

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 26, 2013
Central Library

PRESENT: Tina Chericoni Versaci, Cheryl Cufari, Randy Fine, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Marsha Mortimore, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Rory Fluman, Julie McDonnell, Lisa McHugh, Edwin Reilly, Jr., Camille Siano Enders

FRIENDS
BOARD: John Karl

Guests: Nancy Gifford, Mary Ann Warner

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

Karen Bradley gave an overview of the Restructuring Action Plan. The Progress Report was sent to board members before tonight's meeting and a copy is included in board packets. Highlights include:

- Total spending for all categories from September 2012 to September 2013 is down \$323,159.20
- 49.61% - remaining budget all categories
- FT personnel savings of \$97,087.94 for 2013
- PT personnel savings of \$87,107.75 for 2013
- Approximately 12% remaining of the \$718,080 part-time temporary services budget
- Great credit to adult and children's services for reining in spending - 42.15% materials budget remaining
- *Positions vacated in 2013 due to retirement, personal reasons or promotions: 9 part-time clerks, 1 part-time page, 3 full-time library assistants, 1 full-time clerk, 1 full-time librarian III
- Goal is to achieve the \$521,000 budget reduction for 2013
- Income from fines has increased
- Circulation has decreased

*Regarding positions that have been vacated: These hours need to be replaced each week on a regular basis by substitute employees. Substitute employees have the option to say "no." On a recent week, employees were pulled from the central library to work at branches. Ms. Bradley met with Kathy Rooney and she has authorized the hiring of a part-time regularly scheduled clerk at the Rotterdam Branch Library. She also authorized hiring four part-time substitute clerks.

Discussion ensued regarding the Rotterdam position. The position may be filled by a current employee who has seniority; that will simply leave a hole somewhere else. There are several open positions at central and the branches. Ms. Bradley is working closely with the county manager and the finance commissioner regarding staffing. RFID will be in place in 2014 and we should see results this will have on staff scheduling.

Joint Automation is recommending that SCPL start sending out bills for overdue materials. Discussion ensued as to whether a staff member or a collection agency would handle billing. To help patrons keep up-to-date on their library account, it is recommended to patrons that they sign up for email and text alerts.

Sharon O'Brien from MVLS was able to find us savings by purging 23,000 items from our Polaris database.

Serena Butch reported on summer programming. Our branches and Youth Services connect. Our youth services librarians serve at the following branches:

- Nancy Gifford - Rotterdam, Quaker Street and Scotia
- Kaela Wallman - Duane, Mont Pleasant and Central
- Deborah Noyes - Niskayuna, Glenville and Central
- Cathy O'Connor - Woodlawn and Central

Ms. Butch presented the July and August summer events calendar for children and families and noted that with the exception of July 12, programs for all ages were held every day.

Some highlights from the summer:

- The Mont Pleasant library renovations were completed. Renovations included structural changes, new carpeting and furnishings
- Duane Branch – Dream Big, Read grant – very successful program; partnership with the Capital District Child Care Council
- Central Library – free lunch site Monday through Friday sponsored by Schenectady Inner City Ministry
- Central Library – drop in crafts
- Community partnerships with Proctors, miSci, Schenectady School District, Stewarts, Taco Bell and Whitney Book Corner

Ms. Butch reported that the library doubled the number of programs this summer; attendance was high and we want to keep them for the teen and tween programs. We are tweaking our staff to offer more programs at central and branches. Our librarians are dedicated to bringing quality programming.

The summer was very stressful on branch staff. It was difficult to keep up with shelving because of high circulation and the effect on staffing by implementing the restructuring action plan.

Mary Ann Warner reported. There have been several changes in the ordering and reference departments. The Technical Services Department which includes acquisition, processing and cataloging no longer exists. A full-time library assistant and four part-time clerks retired, which left no one in the department. We have transferred cataloging to the system level and materials come in processed. We have one staff member checking in new items, but it is difficult to keep up with.

The selecting and ordering of materials is now done by three librarians as opposed to five librarians in 2012. It is more difficult to order materials with less money in the budget. Librarians must be more selective and may not be able to purchase multiple copies.

The adult public service desk hours have been analyzed and librarian's hours have been rescheduled. With the reduction in staff, plus the increase in summer circulation, stress has been an issue. All departments have been working together for support.

The loss of program coordinator, Karen Bradley, was crippling for the department. Patrons have been used to book programming and the enthusiasm is lacking now that Karen is no longer the coordinator.

When RFID is fully implemented it will take away from the clerical work, but will not affect the professional staff. Ms. Bradley thanked the board for agreeing to hire the RFID coordinator. She is doing a tremendous job.

Ms. Warner reported that there is chatter about libraries and librarian services not being used, but this is not what they are seeing and there is a constant flow of patron questions. Librarians show patrons where to go to get the information they need, including information on the Affordable Care Act and the new GED program. The library is offering programs on the Affordable Care Act through the New York State of Health and University at Albany Small Business Development Center. We also serve patrons such as the 100 year old who came in to get help putting books on his Nook, a couple from London looking for their ancestor's home in Schenectady and an elderly patron looking for information to adopt a Boston Terrier.

Cheryl Cufari asked if volunteers could help during these difficult times. Karen Bradley said that volunteers cannot take the place of vacant staff; that would be a union issue. Volunteers can be used in other ways such as helping with the process of discarding books.

MINUTES OF THE AUGUST 22 MEETING

The minutes of the August 22 meeting were approved unanimously on a motion by Marsha Mortimore, seconded by Randy Fine.

PRIVILEGE OF THE FLOOR

Nancy Gifford spoke during privilege of the floor. There was an increase in programming for youth services of 33% this year. The library has great hours and we are non-judgmental and that is why we help promote programs like the Affordable Care Act and GED. The library supports early literacy by having many family programs. This allows parents to be active in the role of educating their children. Ms. Gifford is excited to teach science by housing worm farms at three libraries. These worm farms may be "checked out" by patrons. This was made possible by a STEM grant.

PRESIDENT'S REPORT

Cheryl Cufari reported. A meeting was held last week regarding the new literacy center and potential partners.

Susan Lombardi will begin the process of grant writing for the Schenectady Foundation grant. The full grant is to be completed by December.

Ms. Cufari commended Mary Ann Warner for her editorial response to a patron's letter about the library.

DIRECTOR'S REPORT

Karen Bradley reported. There was a committee meeting about the New York State construction grant. Seven libraries were involved with this grant. Two libraries did not receive anything. The Schenectady County Public Library applied for \$261,000; we received \$136,000. These funds will go towards the new literacy center.

Ms. Bradley also thanked Mary Ann Warner for her editorial response.

FRIENDS OF THE LIBRARY

John Karl reported. The Friends of Schenectady County Public Library was founded in 1966 to advocate for the current building at 99 Clinton Street.

The fall book sale will be held October 5 and 6. Three hundred volunteers will work in shifts throughout the four day period of October 4-7. These volunteers are very committed to the library. If anyone is interested in volunteering for the book sale, please contact John Karl.

The Friends held a Volunteer Expo on Friday, September 20 to encourage volunteer enthusiasm from the community. Mr. Karl thanked Angelo Mazzone for providing sandwiches for that evening. Ms. Bradley reported that there was a library table and an RFID table. She saw a lot of new faces that evening.

Mr. Karl is concerned that Ms. Bradley could not attend an author program at the central library on Saturday, September 21 because she was working as a clerk at the Scotia Branch Library.

Ms. Bradley was fascinated by working at Scotia and was amazed at how busy the branch was that day.

Mr. Karl announced that the Friends of the Schenectady County Public Library will receive the Susan Rosenthal Award for Volunteerism, by the Downtown Schenectady Improvement Corporation on Thursday, October 10 at Proctor's.

BRANCH REPRESENTATIVE COMMITTEE

Joe Landry reported. As a follow-up to last month's meeting regarding the universal library symbol/sign being posted near branch libraries, Mr. Landry spoke with Joe Ryan, Director of Schenectady County Public Works and the county will make the signs, but the town or city will be responsible for putting them up.

BUILDING COMMITTEE

Sharon Jordan and Tony Gaddy reported that things are going well.

PLANNING COMMITTEE

Bill Levering reported. The target date for the Business Center is January 1, 2014. The Chamber will be working with us to promote use of the Swanker Board Room by small businesses at the rate of \$75/month.

Cheryl Cufari reported that the framework is set for the fundraiser and it will coincide with One County One Book. The fundraiser will be held on March 27, 2014 and the presenter will be the Kristin Kimball, author of the 2013 OCOB runner up, *The Dirty Life*. It will be held in the VanCurler Room and auditorium at SCCC. Betty Barlyn will chair the event. Working funds will be needed for the fundraiser and Ms. Cufari will be requesting funds in the future. She asked for volunteers and passed around a sign-up sheet. She asked trustees for recommendations for corporate and honorary sponsorships. Discussion ensued. The event will not be a sit down dinner.

POLICY COMMITTEE

Bill Levering reported that the committee will meet next week. He will have more information at the October meeting.

The October board meeting date will be announced. The November/December meeting will be held on Thursday, December 12 at 6:30 p.m. in the Swanker Board Room.

The meeting was adjourned at 8:30 p.m. on a motion by Sharon Jordan, seconded by Marsha Mortimore and approved unanimously.