event could be held in late March or early April. Ms. Bradley approves this idea. Due to a shortage of funds, a recommendation was made to select the 2012 second place book as our eighth OCOB title.

POLICY COMMITTEE

William Levering will chair this committee. Committee members will be Camille Siano Enders, Edwin Reilly, Rory Fluman and Serena Butch. Ms. Butch will recruit staff members to join this committee.

NEW BUSINESS

A discussion took place regarding formalizing the name for the new literacy center. It was decided that it would be named after Phyllis Bornt, a librarian who worked at Schenectady County Public Library for more than 30 years. Ms. Bornt was Branch Coordinator at the time of her retirement in 1995. She passed away in 2010 and bequeathed one third of her estate to the library. A motion was made by Camille Siano Enders to move forward with the name "Phyllis Bornt Literacy Center." The motion was seconded by Marsha Mortimore and approved unanimously.

Ms. Bradley will prepare a written report to the trustees at the September 26 board meeting to summarize the library's summer programs and also the implementation of the restructuring action plan.

Ms. Bradley reported that Eric Trahan, MVLS Director, asked to be a guest speaker at an upcoming Board of Trustees meeting.

The next meeting will be held on Thursday, September 26 at 6:30 p.m. in the Swanker Board Room. Discussion ensued regarding the November meeting. It was agreed upon that the November and December board meeting will be combined. The new date is Thursday, December 5 at 6:30 p.m. in the Swanker Board Room.

The meeting was adjourned at 8:45 p.m. on a motion by Marsha Mortimore, seconded by Camille Siano Enders and approved unanimously.