

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 28, 2021

**PRESENT:** Cheryl Cufari, Deborah Escobar, Randy Fine, Heather Gray, Sharon Jordan, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Shawn Schultz, Brenda Schworm, Tina Chericoni Versaci

**Ex-Officio:** Karen Bradley, Director; Devon Hedges, Assistant Library Director III, Beth DeMidio, Assistant Director of Operations, Peggy King, Schenectady County Legislature, Chair, Education and Libraries; Janice P. Martin, Board Clerk

**ABSENT:** Portia Alston, Joe Landry

William Levering called the meeting to order at 6:00 p.m.

**PRIVILEGE OF THE FLOOR**

- Rory Fluman, Schenectady County Manager attended the meeting to update trustees on the Covid-19 Pandemic.
- The McChesney Room at the KBJ Library has been a site for Covid-19 vaccines. The last day for vaccine appointments there will be February 12 2021. All vaccines after February 12 will be scheduled at SCCC; that space is bigger and there is the option for indoor and outdoor vaccine PODS. Currently, the county is receiving approximately 500 vaccines a week; we expect that number to increase by the summer.
- Mr. Fluman thanked library staff for their assistance with contact tracing. The number of phone calls that Public Health needs to make has lessened.
- The Schenectady County Manager’s office is using their own scheduling system to schedule the Moderna vaccine to county employees. The vaccine is 94% effective, given in two doses one month apart.

**PRESIDENT’S REPORT**

- William Levering welcomed Brenda Schworm as a new trustee. Cheryl Cufari met with Brenda to give her an orientation and provide a copy of the Handbook for Library Trustees of New York State. Carmel Patrick and Sharon Jordan have been reappointed to the Library Board of Trustees. The three trustees were given the oath of office this evening.
- Listed below is Trustee Committees and Trustee Representatives:

**Finance Committee**

Joe Landry, Chair  
Julie McDonnell  
Tina Chericoni Versaci  
Carmel Patrick  
Staff: Karen Bradley

**Branch Committee**

Heather Gray, Chair  
Staff: Beth DeMidio  
Branch Representatives

**Policy Committee**

Steve McCutcheon, Chair  
Tina Chericoni Versaci  
Bill Levering  
Staff: Karen Bradley & Devon Hedges

**Building Committee**

Sharon Jordan, Chair  
Staff: Karen Bradley

**Planning Committee**

Cheryl Cufari, Chair  
Carmel Patrick  
Randy Fine  
Staff: Devon Hedges

**Bequest Committee**

Tina Chericoni Versaci  
Chair  
Carmel Patrick  
Joe Landry  
Staff: Karen Bradley

**Personnel Committee**

Bill Levering, Chair  
 Tina Chericoni Versaci  
 Julie McDonnell  
 Staff Karen Bradley

**Nominating Committee**

Sharon Jordan  
 Carmel Patrick  
 Cheryl Cufari

**Representatives**

Safety-Shawn Schultz  
 Technology- Randy Fine  
 One County-Cheryl Cufari  
 Friends-Deb Escobar

- The Policy Committee is working on bringing the Bylaws up to date.
- Bill Levering thanked Karen Bradley and her staff for their help in supporting Schenectady County Public Health.

**DIRECTOR'S REPORT**

- Karen Bradley reported that it was one year ago, the County Manager toured the second floor of the KBJ Central Library for a potential renovation from a proposed grant. This evening Devon Hedges presented a video of the first and second floor at KBJ highlighting COVID-19 supply storage and the COVID-19 vaccine site, which includes a waiting area for people after they receive their shot. Devon has been assisting Purchasing and Public Health with the inventory of what comes in, and what goes out. The vaccine is not being stored here and there are no plans for that in the future.
- Curbside service at the KBJ Library ceased December 7, 2020 due to rising Covid-19 cases. KBJ Library was scheduled to be a COVID-19 vaccine site beginning in January 2021. We reallocated KBJ's Saturday morning hours to the Rotterdam Branch and moved the Saturday staff over there. In addition, we gave Niskayuna Branch an additional day of service and one late day as most people were transferring their pickups to that location.
- We continue to support the Public Health Services Department's needs for contact tracing work as time allows. On MLK Day, Karen received a call from a journalist from *American Libraries*, one of the library's professional journals, wanting to learn more about the vaccine effort she was made aware of by our NYS Librarian. She did not expect anyone to answer the phone, as it was a holiday. Karen answered her questions and it is likely the information will be part of an article about what libraries have been doing in the Pandemic.
- The County has begun to schedule County employees to receive the vaccine, as supplies are available. All of our active library staff have been scheduled for a first dose.
- The Legislature amended their 2021 budget in late December and as a result we will be having a full-time cleaner. The money for this position will be moved from the hourly budget line to the FTE portion of the budget.
- Beth DeMidio provided the following information in trustee packets:
  - Comparison data from 2019/2020, for hourly wages expense and active staff. Both numbers were down for 2020.
  - COVID-19 expense summary that included staffing, supplies (possible reimbursement) and supplies (charged to Pandemic account).
  - Public Health Overview, which included Category (Boys & Girls Club, Contact Tracing & SWAB Squad).
  - Statistics from the Boys and Girls Club, including calls received and meals delivered.
- Devon Hedges provided the following information in trustee packets:
  - Comparison of fines and fees collected by branches 2019/2020.
  - Comparison of circulation transactions 2019/2020.

The following resolutions were presented:

- Resolution 1 – Approval of CLDA Grant Submission to the Mohawk Valley Library System. Resolution passed on a motion by Deb Escobar, seconded by Cheryl Cufari

- Resolution 2 – Approval of the Annual Joint Automation Project Agreement. Resolution passed on a motion by Tina Chericoni Versaci, seconded by Cheryl Cufari.

#### FACILITIES COMMITTEE

##### Committee Goals for 2021 and Status:

- Clean and landscape outside of KBJ Central Library.
- Complete new construction and rehabilitation at the Scotia Branch Library. Construction should begin when weather breaks and should be completed by the end of 2021.
- Complete rehabilitation work at Woodlawn Branch Library. The library is currently closed. Outside work is completed; interior work is being done now
- Annual review and tour of libraries (on hold).

The next meeting will be held at the end of February or beginning on March.

#### FINANCE COMMITTEE

- Resolution 3 – Approval of SCPL Board of Trustees Expenditures – Tina Chericoni Versaci made a motion to pass Resolution 3. Passed unanimously.

#### PLANNING COMMITTEE

- One of the goals of the Planning Committee will be addressing the new library minimum standards. We will survey the communities that are being served by the system. More work will be done on this in the coming months.

#### POLICY COMMITTEE

- Chair, Steve McCutcheon presented the first reading of amendments to the Trustees By-Laws.
  - The Board shall consist of 15 members, appointed as such library trustees by the Schenectady County Legislature.
  - Trustees who fail to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned, and the vacancies created shall be filled through request to the Schenectady County Legislature
  - Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the Schenectady County Legislature.

The meeting was adjourned at 7:04 p.m. on a motion by Sharon Jordan and seconded by Heather Gray.