

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 25 2014
Central Library

PRESENT: Cheryl Cufari, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Marsha Mortimore, Carmel Patrick, Donna Phillips, Edwin D. Reilly, Jr., Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Camille Siano Enders, Randy Fine, Julie McDonnell, Jamaica Miles, Tina Chericoni Versaci

FRIENDS
BOARD: John Karl

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

Ms. Cufari introduced Carmel Patrick as a new member of the Library Board of Trustees. She was sworn in by Joe Landry.

MINUTES OF THE AUGUST 28 MEETING

The minutes of the August 28, 2014 meeting were approved unanimously on a motion by William Levering, seconded by Sharon Jordan.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

PRESIDENT'S REPORT

The MVLS Foundation will have an inaugural fundraiser on Thursday, November 13, featuring author Mike Lupica. The location is yet to be determined, but will most likely be Schenectady County Community College. The program will include an optional purchased ticket reception before the scheduled program.

The MVLS Foundation was formed to benefit all libraries in the Mohawk Valley Library System.

The New York Library Association conference will be held November 5-8 in Saratoga Springs. The cost for trustees is \$25.

Cheryl Cufari reported that the library will be reconvening the Safety Committee and One County One Book Committee.

Leah LaFera, the newly hired Librarian II, was introduced to the trustees by Cheryl Cufari. Ms. LaFera recently attended the Friends of Library board meeting as well. She will be providing some of our programming. Ms. Cufari thanked her for stopping by the meeting during her scheduled reference desk hours.

DIRECTOR'S REPORT

Karen Bradley reported. The position of Graphic Design Artist was posted in the Gazette and Times Union and online at Monster.com. The county will screen for residency and qualifications and will notify us of candidates on October 10.

James Heikkala, senior library clerk at the Niskayuna Branch Library, submitted a retirement letter. His last day of work will be October 30. A Request to Fill was submitted to the county for his position.

Four student workers and one page have been hired. Two additional student workers will be hired.

A \$1,000 donation was received by Richard and Barbara Preisman towards the Niskayuna A/V system. This donation will be added to the trustee funds already allocated for the system.

We are still in the process of the *Planning Grant* from Schenectady Foundation.

A third round of staff members attended Bridges Out of Poverty training last week. Additional staff will attend the next training on December 11 and 12. The library is exploring a new policy regarding patrons' large fines. These patrons often times need to use the computer to look for employment. As an organization we want to work with these clients and not cut them off from services.

Kathy Rooney and Debbie Mancini presented the county budget to the legislature on Tuesday evening, September 23.

Karen Bradley requested an additional \$65,000 towards the temporary services budget and Kathy Rooney's recommendation is \$30,000. Karen Bradley is pleased with Ms. Rooney's recommendation and sees this as a step forward for the library. An additional \$11,000 is included in the Professional Services budget. The Capital budget includes \$19,000 for a digital phone system replacement at the central library and \$30,000 towards technology.

A budget will be adopted by the County Legislature by October 14.

Karen Bradley and staff have discussed the One County One Book program and how to manage the program next year. The library wants to promote reading and is looking for titles pertaining to poverty or other issues facing our community. The program may be held at a different time of year, possibly in the summer. Carmel Patrick has volunteered to be a member of the committee.

The Safety Committee needs to be reactivated. This coincides with the County's Workplace Violence Policy. Serena Butch and county officials visited central and all branches to review the Workplace Violence Inspection Checklist that was submitted by each branch to Schenectady County Human Resources. A representative from the trustees is needed. If anyone is interested, please contact Cheryl Cufari or Karen Bradley.

FRIENDS OF THE LIBRARY

John Karl reported. He pointed out that Schenectady County Public Library has the lowest total operating fund per capita in the comparison chart of six other area libraries.

The book sale will be held on Saturday, September 27 from 9-4 and Sunday, September 28 from 1-3. The Friends have approximately 350 volunteers who will be working Friday through Sunday. If trustees are interested in volunteering, please contact John Karl.

Mr. Karl has been assured by Karen Bradley that the sidewalk construction project will not interfere with the book sale.

The next Friends board meeting will be held on October 28 at 6:30 p.m. in the McChesney Room at the Central Library.

The on-line book sales and Whitney Book Store are generating great income. Revenue from the fall book sale is anticipated to be between \$18,000-20,000.

BRANCH COMMITTEE

Donna Phillips, the new chair, reported. The committee is seeing recurring issues from branches. Staffing issues are always a problem. The Quaker Street Library reported that the entranceway is hazardous and is not handicap accessible. The county does not have the funds in the budget for this repair per George Kirker, but this matter must be addressed. Sharon Jordan believes that funds were allocated for this and will investigate the matter further.

The committee discussed the wonderful summer events held at the branch libraries. The Mont Pleasant Library representative, Norman Randolph, was especially impressed with their programs.

A reception will be held at the Woodlawn Branch on October 29 at 3:00 p.m. for patrons to view the artwork recently done by Raye MacTiernan. All trustees are invited to attend.

The next meeting will be held on January 14, 2015 at 5:00 p.m. in the Swanker Boardroom at the Central Library.

BUILDING COMMITTEE

Sharon Jordan reported. The City of Schenectady and the County of Schenectady will have the closing on the land for the new literacy center at 948-954 State Street. Site work will be completed in October. The project will go out to bid the first week of January.

A weekly construction meeting to discuss the sidewalk project is held at Metroplex every Tuesday morning. Karen Bradley and Sharon Jordan attend the meetings along with county and city officials. Metroplex is approving overtime in order to get the project completed by November 15. There will be minor follow-up landscaping work done in the spring.

FINANCIAL COMMITTEE

Cheryl Cufari asked for a motion to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures 9/25/14. A motion to approve was made by William Levering, seconded by Sharon Jordan and approved unanimously.

Cheryl Cufari asked for a motion to approve Resolution 2 – Approval of UPS Equipment 9/25/14. A motion to approve the resolution was made by William Levering, seconded by Sharon Jordan and approved unanimously.

FUNDRAISING COMMITTEE

Anthony Gaddy reported. The committee met on Tuesday, September 23. They will be using the Chamber of Schenectady's mailing list, which has over 1,000 names, for future fundraising mailings. The committee is unsure of which funds to be used for mailing costs. John Karl offered use of the Friends bulk-rate postal permit. The trustees reimbursed the Friends for the use of their permit for the Kristin Kimball author event in the spring.

The committee is looking for a theme for National Library Week 2015. Accomplished actor and author Hill Harper was suggested as a guest speaker. The fee for his visit is \$25,000, however. Karen Bradley asked if this fundraising event would be for the new Literacy Center or for the operating budget. Discussion ensued. Mr. Gaddy also mentioned a School of Rock fundraiser for 2015.

Mr. Gaddy reported that in the future, once bids have gone out for the new literacy center, an online fundraising account through Pay Pal will be set up to accept donations. Patrons will have the option to purchase items for the Literacy Center, similar to a wedding registry. They are awaiting news about the merchant account.

Discussion ensued regarding the Literacy Center. Karen Bradley reported that we are waiting for a design before we can ask for funds from patrons. Marsha Mortimore offered her help with applying for NYSERDA grants and also suggested applying to the Bill and Melinda Gates Foundation.

PLANNING COMMITTEE

No report.

POLICY COMMITTEE

Bill Levering reported. He distributed a copy of the "Children's" policy. The recommended changes are in red. He pointed out that the last two paragraphs are additions. The policy was discussed at the last two meetings. Donna Phillips questioned the second to the last bullet regarding "PG" rated videos. Discussion ensued and "PG" was amended to "G" rated videos. Edwin Reilly questioned the word "limit" in the third bullet. Discussion ensued and "limit" was amended to "deny." Bill Levering made a motion to approve the amended "Children's" policy. The motion was seconded by Sharon Jordan and approved unanimously.

NEW BUSINESS

Chery Cufari asked for a motion to approve Resolution 3 – Approval of Bernard Allanson as a nominee for the Mohawk Valley Library System Board of Trustees Representing Schenectady County. There was a motion by Donna Phillips, seconded by Bill Levering and approved unanimously.

Robert Schumaker, from the maintenance department, will retire on September 26.

Cheryl Cufari is asking to reschedule the October 16 meeting to an early November meeting. She will send out a Doodle to schedule a meeting for both November and December.

The meeting was adjourned at 7:30 p.m. on a motion by Anthony Gaddy, seconded by Marsha Mortimore and approved unanimously.