

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 22, 2022

PRESENT: Cheryl Cufari, Deborah Escobar, Randy Fine, David Fronk, Steve McCutcheon, Julie McDonnell, Jude McQueen, Carmel Patrick, Brenda Schworm, Angela Tatem, Christine Witkowski

PHONE: Bernice Rivera

ABSENT: Sharon Jordan, Haileab Samuel, Tina Chericoni Versaci

Ex-Officio: Devon Hedges, Co-Interim Director; Beth DeMidio, Co-Interim Director; Sara Mae Pratt, Schenectady County Legislature, Chair, Education and Libraries; Janice P. Martin, Board Clerk

Deborah Escobar called the meeting to order at 6:00 p.m.

PRIVILEGE OF THE FLOOR – None.

#### MINUTES OF THE JULY 28 MEETING

- The minutes of the July 28, 2022 Library Board of Trustees meeting were approved as submitted on a motion by Cheryl Cufari seconded by Julie McDonnell.

#### PRESIDENT'S REPORT

- There is a tentative start date of September 29, 2022 for our new director, Charity Thorne.
- Congratulations to our two new trustees, Christine Witkowski and Jude McQueen. They were issued their oath of office by Deb Escobar.
- We received good news about the \$75,012 DLD Construction Grant for the roof and hardscape/curbing at the Glenville Branch Library.
- The Friends book sale is October 1 and 2. They are still looking for volunteers.
- David Fronk will be the new Chair of the Branch Committee and Haileab Samuel will be our liaison to the MVLS Board and be appointed an MVLS trustee.
- Deb Escobar acknowledged a successful Summer Reading Season. It had more in-person events and shows a return to pre-pandemic participation.
- After a short discussion, it was agreed upon to change the October 27, 2022 board meeting to November 10, 2022, due to the scheduled JFK Dinner on October 27.

#### INTERIM CO-DIRECTOR REPORT

- Thank you to the Friends of the Library for approving the purchase to replace the remaining chairs in the McChesney Room.
- Administration has met twice with Don Janazzo of Bibliotecha regarding replacement of the Automated Materials Handling Unit at the Central Library. Determining the current needs, and features of self-check units, patron materials induction station, change options for self-pay stations are key concerns with establishing the scope of work. Capital Funds have been appropriated for purchase of the replacement equipment necessary for maintaining the high-volume circulation at the Karen B. Johnson Central Library.
- Safety walkthroughs of all locations were held with the Emergency Management Team and Employee Safety Coordinator on 9/7/22.
- Devon Hedges and Sharon Jordan presented the grant applications to MVLS on 9/12/22, receiving \$72, 012 in grant funds for the Glenville projects application, including roof replacement and

hardscape renovation. MVLS has advised member libraries that roof replacements will soon be ineligible for Division of Library Development Construction Grant funds.

- County IT configured and installed a new Voice-Over-Ip phone system at the Karen B. Johnson Library on 8/24/22. Branch library phone systems may be upgraded at a later point.
- Summer Reading came to an end in August. Circulation statistics showed a continuing strong return of Summer Reading with circulation at 10% higher than 2021. Considering the decrease in use from COVID has abated, the year-to-date differences during the pandemic are as follows: 2020, -61%; 2021, +68%; 2022, +10%. This year's SRP circulation was also 84% higher than the low point brought by COVID: 78,781 items circulated in Summer 2020 and 145,571 items circulated in Summer 2022.
- Adult Programming in 2022 has also been a strong return to familiar usage pattern. 2019 was the last year that paper reading logs were used by patrons. All online reading logs have been significantly adopted by library patrons and have shown significant increases. 2019 had 1,409 readers with 217 books read while 2022 had 2,768 readers of 387 books. Comic Con, held in July, had 1,178 attendees and 667 attended programs presented as part of the event. Program statistics from Youth Services Librarians across all branches are being completed at this time.

#### FRIENDS OF THE LIBRARY

- Book sale October 1 and 2, 2022.
- Harry Potter Day October 15, 2022

#### BRANCH COMMITTEE

- No report.

#### FACILITIES COMMITTEE

- Glenville – Outside landscaping has been designed by Mary Moore Wallinger. The County will bid it out. Work will begin in spring of 2023.
- Rotterdam – Work should start on October 17 and the library will be closed for approximately three to four weeks.
- KBJ – Landscaping firm that was hired by County did not work out. Drought has caused many plants to die. A new plan for 2023 is being developed. There is no watering source at KBJ, therefore we need to think creatively for drought resistance plants. County to again go out to bid for new landscaping firm for 2023.
- Branches & KBJ – Contracts are being negotiated for annual carpet and window cleanings. Possible cleanings this year, but more likely at the beginning of 2023.
- Re4orm Architects will have a presentation for the Board at the \*November 10, 2022 Library Board of Trustees meeting. (\*Re4orm Architects will be notified of the meeting date change from October 27 to November 10).

#### FINANCE COMMITTEE

- Carmel Patrick presented and moved Resolution 1 – Approval of SCPL Board of Trustees Expenditures. The motion was seconded by Julie McDonnell. Motion passed.

#### PLANNING COMMITTEE

- The committee met on September 12, 2022. Bernice Rivera was welcomed to the committee and Carmel Patrick was given appreciation for her work as she moves on to other committee work.
- The Goal: Discussion on how to move forward as the library system transitions to a new executive director and the end of the current long-range plan in 2023.
- Transition: The committee agreed that their role in the transition of the new director will be to support any plans that are made by the Board of Trustees. The committee wants to have a flexible plan in hand as a starting point to present to the new director.

- Action Plan: A flexible timeline was discussed including the following components:
  - Fall 2022 to 2023 – Director will be settling in with staff and responsibilities.
  - February/March 2023 – A meeting will be held with the director to discuss how to approach a new Long-Range Plan and holding community focus meetings at each branch.
  - Long-Range Plan either completed going into 2024 or a resolution to the Board in order to extend the current one into 2024.

#### TECHNOLOGY COMMITTEE

- No report.

#### NEW BUSINESS

- Deb Escobar reported that there are two additional documents included in trustee folders. One is the updated trustee contact list and the other is the Board “Committee” list. Discussion ensued. Christine Witkowski volunteered for the Branch Committee. Her name can be added to the list. One other correction: Under Personnel Committee/Legislative: please correct name/spelling: Sara Mae Pratt.
- Discussion ensued regarding the Automated Materials Handling Unit.

The meeting was adjourned at 6:45 p.m. on a motion by Carmel Patrick, seconded by Cheryl Cufari.