

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

PRESENT: Jennifer Barnes, Cheryl Cufari, Curtis Eatman, Randy Fine, Heather Gray, Sharon Jordan, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Karen Bradley, Beth DeMidio, Devon Hedges, Janice Martin-recorder

ABSENT: Portia Alston, M. Joe Landry, William Levering, Marsha Mortimore, Tina Chericoni Versaci

Carmel Patrick called the meeting to order at 4:36 p.m.

MINUTES OF THE SEPTEMBER MEETING

The minutes of the September 26, 2019 meeting were approved unanimously on a motion by Sharon Jordan, seconded by Jennifer Barnes.

DIRECTOR'S REPORT

- The library submitted two NYS Construction Grants to the MVLS Grant Committee and presented our projects on October 11, 2019. Thanks to Sharon Jordan for attending the meeting with us. We were awarded \$92,216 for the phase two plan for the Scotia Branch and \$60,480 for the Woodlawn renovation.
- The County Legislature has adopted the 2020 budget. Some highlights include:
  - Added Position - F/T Library Assistant
  - Added Position - F/T Senior Library Clerk
  - Reduction in Hourly Rated Wages
  - Reduction in Educational Materials
  - Increase in Security/Maintenance/Cleaning Services

Discussion ensued. Karen Bradley, Devon Hedges and Beth DeMidio will meet with John McPhillips, Commissioner of Finance, to discuss library's 2020 budget.

- The Friends Fall Book Sale was a great success. Thank you to all of the volunteers who helped.
- Karen, Devon and Beth met with the County Manager, Deputy County Manager and Finance Commissioner on Tuesday, October 22 to begin preparations for a new budget process that is being utilized in the 2021 budget preparations. We anticipate several sessions over the coming months.
- The annual fire and safety walk through for branches are now complete.
- Early voting begins on Saturday, October 26, 2019. We have worked closely with the Board of Elections to have the space ready.
- The window cleaning and rug project for the Karen B. Johnson Library is complete and the windows look fantastic. A special thanks to Sharon Jordan for her continued advocacy over the past few years and to Beth DeMidio for coordinating with the cleaners.
- Staffing continues to be a big priority. We met with Jackie Falotico and Joe McQueen last week concerning our staffing situation.
- Harry Potter Day is Saturday, October 26, 2019 beginning at 10:00 a.m. The Friends of the Library sponsor this event.

#### BUILDING COMMITTEE

- Paving at the Mont Pleasant Branch Library is almost complete.
- Planning for the second floor is continuing.
- 2020 Capital Budget requests from the Building Committee are:
  - Woodlawn Branch Library - Renovation – interior and exterior - \$75,000.
  - Niskayuna Branch Library parking lot to be reconfigured for handicapped accessibility including new sidewalks and curbs and paving - \$85,000.
- Beth DeMidio presented a slideshow of before and after pictures of the rug cleaning at the Central Branch Library. A schedule with window and carpet cleaning information for branches is enclosed in trustee packets.

#### BRANCH COMMITTEE

- Heather Gray, Chair of the Branch Committee, along with Karen Bradley and Beth DeMidio, attended the Branch Committee meeting on October 23, 2019 at the Central Library.
- She is asking committee members to give specific feedback regarding their branch, including things like circulation, safety, staffing, programming, etc. The goal is to have an open conversation between branch staff and branch representatives to the committee. Currently, meetings are held four times per year.
- Suggestion boxes are needed at all branches.

#### FINANCE COMMITTEE

- Julie McDonnell made a motion to amend and approve Resolution 1 to add \$2,600 for STARS purchases, bringing the total to \$2,862.61. The motion was seconded by Cheryl Cufari and approved unanimously.

#### PLANNING COMMITTEE

- The first reading of the SCPL Long Range Plan of Service 2020-2023 was presented by Cheryl Cufari. Discussion ensued. Devon Hedges remarked that SCPL staff still needs input in the Long Range Plan of Service. Additionally, there will be new standards for Public Libraries beginning in 2021.
- On December 5, 2019 at the next Board of Trustees meeting, there will be a resolution to approve the SCPL Long Range Plan 2020-2023. Once approved, it will be posted on SCPL Website.

#### TECHNOLOGY COMMITTEE

- Randy Fine reported that there is a revised 2020 technology budget. There needs to be additional conversation regarding current and future technology needs. Discussion ensued.

The next meeting will be held on Thursday, December 5, 2019 at 6:00 p.m.

The meeting was adjourned at 4:36 p.m. on a motion by Julie McDonnell, seconded by Jennifer Barnes and approved unanimously.