

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 27 2015  
Central Library

PRESENT: Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Jamaica Miles, Carmel Patrick, Donna Phillips, Edwin D. Reilly Jr., Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT AND

EXCUSED: Cheryl Cufari, Camille Siano Enders, Cori Hoffman, Marsha Mortimore, Tina Chericoni Versaci

FRIENDS

BOARD: John Karl

GUESTS: Lauren Bendall, Donna Fairlee

Anthony Gaddy called the meeting to order at 6:33 p.m.

MINUTES OF THE JULY 23 MEETING

The minutes of the July 23 meeting were approved unanimously on a motion by Sharon Jordan, seconded by William Levering.

Karen Bradley introduced Lauren Bendall, AmeriCorps Vista Fellow and Literacy Outreach Coordinator. Lauren is from Rome, New York. She is a graduate of Russell Sage College and plans to enter Law School in the fall of 2016. She has been meeting with many literacy partners since she started at the library on August 10. The goal is to get the community involved as we move forward with building the Bornt Branch Library and Literacy Center.

Donna Fairlee is a guest at tonight's meeting. She is a board member of The Friends of the Library.

Anthony Gaddy reported that all of the resolutions will be voted on at the beginning of the meeting. One member needs to be dismissed at 7:00 p.m.

Resolution 3 – 8/27/15 – Building Committee – Application for NYS Public Library Construction Grant. This resolution was originally approved on a motion by William Levering, seconded by Donna Phillips. Later in the meeting Resolution 3 was amended after a discussion between Karen Bradley and Sharon Jordan. The following paragraphs are amended to read:

Whereas, SCPL is eligible to apply for \$151,508 of the total of \$202,010 for the electrical work that is being performed by Arcon Electrical.

Therefore, be it resolved: that the SCPL Library Board of Trustees approves the submission of the NYS Construction Grant (through the Mohawk Valley Library System) in the amount of \$151,508.

Sharon Jordan made a motion to approve Resolution 3 as amended, seconded by Julie McDonnell and approved unanimously.

Resolution 1 - 8/27/15 – Approval of SCPL Board of Trustees Expenditures. William Levering made a motion to approve, seconded by Carmel Patrick and approved unanimously.

Resolution 2 - 8/27/15 – Approval of Transfer of Board Funds for Bornt Branch Construction. Discussion ensued regarding the transfer amount of \$250,000. That amount was based on a recommendation from Debbie Mancini, Commissioner of Finance. Donna Phillips made a motion to approve, seconded by William Levering and approved unanimously.

Resolution 4 – 8/27/15 – Approval of K & F Consulting Grant Writing Proposal. Carmel Patrick made a motion to approve, seconded by Donna Phillips and approved unanimously.

#### PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

#### PRESIDENT'S REPORT

Anthony Gaddy reported for Cheryl Cufari. Karen Bradley, Serena Butch and Cheryl Cufari met with County Manager, Kathy Rooney, to discuss the proposed 2016 budget.

Cheryl's report included that the library is just finishing up with their summer programming.

#### DIRECTOR'S REPORT

Karen Bradley reported. The library's outstanding summer programming is coming to a close. We are now working on our fall programming.

Sharon Jordan will be presenting the building committee report.

Karen contacted the state and asked if the library could amend the New York State Construction grant application for electrical work and security. The project amount for electrical is \$189,400 and security is \$12,610, totaling \$202,010. The amount being submitted will be 75% of that amount, \$151,508.

#### FRIENDS OF THE LIBRARY

John Karl reported. The fall book sale will be held on October 3 and 4. The funds generated at these sales are used to buy library materials and provide programming at the central and branch libraries.

John Karl will be sending an email out asking for volunteers to help during the weekend of the book sale. Volunteers would be needed beginning Friday, October 2 through Sunday, October 4.

The Friends purchase tables for use at the book sales. Currently, we have loaned them out to outside groups. Several tables have not been returned, so the Friends will now require a deposit for the tables and upon their return, the check will be destroyed.

The sidewalk renovation outside of the Whitney Book Store has impacted the business. It has been six weeks and the sidewalk has not been completed. It has been unsafe to enter the building and is not handicap accessible. Sharon Jordan reported that the sidewalk project is a joint effort between the City of Schenectady and Metroplex.

John Karl, Karen Bradley, Serena Butch and Nancy Virkler will be meeting in the next few weeks to discuss the needs for the Bornt Branch Library and Literacy Center. He is hoping for a preliminary proposal in order to present it to the board at the October 28 meeting.

John reported that Ellie Rowland, FOL board member, had an accident which resulted in a broken shoulder. She had total shoulder replacement and can still be seen on Wednesdays with her husband Gene sorting books for the book sale.

Friends of the Library T-shirts are available for sale for fifteen dollars. They are available at the Whitney Book Corner.

The official kick-off for the Friends 50<sup>th</sup> anniversary will be held on Sunday, January 10<sup>th</sup>. The celebration dinner will be held at the River Stone Manor on Saturday, April 16, 2016.

#### BRANCH REPRESENTATIVE COMMITTEE

Donna Phillips reported. The next meeting will be held on Wednesday, September 9 at 5:00 p.m. in the Swanker Boardroom. Sharon Jordan has been keeping the committee apprised of branch construction and repairs.

#### BUILDING COMMITTEE

Sharon Jordan reported. Construction on the Bornt Branch Library and Literacy Center is moving along. The slab is scheduled to be poured on August 27. Time frame for completion of the branch is scheduled for December with move-in date the first quarter of 2016.

The shelving bids came in at a reasonable price and furniture has been selected by library staff and will go out to bid ASAP.

There is continued coordination with the developer, Ken Brownell, for Family Dollar and the developer is hoping to have all site work done at the same time and ready for our opening.

Branch Library Repair Update: Work should begin on the Quaker Street Library within a month or so. Glenville's estimate came in higher than expected. The project will go out to bid again. Niskayuna's rehabilitation project will be part of the capital budget for 2016. The repairs will be done in the spring of 2016.

Sharon Jordan will attend the next Branch Representative Committee meeting on September 9 for input into branch needs.

#### DEVELOPMENT COMMITTEE

Anthony Gaddy reported. The committee will be meeting with the Friends again to discuss the needs of the library.

#### ONE COUNTY, ONE BOOK

Carmel Patrick reported. *Brown Girl Dreaming*, the 2014 National Book Award winner by Jacqueline Woodson was chosen for the 2016 One County, One Book program. The book discusses the author's childhood as an African-American growing up in the sixties and seventies in South Carolina and New York. The book is written in verse.

The One County, One Book program will kick-off in February and library programs will run through April, coinciding with the celebration of National Library Week and the Friends of the Library 50<sup>th</sup> Anniversary. We are hoping to invite the author to Schenectady for school visits and educational programming in the library. In keeping with community awareness, Bridges, and the opening of the Literacy Center, it makes the themes in this book relevant. A planning committee will be assembled and some ideas for programming could include: Dance/Art/Music/Writing Sessions/Poetry. Stakeholders would include:

Friends of the Library, Library Trustees, Literacy Outreach Coordinator and Rotary. We can collaborate with Girls, Inc. and Working Group on Girls and other community groups. The idea of One County, One Book is to promote reading and literacy for everyone.

Please contact Carmel Patrick if interested in volunteering for the One County, One Book program. A meeting time will be arranged in the near future.

#### POLICY COMMITTEE

Bill Levering reported. He passed out a draft of the Policy Booklet and asked trustees to proofread.

He made a motion to approve the second reading of the Programming Policy, 5.5, 5.6 and 5.7. The first reading was on June 25, 2015. Sharon Jordan seconded the motion and it was approved unanimously.

The first reading of Plan of Service, 2.1 was presented tonight. The second reading and approval will be at the September 24 meeting.

The Policy Committee would like to prepare a draft to be included into the Policies of the Library regarding the philosophy of the Library Trustees and Friends of the Library. John Karl reported that the Friends are updating their By-Laws. Discussion ensued. Karen Bradley reported that Chery Cufari will be sending out a doodle for another meeting between the Friends and the Trustees.

#### SECURITY COMMITTEE

A security committee report is included in trustee packets. Summary is as follows:

- Security coverage continues to be an issue – two guards have recently left. A new guard was recently hired, but no word yet on his work schedule
- New walkie-talkie units are being ordered
- Security cameras are now installed in all branches. Procedures are being finalized to capture images for incident reports
- The procedure to access incident reports by all staff has been simplified with the use of Google docs.
- The next meeting will be held on October 5

#### NEW BUSINESS

On behalf of Girls, Inc. and Citizen Action, Jamaica Miles thanked Karen Bradley for jumping on board to help secure school supplies for kids by putting donation boxes in the library. The school supplies will be handed to Schenectady City families at the Jerry Burrell Park on September 3. Lauren Bendall and Karen Bradley will assist in distributing supplies as well as getting feedback from the community about the new branch library.

The next meeting will be held on Thursday, September 24 at 6:30 p.m. in the Swanker Boardroom at the Central Library.

The meeting was adjourned at 7:35 p.m. on a motion by Bill Levering, seconded by Sharon Jordan and approved unanimously.