# SCHENECTADY COUNTY PUBLIC LIBRARY
## BOARD OF TRUSTEES MEETING
### February 25, 2021

PRESENT:  Cheryl Cufari, Deborah Escobar, Randy Fine, Joe Landry, 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; Charlene Roman, President, Friends of the Library; Janice P. Martin, Board Clerk

ABSENT:   Portia Alston, Heather Gray, Sharon Jordan

GUEST:  Emily Wilkerson

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

## PRIVILEGE OF THE FLOOR
- Emily Wilkerson introduced herself. She is in her first year of Library and Information Science at the State University at Albany. One of her requirements is to attend a Library Board of Trustees meeting.

## AGENDA
- Approved.

## MINUTES OF THE JANUARY MEETING
- The minutes of the January 28, 2021 meeting passed on a motion by Julie McDonnell, seconded by Tina Chericoni Versaci.

## PRESIDENT'S REPORT
- A copy of a letter to the editor written by William Levering was included in agenda items. The letter focused on the library and the support system of the County Manager and County Legislature.
- Dr. Levering acknowledged the support of the Friends of the Library. He is donating $500 to underwrite the membership of all Library trustees.

## DIRECTOR'S REPORT
- The KBJ Vaccine POD shut down on Friday, February 12, 2021. They have fully transitioned vaccinations to SCCC.
- As the Albany Armory opened up vaccine appointments for residents of Schenectady County within specific zip codes, the County Manager asked Karen Bradley with assistance. The McChesney Room has been identified as the viable option to set up computers for county residents in need of one to register for a Covid-19 vaccine. Staff and volunteers will be available to help residents. Discussion ensued. William Levering asked for a motion to respond to the County's request. Motion made by Julie McDonnell, seconded by Cheryl Cufari and passed.
- SCPL Friends of the Library book sorters returned to the library on February 17, 2021. The Friends are always looking for volunteers. If interested, please contact Friends President, Charlene Roman.
- The new furniture and circulation desk for the Woodlawn Branch Library was delivered. Thank you to Devon Hedges for helping with the Woodlawn project.
- Our FTE cleaner began working on Tuesday, February 16, 2021.
- NYLA Advocacy Day is Friday, February 26, 2021. Trustees are welcome to participate virtually. Karen Bradley will share the schedule of meeting times (with links) with our representatives.

- We are working on the New York State Annual Report.
- The quarantining of library materials has been lowered from four days to two days beginning Monday, March 1, 2021.
- Curbside service at KBJ will resume on Monday, March 1, 2021. There has been a dramatic decline in the number of positive cases in our County and the region, which is great news for all. We are beginning to plan for resuming limited in-person service at all locations mid to late March and are awaiting word on the availability of the return of our SPO's.
- Our Youth Services librarians attended a virtual Summer Reading Program planning session for the Capital Region. Public libraries will be offering outside programs this year. No one is considering limited in-person programming prior to fall 2021.

FRIENDS OF THE LIBRARY
- Volunteers for on-line, book sorters and bookstore were able to begin their work at KBJ on February 17, 2021 and they are thrilled to be back.
- Friends are in need of volunteers for unloading book donations. If interested in volunteering, contact President
- The County opened up vaccine appointments for Friends volunteers.
- Charlene Roman thanked William Levering for his donation to underwrite SCPL Trustees' Friends membership.

FINANCE COMMITTEE
- Joe Landry, Chair of the Finance Committee made a motion to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures. Motion passed.

POLICY COMMITTEE
- Steve McCutcheon, Chair of the Policy Committee moved to accept the second reading of the By-Laws amendment:
    1. The library shall be governed by a Board of Trustees. The Board shall consist of 15 members, appointed as such library trustees by the Schenectady County Legislature. Thereafter, as the terms of such first board members expire, their successors shall be elected by the Schenectady County Legislature for full terms of five years. Newly elected members will take office at the first meeting after being appointed by the Schenectady County Legislature.
    2. 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.
    3. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the Schenectady County Legislature.
    Following Articles will be renumbered.
    Number 2 above shall replace new Article II:8 which will be deleted.
The seconded reading of the By-Laws amendment passed.
- The Policy Committee is updating the Re-Opening Plan.

NOMINATING COMMITTEE
- Carmel Patrick, Sharon Jordan and Cheryl Cufari were on the nominating committee to select a Vice-President for the SCPL Board of Trustees. Carmel Patrick made a motion to nominate Deb Escobar as Vice-President and to close out the nomination. Motion passed unanimously.

NEW BUSINESS
- Randy Fine inquired about SCPLs digital resources. Karen Bradley reported that we receive monthly circulation reports and monthly digital reports so that all circulation is reported when compiling data for the library's annual report and the New York State Annual report.

The meeting was adjourned at 6:40 p.m. on a motion by Carmel Patrick, seconded by Steve McCutcheon.