

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 28, 2020

PRESENT: Jennifer Barnes, Cheryl Cufari, Deborah Escobar, Randy Fine, Sharon Jordan, M. Joe Landry, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Tina Chericoni Versaci

Ex-Officio: Karen Bradley, Director; Beth DeMidio, Assistant Library Director for Operations; Peggy King, Chair, Education and Libraries, Schenectady County Legislature; Charlene Roman, President, Friends of the Library; Janice P. Martin, Board Clerk

ABSENT: Portia Alston, Heather Gray, Marsha Mortimore

William Levering called the meeting to order at 6:04 p.m. and reported that the meeting will be recorded.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

AGENDA 5/28/20

There was a change in the agenda. The Policy Committee will not be presenting Resolution 2.

MINUTES OF THE APRIL 23 MINUTES

Sharon Jordan made a motion to approve the minutes of the April 23, 2020 meeting. The minutes were approved unanimously.

PRESIDENT'S REPORT

- William Levering appointed Joe Landry to the Policy sub-committee working on the reopening plan.

DIRECTOR'S REPORT

- Trustee Deb Escobar has been elected to a five-year term to the MVLS Board of Trustees.
- Regional library meetings continue weekly for the resumption of limited service.
- Wednesday, May 27 was the last day library staff worked at the COVID-19 Coalition Emergency Response Center at the Boys and Girls Club. We currently have library staff working at Public Health in support of the County's need for assistance with their COVID-19 efforts.
- Mont Pleasant Branch Library had some vandalism done on the back exterior wall of building. We are awaiting quotes on the estimate of damage and the police report. A second incident was reported on May 27 and that is being followed up.
- We have begun to receive some of the PPE that will be needed when staff returns to buildings.
- A meeting of the library staff Safety Committee was held on May 27. A brief report will be given by Beth DeMidio.
- Beth DeMidio and Devon Hedges have worked on the New York State Annual report. Work on the library annual report will resume once the reopening plan takes effect.

- The Youth Services Department's virtual programming has been well received by our community.
- The Board of Elections will be visiting on Friday, May 29 concerning early voting for the June primary which our Governor has not cancelled as of today. They did report a huge response to requests for absentee ballots, and expect a low in person turnout due to the Pandemic.
- Our Friends of the Library held a Zoom meeting on May 26. Karen Bradley gave an update on the status of library operations.

#### SAFETY MEETING UPDATE

- Beth DeMidio reported that the Safety and Security Committee met on May 27. Leela Moore, Schenectady County Health and Safety Program Manager, joined committee members.
- The following purchases have been made for the preliminary reopening plan: Protective equipment for countertops, face shields, signage for 6-foot distancing, cleaning products and floor markings.
- The committee submitted questions prior to the meeting to Leela Moore. Some of the items that she is following up on are:
  - What is the New York State Law on Contact Tracing.
  - What is the maximum capacity for each branch location.
- Beth DeMidio spoke with the Undersheriff about coordinating the rescheduling of sheriffs at the Central, Bornt and Mont Pleasant Branch Libraries. Concerns about incidents and vandalism at the Bornt and Mont Pleasant Branches were brought up to Leela Moore. The discussion led to agreement that the two branches would have sheriff coverage for the entire time they are scheduled to be open.

Bill Levering reported that there would be a special meeting before the June 25 meeting to present resolutions on Policy and Re-Opening Plans from the effects of the COVID-19 Pandemic.

#### FRIENDS OF THE LIBRARY

- The Second Look Bookstore will be reopening once Phase 2 begins.
- The Friends Board is looking for new ideas for book sales since they cannot hold them at the library.
- Friends Noon Program chair is considering presenting the programs through a webinar or Zoom.
- Harry Potter Day, Spring Book Sale, Annual Dinner and Fall Book Sale have all been cancelled.

#### TECHNOLOGY

- Karen Bradley reported that \$14,000 in unplanned accrued expenses due to COVID-19 would see a reduction in library budget. The Technology budget will most likely be impacted.

#### BUILDING

- Building priorities:
  - Mont Pleasant – Complete punch lists to finalize project.
  - Scotia – Complete new construction and renovation.
  - Woodlawn – Complete renovation.
- Sharon Jordan recommended that the Scotia and Woodlawn Branch libraries be closed until construction is finished.
- A New York State Construction grant application will not be submitted for second floor renovations at the Central Library.

#### FINANCE

- Joe Landry made a motion and Steve McCutcheon seconded to approve Resolution 1 – Approval of SCPL Board of Trustees Expenditures. It was unanimously approved.
- The County is requesting a reduction plan from all departments for 2021.
- The Finance Committee has deferred the budget discussion until after library reopening.

#### PLANNING

- No report, but Randy Fine suggested a meeting to discuss changes in the Long Range Plan.

#### POLICY

- The Policy Committee will not present Resolution 2 – Recovery from Effects of COVID-19 Pandemic. The policy is being refined and will be presented at the special meeting of the board in June. Trustees will receive email updates before the next meeting on the reopening and policy plan. For questions, please contact Karen Bradley.

#### BEQUEST

- The committee met months ago and discussed the second floor project at the Central Library. Due to COVID-19, that project will be on pause.

#### NEW BUSINESS

- William Levering set up a Policy Subcommittee and will set up a Personnel Committee.
- Discussion ensued regarding future trustee meeting format including in-person; zoom with option to call in. Safety of all attending is a high priority.
- Karen Bradley will follow up on NYLA memberships for trustees.

The meeting was adjourned at 6:45 p.m.