



Schenectady County Public Library Board of Trustees

Finance Committee Meeting

September 19, 2023

Minutes

**Present:** Carmel Patrick, Committee Chair; Tina Versaci; Steve McCutcheon,

**Absent:** Julie McDonnell

**Ex-officio:** Charity Thorne, Executive Director; Beth DeMidio, Assistant Director; Devon Hedges, Assistant Director

Chair Patrick called the meeting to order at 10:19 am.

Assistant Director DeMidio shared updates on the 2023 Budget including:

- The Library has submitted a budget amendment request to convert the vacant Librarian III position to a Librarian I.
- A newly hired Librarian I resigned recently so we'll be canvassing to fill that position.
- There are a couple of outstanding clerical vacancies we're canvassing for.
- We have onboarded 4 new employees in the last 6 weeks.
- We have interviewed for a part-time Librarian I position and hope to extend an offer soon.
- The capital project for KBJ HVAC is starting September 20 and expected to take 5-6 weeks with the loading dock inaccessible due to the work for the entirety of the project.

#### 2024 Budget Planning

Assistant Director DeMidio shared updates on the 2024 Budget outlook including:

- We expect the full-time cleaner positions to be moved to the supervision of the County Facilities department, and they plan to add a Head Cleaner position that will supervise them and assist as needed.
- We expect to receive one of the additional Librarian I positions we requested, the Support Services Manager, and a Systems Administrator. The Systems Administration will be part of the County IT department.
- With an increase to our hourly personnel line and the anticipated reduction in reliance on subs, we expect to hire additional part-time staff in order to open all branch libraries 6 days per week, adding 24 hours per week of library access total.



Trustees reviewed the trustee funds expenditures spreadsheet detailing September 2023 expenditures. Trustees discussed a desire to move away from the practice of spending small amounts of trustee funds on materials on an ongoing basis in future and agreed to review the issue at some later date. Assistant Director DeMidio shared about the upcoming Glenville landscaping project.

Chair Patrick adjourned the meeting at 11:51 am.