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Schenectady County Public Library Board of Trustees Meeting  
March 28, 2024 - 6:00 pm  
Swanker Room - Karen B Johnson Library

1. Call to Order, Roll Call
2. Public Comment
3. Oath of Office
4. Consent Agenda
  - a. Board of Trustees Meeting Minutes for February 29, 2024
  - b. Planning Committee Meeting Minutes March 15, 2024
  - c. Finance Committee Meeting Minutes March 21, 2024
  - d. Approval of Expenditures – Resolution 1
5. President's Report
6. Director's Report
7. Friends of the Library Report
8. Committee Reports
  - A. Building Committee
  - B. Finance Committee
  - C. Planning Committee
  - D. Policy Committee
  - E. Mohawk Valley Library System representatives
9. New Business
10. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on April 25, 2024 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 29, 2024

PRESENT: Cheryl Cufari, David Fronk, Sharon Jordan, Steve McCutcheon, Julie McDonnell, Jude McQueen, Carmel Patrick, Berenice Rivera, Brenda Schworm, Madelynn Thorne, Chris Witkowski

ABSENT AND EXCUSED: Angela Tatem, Tina Chericoni Versaci

EX-OFFICIO: Charity Thorne, Executive Director; Beth DeMidio, Director of Operations; Devon Hedges, Assistant Library Director; Doug Bixler, Support Services Manager; Michelle Dannenhoffer-Cau, Public Services Manager; Michelle Ostrellich, Schenectady County Legislature, Vice-Chair Education & Libraries; Rory Fluman, Schenectady County Manager; Laura Baker, Schenectady County Chief Information Officer; Gabriel Benitez, Schenectady County Chief Information Security Officer; Charlene Roman, President, Friends of SCPL; Shirley DeBono, Vice President, Friends of SCPL

GUESTS: Shirley DeBono, Kaela Wallman, Christine Filippelli

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

**PUBLIC COMMENT**

Wade Abbott of MVLS presented tokens of appreciation for Advocacy Day attendees.

**CONSENT AGENDA**

- a. Board of Trustees Meeting Minutes for January 25, 2024
- b. Finance Committee Meeting Minutes for February 15, 2024
- c. Approval of Expenditures – Resolution 1

A motion to approve the consent agenda was made by Rivera, seconded by Jordan. All in favor. Motion passed.

**JOINT AUTOMATION PROJECT**

Trustees discussed benefits and concerns related to withdrawing from the Joint Automation Project and how this action is only about Joint Automation membership and not about Mohawk Valley Library System membership.

Fronk moved to withdraw from the Joint Automation Project and approve the County providing IT support to the library, seconded by Patrick. Nine in favor, two opposed. Motion passed.

**CENTRAL LIBRARY PLAN**

Fronk explained why he is not in favor of approving the Central Library Plan as presented.

Witkowski moved to approve the Central Library Plan, seconded by Patrick. Six in favor, five opposed. Motion did not pass.

## **APPROVAL OF WEBSITE DEVELOPMENT COSTS – RESOLUTION 2**

Trustees discussed the website development proposal costs. Support Services Manager Bixler explained this was the lowest of three quotes received and the vendor has experience with other public library websites.

Patrick moved to adopt Resolution 2 – Approval of website development costs, seconded by Fronk. All in favor. Motion passed.

## **PRESIDENT’S REPORT**

- Committee Assignments – Planning Committee Chair – the three trustees will work together. Ad hoc Programming Committee – a meeting will be scheduled.
- Volunteer Appreciation Picnic– Friends and Board have split costs on this in the past and would like to do so again. Using public funds for a volunteer recognition event has been established as an acceptable use of said funds.

McDonnell moved to approve spending up to \$1,000 of Trustee funds to support the volunteer appreciation picnic, seconded by Patrick. All in favor. Motion passed.

## **DIRECTOR’S REPORT**

Trustees reviewed the written report submitted by Charity Thorne and Thorne highlighted:

- Starting today, KBJ is piloting a program to check out bags to patrons who ask for a bag to carry their materials. If successful, it will expand to other locations.
- A job posting for Librarian I (continuous recruitment) is up and applications are coming in. Part-time Library Assistant positions have been posted internally with the newly revised minimum qualifications.
- Introduction of Michelle Dannenhoffer-Cau, Public Services Manager.

## **FRIENDS OF THE LIBRARY REPORT**

- Over \$8,000 raised at the Winter Book Sale, a significant increase over past winter sales.
- March 8, from 5-7 PM Oakroom Artist Collective hosts a reception at the Whitney Book Corner for exhibited artist Barb Lenox.

## **COMMITTEE REPORTS**

**BUILDING COMMITTEE** – Building Tour of all nine libraries is set for May 6

**FINANCE COMMITTEE** – resolutions have passed in the Consent Agenda. All trustees are welcome to attend Finance Committee meetings, generally the Tuesday of the week before the Board meeting. A calendar invite has been sent to the full Board.

**PLANNING COMMITTEE** – will set a meeting date shortly

**POLICY COMMITTEE** – No report

**MOHAWK VALLEY LIBRARY SYSTEM REPRESENTATIVES** – No report

**NEW BUSINESS**

Patrick thanked multiple branches for participating in Schenectady Shares Food Drive

Meeting adjourned by Chair Thorne at 6:58 p.m.

DRAFT

**PLANNING COMMITTEE MINUTES  
FOR  
SCPL MEETING ON 3/28/2024**

Planning Committee held on 3/15/2024 at 2:15 pm; Swanker Room, Karen B. Johnson Library

Attendees: Planning Committee Members - Cheryl Cufari, Brenda Schworm  
Library Staff - Charity Thorne, Beth DeMidio, Devon Hedges

Agenda Item: Next Steps in Planning Process  
a. Process for Selecting a Strategic Planning Consultant

Highlights:

- Attendees discussed the need for a strategic planning consultant for calendar year 2024.
  - o Strategic Plan is useful for directing 80% of the library's focus on resources, mission, vision, and goals.
  - o A strategic planning consultant would cost approximately \$20k with a timeline of 6 months. Primary actions are community survey, focus groups and working with stakeholders.
- Planning Committee discussed the library's on-going four major initiatives for this year:
  - 1) Hours Expansion
  - 2) Withdrawal From Joint Automation
  - 3) Programming initiatives
  - 4) New SCPL Website
- Meeting outcome:

Since four major initiatives are in varying stages of progress/transition for this year, the Planning Committee recommended that the use of a strategic planning consultant be delayed by one year. Instead for this year, the library should look at the following with respect to the four major initiatives:

  - a) Actions being taken this year,
  - b) Planned expectations of these actions,
  - c) Were the expectations met for each initiative.



Schenectady County Public Library Board of Trustees  
Finance Committee  
March 21, 2024 at 11:30am  
Swanker Room – Hon. Karen B Johnson Central  
Library Minutes

**Present:** Tina Versaci, Julie McDonnell

**Absent and Excused:** Carmel Patrick, Committee Chair

**Ex-officio:** Madelyn Thorne, President

**Guests:** Charity Thorne, Executive Director; Beth DeMidio, Director of Operations

Trustees reviewed the trustee funds expenditures for March and discussed adding the “up to \$1,000” previously approved to help fund the volunteer appreciation picnic in partnership with the Friends of the Library on the grid for the March 28 meeting.

Executive Director Thorne shared two planned 2024 budget amendments to convert positions have been put on hold pending the outcome of some current hiring processes for vacant positions. Trustees discussed the Civil Service hiring process, the current Librarian I and Library Assistant openings, and changed Library Assistant minimum qualifications and whether/how it affects the Civil Service list for that position.

**SCPL Board of Trustees Resolution 1 – 3/28/24**  
**Approval of SCPL Board of Trustees Expenditures**

WHEREAS, it is the responsibility of the Schenectady County Public Library Board of Trustees to approve expenditures of the library as well as its own board;

WHEREAS, the Finance Committee reviewed in detail the expenditures that accrued since the February 29, 2024 Board meeting;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve an expenditure up to, but not to exceed ONE THOUSAND THREE HUNDRED THIRTY-THREE DOLLARS AND 28 CENTS (\$1,333.28) for payment of items as per the attached expenditure sheet.

Moved by:  
Seconded by:

AYES:  
NAYES:  
ABSTENTIONS:



## Executive Director Report to the Board March 28, 2024

February was once again a jampacked month. One of the biggest time commitments was everything relating to our IT projects and Joint Automation membership, including weekly project meetings with County IT, meetings with Clarivate, the parent company for two integrated library system solutions (Polaris, which we currently use through Joint Automation, and Sierra, used by other regional libraries) to discuss our options for migration, meetings with Today's Business Solutions about our new wireless printing service, discussions with the County Manager and County Attorney's office about the terms of our Joint Automation agreement, and of course, time spent communicating with staff, trustees, and partners about the proposed changes to our IT and automation services.

Other key activities this month included:

- Continuing check in meetings with branch librarians to see how their new assignments were going and answer any questions they might have
- Attending Library Advocacy Day at the Capitol in Albany
- A training on SCPL interlibrary loan procedures
- A call with Crandall Public Library about their experience working with Syracuse Design for their website
- A county department head meeting
- Capital Region Chamber of Commerce Nonprofit Executive Dialogue
- Capital District Library Council Board meeting
- Meeting with Laura Combs, Executive Director of New Choices, to discuss ways our organizations can partner
- A Schenectady Takes Action for Reading Success (S.T.A.R.S.) planning meeting
- Conducting library clerk interviews and drafting and posting a Librarian I job ad

I have also included an organizational chart we recently created (although it's already a bit out of date due to some even-more-recent promotions) for your reference as I know with some of the restructuring we've done it may have been hard to visualize how everyone at the library relates to one another currently.

### Public Services

Popular programs in February included partnerships with Proctors and WMHT (Daniel Tiger, Rainbow Fish & Bluey's Big Play Date), Stay & Play, Baby Lap Time, The Period Party, Book-a-Librarian, and an adult discussion group for the book *Us Against You* by Fredrick Backman. Community partnerships have included room use reservations for Odyssey of the Mind, Fresh Table, regular tutors, and the Democratic Planning Committee. With self-checkout stations available at most locations, it was charming to see Scotia patrons wanted to dress up their self-checkout station as a robot from a popular video game.

A literacy volunteer from Literacy New York – Fulton, Montgomery, and Schoharie Counties has begun conducting a weekly tutoring session at our Quaker Street branch. Quaker Street is also seeing a lot of grandparents visiting the library with their grandchildren. On one occasion, there were four sets of grandparents with five preschoolers; the children were enjoying themselves so much that they did not want to leave!

The Rotterdam branch issued 63 library cards this month and our Woodlawn branch had a whopping 36 in attendance for WMHT's Clifford's Birthday Surprise!

The meeting room at our Niskayuna branch is utilized by many community groups. The Schenectady Art Society installed an exhibit in February that will run through the end of March. The Firehouse Artists meet to present and discuss their work on the second Thursday of every month. Toastmasters held a large competition for its members. Nisky NOW (Nutrition on Weekends), a program that provides a weekly delivery of food to families of students in need, scheduled an informal meeting for volunteers. MVP held several informational seminars. The Niskayuna Girl Scouts met one evening and borrowed lots of materials. The Republican Club meets once a month. Finally, the Nisky Climate League, a climate activist group for teens sponsored by the Niskayuna Rotary Club, meets every Thursday afternoon.

02/2024 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	641	1,034	-38%	1,311	2,173	-40%
Central	19,065	17,475	9%	37,057	35,858	3%
E-Resource	15,833	13,004	22%	33,160	26,640	24%
Glenville	5,301	5,022	6%	10,915	10,774	1%
Mont Pleasant	1,136	1,087	5%	2,425	2,288	6%
Niskayuna	10,496	10,624	-1%	21,898	21,492	2%
Quaker Street	1,645	1,810	-9%	3,571	3,799	-6%
Rotterdam	7,217	5,720	26%	14,226	12,168	17%
Scotia	3,371	2,510	34%	7,227	5,340	35%
Woodlawn	1,162	1,071	8%	2,463	2,219	11%
02/2024 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	198	233	-15%	465	484	-4%
Central	1952	1604	22%	4036	3213	26%
Glenville	61	67	-9%	124	188	-34%
Mont Pleasant	278	161	73%	500	365	37%
Niskayuna	352	459	-23%	727	974	-25%
Quaker Street	49	87	-44%	99	116	-15%
Rotterdam	114	109	5%	232	183	27%
Scotia	207	177	17%	444	463	-4%
Woodlawn	43	74	-42%	68	165	-59%

### Support Services

Interviews for part-time clerical positions were conducted resulting in three vacancies being filled. All successful candidates were appointed in February. The Librarian I position was advertised with the application deadline of March 9. The full-time help desk support position for the library was introduced to management and staff.

In preparation for the replacement of the Automated Materials Handling Unit (AMH) the old unit was removed from the circulation area at the main library. The self-Check at the Scotia Branch Library was installed. There are four remaining self-Checks expected to be delivered next month.

The first of a series of safety walk-throughs occurred on February 28. DeMidio participated in a multi-department session to assess current internal reports to streamline internal processes.

During our vetting process for website developers, Charity and Doug had a phone conversation with Crandall's (Glens Falls) Assistant Director, since Syracuse Design developed their site in 2019. The reference from Crandall was extremely positive. We officially provided quotes and findings from three separate website development providers to the Board at the last meeting. The Board approved moving forward with Syracuse Design.

Due to the upcoming switch over to Schenectady County IT from Joint Automation, Ken Wagner (SCPL) has been working hand-in-hand with Laura Baker's team in County IT to prepare for changes. Preparations include reporting SCPL's current computer and technology inventory to County IT, clearing out space in SCPL Central Library's main Server Room for County IT staff to utilize in future, and Alexa Mason, a new IT technician, began working out of the Central Library Monday through Thursday evenings until close and will act as our on-site help desk attendant when fully switched over.

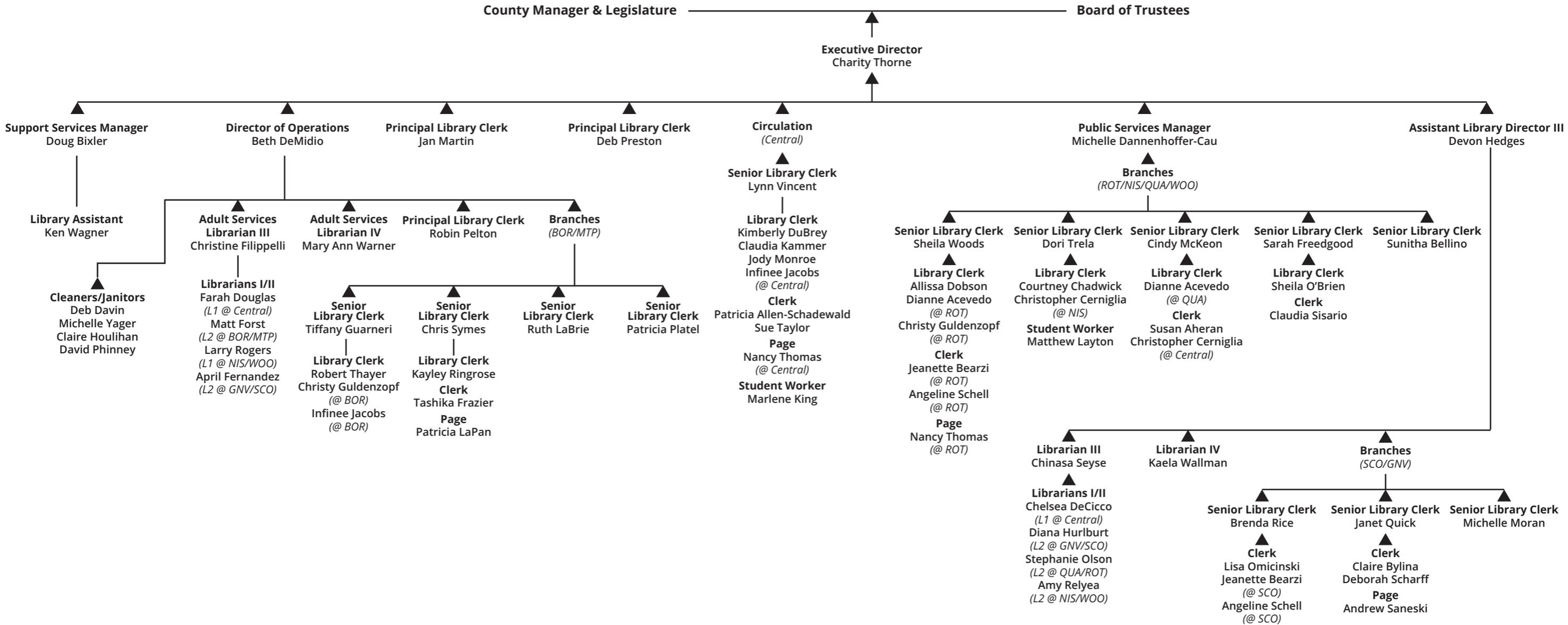
The Automated Material Handler Unit in Central's Circulation Department was dismantled and removed by County Facilities and sent to recycling, to make room for the new model coming from Bibliotheca in March. New RFID pads have begun to be installed across our locations. Joint Automation and Bibliotheca technicians installed new RFID security gates at the Central Library, which allows for a wider ingress to the library.

County IT has installed 8x8 VoIP phones at all nine library locations. The 8x8 system allows us to do some amazing new features such as; answering their office line through the 8x8 application on their mobile devices or computers even if at another branch, voicemail transcripts can be emailed to employee, and set up Ring Groups where a phone call can be seamlessly transferred from department to department without the caller ever having the call dropped. All phone issues are now handled through the County IT help desk.

When we announced open hiring for Librarian 1 positions, we advertised on Facebook and our Digital Displays. Facebook alone garnered over 2400 views in under 24 hours.



# 2024 ORGANIZATIONAL CHART



Note: In the absence of the Executive Director, all positions report to the Director of Operations.

**BUILDING COMMITTEE REPORT  
FOR  
SCPL MEETING ON MARCH 28<sup>th</sup>, 2024**

This report lays out the GOALS FOR 2024 regarding CAPITAL PROJECTS.

\*COMPLETE LANDSCAPING AT GLENVILLE BRANCH. (this is a hold over from 2023).  
Completion expected to take place in the spring of 2024.  
3/28 – Project to begin in April/May

\*BRANCH LIBRARY DAMAGE REPAIRS AT MT. PLEASANT BRANCH.  
3/28 – County engaging Engineering Firm.

\*LIBRARIES FIRE ALARM PANEL UPGRADES AT KBJ, WOODLAWN AND GLENVILLE.  
3/28 – County scheduling walk throughs for estimates

\*BRANCH LIBRARY INTERIOR IMPROVEMENTS AT SCOTIA, NISKAYUNA, BORNT AND ROTTERDAM.

\*BRANCH LIBRARY PARKING LOT SEALANT AT QUAKER.

\*KBJ ELEVATOR UPGRADES  
3/28 – Project to begin the end of May

\*KBJ 2ND FLOOR STAFF BATHROOMS RENOVATION  
3/28 – Measurements taken for the design phase

\*KBJ COOLING TOWER REPLACEMENT

\*ALL LIBRARIES INFRASTRUCTURE IMPROVEMENTS.

\*MONT PLEASANT EXTERIOR AND PARKING LOT IMPROVEMENTS.  
3/28 – Discussion with Family Dollar taking place

\*QUAKER EXTERIOR SIDING RENOVATION.

\*SCOTIA EXTERIOR REPAIRS AND PAINT ON PORCH.  
3/28 – County obtaining estimates.

\*LIBRARY FURNITURE REPLACEMENT AT KBJ AND BORNT.

\*MULTI FACETED, MULTI PHASED RENOVATION FOR 2ND FLOOR CONTINUES WITH COUNTY.

Annual Facilities Tour is confirmed for Wednesday, May 1.

Tentative Facilities Tour schedule:

<b>Location</b>	<b>Arrival/Start Time</b>	<b>Departure Time</b>
Quaker Street	9:00 am	9:15 am
Rotterdam	9:35 am	9:50 am
Mont Pleasant	10:00 am	10:15 am
Bornt	10:30 am	10:45 am
Woodlawn	10:55 am	11:10 am
Niskayuna	11:20 am	11:35 am
Glenville	11:50 am	12:05 am
Scotia	12:15 pm	12:30 pm
Karen B. Johnson	12:40 pm	1:15 pm (End of Tour)