

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 24, 2019  
Central Library

PRESENT: Jennifer Barnes, Cheryl Cufari, Randy Fine, Cori Hoffman, Sharon Jordan, William Levering, Julie McDonnell, Carmel Patrick, Tina Chericoni Versaci, Karen Bradley, Janice Martin-recorder

ABSENT: Curtis Eatman, Anthony Gaddy, Heather Gray, M. Joe Landry, Marsha Mortimore

SCHENECTADY  
COUNTY

LEGISLATURE: Richard Patierne  
Chair, Education and Libraries

FRIENDS OF  
THE LIBRARY: Madelyn Thorne

Carmel Patrick called the annual meeting to order at 5:31 p.m.

The nominating committee recommends Heather Gray to the position of Secretary of the Library Board of Trustees. Heather has accepted the position. The committee asked for a motion to approve Heather Gray as the new Secretary. There was a motion by Sharon Jordan, seconded by Cheryl Cufari and approved unanimously.

A list of 2019 meeting dates and Committee Chairs is enclosed in trustee packets. There was a typographical error: Heather Gray, not Cori Hoffman, is the trustee representative on the Security Committee.

PRESIDENT'S REPORT

2018 Accomplishments

- In 2018, we moved forward with the construction of the new Mont Pleasant Branch Library.
- Capital projects were successfully completed at several branches.
- The Planning Committee, chaired by Cheryl Cufari, continued monitoring progress in meeting the goals of the long-range plan.
- Thank you to Cori Hoffman for agreeing in 2018 to chair the Board of the SCPL's Branch Committee.
- The trustees were represented by Cheryl Cufari on the One County, One Book program committee, collaborating with the Friends of the SCPL and other community stakeholders.
- The Finance Committee's budget planning process allowed time for the board to effectively communicate about its priorities, resulting in a timely 2019 budget submission.

Discussion ensued regarding 2019 staffing:

- Need information to complete library-staffing analysis.
- Possible need to adjust or decrease branch hours.
- Need to convert part-time positions to full-time.
- Full time qualified candidates are difficult to recruit due to Schenectady County' resident policy. Legislator Richard Patierne will look into residency policy.

The annual meeting was adjourned at 6:03 p.m. on a motion by William Levering, seconded by Sharon Jordan and approved unanimously.

The monthly meeting of the Library Board of Trustees was called to order at 6:03 p.m. by President, Carmel Patrick.

## PRESIDENT'S REPORT

### 2019 Goals

- The Building Committee projects that the Mont Pleasant Branch construction is expected to be completed by March 1, 2019; project completion date remains July 2019.
- Other capital projects on the docket for 2019 include the following:
  - Paving Rotterdam parking lot
  - Purchasing new furniture for Central; purchasing and installing new security cameras; paving the parking lot
  - Renovations at Scotia
- The Planning Committee will establish a task force to evaluate staffing and hours of operation coverage. The committee will also conduct outreach with staff to assess services being provided to differently-abled constituents, as well as assess the definition and use of "differently-abled."
- The Technology Committee will be evaluating its last three-year plan and prepare an update.
- The Finance Committee will facilitate the 2020 budget planning process, and work to ensure that budget priorities align with the goals of the long-range plan of services and the technology plan.
- The Branch Committee will continue to work with branch representatives to improve services for patrons. The committee will work with other committees to assess SCPL's staffing structure. It will also collaborate with the Friends of the SCPL to enhance private contributions.

Thank you to Sharon Jordan and all of the members of the Finance Committee for all of their efforts to advocate for the SCPL's 2019 budget priorities. Thank you to Joe Landry for chairing the board's Nominating Committee.

The Friends' Winter Book Sale is February 2 and 3. Please contact Robin Eddy at rjeddy321@gmail.com if you can spare some time to volunteer at the sale.

## DIRECTOR'S REPORT

- We received a \$1,000 donation for books from a community member who participates in our writing group.
- We received from MVLS the \$14,000 bullet aid check. \$10,000 is from Senator Amedore, to be split between Quaker Street and Rotterdam Branches, and \$4,000 from Senator Tedisco, which can be used for a library in his district.
- Our 2019 library budget has been adopted.
- Staffing continues to be a challenge.
- Staff are busy preparing various components of the statistics and information needed for our annual report.
- MVLS held a meeting to discuss the elimination of fines at some MVLS libraries and the implications. Discussion ensued; fine elimination for SCPL - will be referred to the Planning Committee.

- Kaela and Karen attended the annual SICM holiday dinner where they received a Community Service Award for their early literacy initiative with the STARS program and their collaborations with community partners.
- NYLA's Library Advocacy Day is February 27, 2019.
- Repair Café was held on Saturday, January 19, 2019. The program was initiated one year ago and was well received by our community. Channel 6 was there to cover the program.
- The annual JA Agreement is enclosed in trustee packet and must be voted upon annual by all Library Board of Trustees in the Mohawk Valley Library System and the Southern Adirondack Library System.
- Resolution 1 – Approval of the Annual Joint Automation Project Agreement. A motion was made to approve by Sharon Jordan, seconded by William Levering and approved unanimously.

#### FRIENDS OF THE LIBRARY

- The Winter Book Sale will be held February 2 and 3, 2019.
- The Friends 2019 budget was passed on January 22, 2019. (Last year, \$120,000 was pledged for the Mont Pleasant Branch Library).
- ViaPort Bookstore will be named Second Look. It is scheduled to open in mid-February.
- One County One Book is scheduling programming.
- Repair Café has been very popular.
- Betty Jean Lent retired. The Friends congratulated her and presented her with a gift card.
- There are two trips coming up: Switzerland, Bavaria and Austria in May and Norman Rockwell Museum in June.
- The Friends' annual Banquet will be held on April 9, 2019 at the Glen Sanders Mansion.

#### BRANCH COMMITTEE

- The committee met on January 16, 2019 with a refocus to be in alignment with the strategic plan.
- Suggestion boxes were placed in most branches and boxes are scheduled to go into ones remaining.
- The programming and events that patrons enjoy at the different branches were reviewed.
- Branch representatives reported on comments provided by patrons via suggestion boxes at their branch.
- Some concerns regarding maintenance were reported. Karen Bradley will follow up with the county.
- Scotia patrons are excited about the expansion project, but are hopeful that the "historic feel" of the branch will remain.
- There is concern that staff is unable to unlock restrooms from the outside when a patron locks the door from the inside. There have been times when patrons in the restroom are non-responsive to library personnel. Discussion ensued.

#### BUILDING COMMITTEE

- Completion of the construction phase of the Mont Pleasant Branch Library is scheduled for March 1, 2019. Shelving installation, furniture and shelving of library materials will happen in March to mid-April. Total completion is slated for July 1, 2019.
- Second floor clean-up is almost finished. Planning for the second floor is continuing. Relocation of technical services has begun. Everything else is on hold.
- The Central Library roof is again under warranty. The roof was fixed and new ceiling tiles have been installed, so that we will know when there are leaks. Sharon Jordan thanked Rich Patierne for his help in this endeavor.

#### FINANCE COMMITTEE

- Tina Chericoni Versaci asked for a motion to approve Resolution 2 – Approval of SCPL Board of Trustees Expenditures. After discussion, the trustees agreed to include shipping costs in addition to totals on expenditure sheet. There was a motion to approve Resolution 2 (to include additional shipping costs) by Sharon Jordan, seconded by William Levering and approved unanimously.

#### PLANNING COMMITTEE

- Cheryl Cufari reported that the current 3-year long-range plan ends in 2019. The next long-range plan will begin in 2020.

#### ONE COUNTY ONE BOOK

- All events are planned for One County, One Book. Cheryl Cufari thanked the Friends of the Library for their collaboration. The kick-off for OCOB will be on February 25 at the Friends Noon Program. The program will be rounded out with an author visit by Imbolo Mbue, author of *Behold the Dreamers*. The event will be held in partnership with SCCC.

#### POLICY COMMITTEE

- William Levering made a motion on behalf of the Policy Committee to approve making the following amendments to the following policies:
  - Amend 5.3 #2 (Incident Reports) to change “10 years” to “6 years.”
  - Amend 5.10 #10 (Video Surveillance Policy) “5 (five)” to “6 (six).”The motion was seconded by Sharon Jordan and approved unanimously.

#### SECURITY COMMITTEE

- Jennifer Barnes reported that the Security Committee met recently and they will have a report for the February meeting.

#### OLD BUSINESS

- The MVLS Foundation is trying a restaurant initiative for library funding. Visit LT’s Grill between February 8-20, 2019 and mention the library fundraiser to your server and 10% of your dinner bill will go to support public libraries.
- Governor Cuomo has cut funding for libraries. Carmel Patrick will forward information to the trustees so they can respond to our Legislators. Library Advocacy Day is Wednesday, February 27, 2019.

The next meeting will be held on February 28, 2019 at 5:30 p.m. in the Swanker Boardroom at the Central Library.

The meeting was adjourned at 6:43 p.m. on a motion by Sharon Jordan, seconded by Tina Chericoni Versaci and approved unanimously.