

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 28, 2016  
Central Library

PRESENT: Cheryl Cufari, Randy Fine, Anthony Gaddy, Cori Hoffman, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Carmel Patrick, Donna Phillips, Edwin D. Reilly, Jr. Karen Bradley, Janice Martin-recorder

ABSENT AND  
EXCUSED: Camille Siano Enders, Jamaica Miles, Marsha Mortimore, Tina Chericoni Versaci

FRIENDS  
BOARD: Val Catlin

GUESTS: Eric Trahan, Don Reisinger, John Karl

Carmel Patrick called the meeting to order at 6:30 p.m. She welcomed the new president of the Friends, Val Catlin.

PRIVILEGE OF THE FLOOR

John Karl distributed a sign-up sheet and asked the trustees to volunteer at the staff/volunteer picnic sponsored by the Friends of the Library and Library Board of Trustees. The picnic will be held on Friday, June 3 at 5:30 p.m. at the River Road Park in Niskayuna. The picnic will be catered by Gershon's Deli.

Carmel Patrick introduced Eric Trahan from MVLS and Don Reisinger from D2 Media.

Eric Trahan gave a brief intro – libraries are at crossroads:

- People think libraries are important
- Patrons want new services from libraries
- Fewer people are using libraries – circulation is going down

MVLS is asking trustees what they want to see in the next five years.

Don Reisinger made his presentation. He asked for permission to record the session. MVLS is engaged in a five-year strategic planning process and has engaged D2 Media to assist with this planning. The firm conducted a survey of library directors, staff and trustees, and have had listening sessions for library trustees in three other counties. He is here tonight to get input from SCPL trustees.

The conversation tonight revolves around the following questions:

- What are the biggest challenges faced by the MVLS member libraries?
- What new services are anticipated in the next five years?
- How can MVLS best assist libraries with these challenges and new responsibilities?

Discussion ensued.

Carmel Patrick and Karen Bradley reported that while circulation is only slightly down, our branch libraries along with our new branch are meeting the needs of our community. Also program attendance is up and new cardholder numbers have increased.

Carmel Patrick thanked Mr. Reisinger for his presentation.

Introductions were made to Val Catlin.

## MINUTES OF THE MARCH 24 MEETING

The minutes of the March 24, 2016 minutes were approved unanimously on a motion by Sharon Jordan, seconded by Ed Reilly.

### PRESIDENT'S REPORT

Carmel Patrick reported. Several incredible awards and plaques honoring the library are displayed at this evening's meeting.

Carmel Patrick offered congratulations to the Friends on a very successful 50<sup>th</sup> anniversary celebration on April 16. She thanked the trustees who attended the event. A special thank you was given to Doug Bixler and Donna Phillips for the video tribute they prepared for the evening.

Carmel Patrick and Karen Bradley met with Val Catlin to welcome her to her new role as President of the Friends. Carmel and Val will be sending emails out to schedule the third joint meeting of their two boards.

Membership forms for the Friends of the Library are included in tonight's packet. Carmel encouraged trustees to join and also keep their memberships up-to-date.

Carmel Patrick reached out to the Gazette to schedule an editorial meeting with Gazette staff, Karen Bradley and herself to share "good news" about the SCPL and our objectives.

The Finance Committee has scheduled a 2017 budget planning meeting for May 3 at noon.

The One County, One Book program has wrapped up for 2016. A thank you was extended to everyone who participated. There was a full house at the GE Theater on April 4 for the Jacqueline Woodson event; she was also well received by Schenectady City School District students and teachers at the daytime event at Mont Pleasant Middle School. The "Grow A Reader" service project was a success as well as the poetry contest for children and adults.

### DIRECTOR'S REPORT

Karen Bradley reported. The library received a \$500 donation from SEFCU thanks to their employee Peter Komarinski.

The library received the fifth and final payment of \$100,000 from the Wright Family Foundation for the children's expansion.

Budget preparations are underway. Karen has met with the finance committee and identified critical staffing needs – particularly the reinstatement of the Librarian IV – Head of Youth Services position. She asked trustees to contact her with any ideas regarding the 2017 budget. The goal would be to adopt the library budget at the May meeting.

Karen presented a program at the Bornt Branch Library on April 19 to a group of retired educators about the new branch library. The calendar is full in the coming month with outreach events.

Last week, libraries across our nation celebrated "National Library Week." The Bornt Branch Library received one of the Capital Region Chamber's *Good News Awards* at the River Stone Manor. Thanks to Carmel, Tina, Jamaica and Tony for attending the luncheon.

Karen shared good news about the first month of operation of the Bornt Branch Library:

- 127 new library cards issued – dozens were also reinstated
- 5,640 individuals came through the doors in March

- 85% increase in circulation in March for the Bornt Branch (compared to Duane/March 2015)
- Program attendance in March was 361 (Duane- March 2015 was 108)
- Wireless users for the month of March was 925 (average – 71 per day)
- Computer use in March was 1,298 (Duane-March 2015 was 397)

The Bornt Branch Library will have a visit from State Comptroller, Thomas DiNapoli, on Friday, April 29 at noon.

#### FRIENDS OF THE LIBRARY

Val Catlin reported. The 50<sup>th</sup> anniversary celebration was a great event. The Friends newsletter is in the mail. She encouraged trustees to join the Friends. The Friends are sponsoring a trip on May 10 to the John F. Kennedy Presidential Library and Museum.

The next board meeting will be held on May 24 at 6:30 p.m. in the McChesney Room.

#### BRANCH COMMITTEE

Donna Phillips reported. The branch committee report is enclosed in trustee packets. Some highlights include:

- Bornt: September 14 meeting will be held at the Bornt Branch; concern about adult PCs in same area children use/no way to change their location; branch is well used; calendar is full; suggestion box is on its way; possibility of adding one more handicap parking space
- Glenville: Room divider completed; Tunes for Tots program with Terri Roben drew a crowd
- Mont Pleasant: No report. Need new representative
- Niskayuna: Bids for repair for staff entrance to be opened 4/22/16; request to use branch funds/request through Karen, then trustee finance committee; question about reprise of last summer's adult book club
- Quaker Street: Mold issue will be addressed by power washing siding and trimming of landscaping to reduce moisture. New entrance is much appreciated
- Staff was grateful for the facilities review; leak in roof was noted
- Scotia: facilities review was productive; building's lease began in 1947 for a time period of 99 years; picture book city is in progress; need follow up on lighting in parking lot
- Woodlawn: facilities review appreciated; heating unit fixed; computers working better; inquiry about a full-time library manager

#### BUILDING COMMITTEE

Sharon Jordan reported. The building committee report is enclosed in trustee packets. Some highlights include:

##### Branch Library Repairs

- Glenville Library – Interior work is completed
- Niskayuna Library – Rehabilitation project will commence in late spring. Bids came in on April 22

##### Looking forward

- A five-year plan is being drawn up by the county for capital needs and immediate repair
- A complete review of the 2<sup>nd</sup> floor of central has begun by the building committee

##### Capital Projects for 2016

- Scotia – Shingle repair, chimney repointing and flashing, gutter replacement
- Glenville – Eave and soffit painting
- Rotterdam – Roof gutter installed. Exterior drainage improvements
- Woodlawn – Eave/soffit repair/painting
- Niskayuna – Staff entrance repair

##### Projected Capital Projects for 2017

- Mont Pleasant – roof repair
- Carpet replacement at Niskayuna, Glenville, Scotia and Quaker Street

- Parking lots repaved at Mont Pleasant, Woodlawn, Rotterdam and Glenville
- The next meeting will be held on May 26 at 5:30 p.m. in the Swanker Boardroom

#### FINANCE COMMITTEE

Joe Landry reported. If trustees have any comments or requests regarding the 2017 budget, please contact Karen Bradley before the budget meeting on May 3.

Mr. Landry asked for a motion to approve the following resolutions:

Resolution 1 – Approval of SCPL Board of Trustees Anticipated Expenditure – Friends Picnic. There was a motion to approve by Anthony Gaddy, seconded by Donna Phillips and approved unanimously.

Resolution 2 – Approval of SCPL Board of Trustees Expenditures. There was a motion to approve by Sharon Jordan, seconded by Cori Hoffman and approved unanimously.

Resolution 3 – Approval of County Resolution 118-15 to Authorize Expenditure of Grant Funding. There was a motion to approve by Julie McDonnell, seconded by Sharon Jordan and approved unanimously.

#### PLANNING COMMITTEE

Cheryl Cufari reported. The planning committee minutes are enclosed in trustee packets. Highlights include:

Goals of meeting:

- Review plan draft as a result of discussion coming from the March meeting of the committee
- Determine format of document and depth of plan that will be submitted to NYS
- Determine a timeline to accomplish the plan – target May Board of Trustees meeting for distribution of a draft document

#### SAFETY COMMITTEE

The minutes of the March 30 Safety and Security meeting are enclosed in trustee packets. Some highlights include:

- Key fob security system will be installed at central on April 12
- Security related documents have been consolidated into a security guard manual
- Need Fire Evacuation Plan and Drill – Ellen Malkis will be contacted

The Sheriff's Department will present a program, Library Staff Safety: De-escalation and Response Techniques, to library staff on May 19. There has been a decrease in incident reports due to the presence of the full-time deputy sheriff's presence.

#### OLD BUSINESS

The MVLS dinner will be held on May 11 at 5:30 p.m. at the River Stone Manor.

#### NEW BUSINESS

Discussion ensued regarding the presentation by Don Reisinger and it was recommended that the library should highlight the areas in which services have increased. Karen Bradley responded that statistical data is included in the annual report and that she recently gave a report to the County Legislature on the Bornt Branch Library's first month. The Planning Committee will continue to work towards these efforts.

The next meeting will be held on Thursday, May 26, 2016 at 6:30 p.m. in the Swanker Boardroom.

The meeting was adjourned at 7:45 p.m. on a motion by Sharon Jordan, seconded by Cheryl Cufari and approved unanimously.

The meeting entered into executive session at 7:46 p.m. and ended at 7:51 p.m.