

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 26, 2019
Central Library

PRESENT: Portia Alston, Jennifer Barnes, Cheryl Cufari, Curtis Eatman, Randy Fine, Sharon Jordan, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick, Karen Bradley, Devon Hedges, Janice Martin-recorder

ABSENT: Heather Gray, M. Joe Landry, Marsha Mortimore, Tina Chericoni Versaci

Carmel Patrick called the meeting to order at 6:00 p.m.

Carmel Patrick introduced Devon Hedges, SCPL's new Assistant Library Director.

PRIVILEGE OF THE FLOOR

No one spoke during privilege of the floor.

MINUTES OF THE JULY MEETING

The minutes of the July 25, 2019 meeting were approved unanimously on a motion by Sharon Jordan, seconded by Julie McDonnell.

PRESIDENT'S REPORT

- Congratulations to Sharon Jordan who will be receiving the Schenectady County Democratic Committee's John F. Kennedy Community Service Award at its October 24, 2019 dinner. We will hold our October 24 trustee meeting at 4:30 p.m. in order to cheer Sharon on at Glen Sanders that evening.
- It was an honor to represent our SCPL Board of Trustees at both the celebration of Karen Johnson's life at Proctors on September 5 and the dedication of the Honorable Karen B. Johnson Central Library on September 6.
- Carmel Patrick attended a Finance Committee meeting on September 20.
- Our trustee recommendations to the Legislature are still being considered.

DIRECTOR'S REPORT

- We welcomed our new Assistant Library Director, Devon Hedges, to our team.
- Karen Bradley thanked County Legislators, County Administration and staff, and our Trustees for the beautiful dedication ceremony for our Karen B. Johnson Public Library on September 26, 2019. MVP donated \$2,000 to the SCPL S.T.A.R.S. Early Literacy Program in Karen's name for the purchase of books for the program. Sharon Jordan and her family have made a donation in Karen's name to the program as well.
- The Friends of the Library Book Sale will be held on September 28 and 29. They are still looking for volunteers for two-hour shifts.
- The annual fire and safety walk through has been done at all of our libraries with Beth DeMidio, Leela Moore and county staff.
- Early voting begins on October 26. The county will be using our old technology room.
- The window cleaning project for the Karen B. Johnson Library is complete. Thank you to Sharon Jordan for her continued advocacy over the past few years to get our windows done.

- Paving of the Mont Pleasant Branch Library parking lot will begin soon. We just received the signed paperwork from The Family Dollar. There was a delay in starting the project, due to the lack of signed paperwork. Thank you to Don Scheuer and Chris Gardner for their persistence over the past few months to see this through.
- We are in the final stages of preparation of our two NYS Public Library Construction grants to MVLS, which are due September 27, 2019. One application is for Phase 2 of the Scotia project and the other is for the renovation of the Woodlawn Library.
- Staffing continues to be our top priority.
- Our Summer Reading Program was a great success. A special thank you to our Youth Services Department for all they did to keep the programs going, minus Nancy Gifford, who retired in April. Her replacement, Stephanie Olson, began this week. Stephanie is a very experienced librarian who formerly worked at the Albany Public Library. The final report from the Adult and Youth Services Summer Reading Program is in trustee packets.
- Beth DeMidio, Devon Hedges and Christine Filippelli completed the Bridges Out of Poverty Training on September 6, 2019.
- The library was invited to participate in the DSIC “Frozen” initiative that will take place in November as Proctors welcomes “Frozen” to our community. In addition, the marketing associate for the show has reached out to the library directly to see how we could collaborate and receive some free tickets so that our library could have a process for patrons to enter to attend the show.

BUILDING COMMITTEE

- The Mont Pleasant Branch Library is in full swing with patrons taking advantage of programs, computers, books and more.
- The Mont Pleasant paving project should be completed by the end of October.
- After more than six years, the Central Library had the entire building windows cleaned. Sharon Jordan thanked Beth DeMidio for preparing the attached schedule for upcoming rug cleaning.
- 2020 Capital Budget requests from the Building Committee are:
 - Woodlawn – Renovation, interior and exterior - \$75,000.
 - Niskayuna – Parking lot to be reconfigured for handicapped accessibility including new sidewalks and curbs and paving - \$85,000.

FINANCE COMMITTEE

Julie McDonnell presented the following resolutions:

- Resolution 1 – Approval of SCPL Board of Trustees Expenditures. A motion was made by Cheryl Cufari, seconded by Sharon Jordan and approved unanimously.
- Resolution 2 - MVLS “Dream & Do” Grant – A motion was made by William Levering, seconded by Jennifer Barnes and approved unanimously.
- Resolution 3 – Acceptance of Grant for STARS Program – A motion was made by William Levering, seconded by Steven McCutcheon and approved unanimously.

OATH OF OFFICE

- Carmel Patrick introduced Portia Alston as our new trustee. Jennifer Barnes issued the Oath of Office to her.
- Jennifer Barnes issued the Oath of Office to William Levering as Vice President of the SCPL Board of Trustees.

PLANNING COMMITTEE

- Cheryl Cufari's report includes minutes from the September 12, 2019 meeting and the SCPL Long Range Plan of Service 2016-2019. She is presenting a resolution for board approval:
 - Resolution 4 – Approval of Schenectady County Public Library Long Range Plan of Service Summary 2016-2019. A motion was made by Jennifer Barnes, seconded by William Levering and approved unanimously.
 - Carmel Patrick thanked Cheryl Cufari for her outstanding leadership of the Planning Committee.
- Cheryl Cufari introduced the 2020-2023 Long Range Plan of Service. She noted that changes and additions are in red or green ink. SCPL staff is still inputting ideas into the 2020-2023 Long Range Plan, so it is still a work in progress. She is planning a first reading at the October 24 board meeting.
- Discussion ensued regarding the New York State Library, Division of Library Development's 2021 "New" updated Public Library Standards. The current standards will expire on December 31, 2020. Updated standards will take effect as of January 1, 2021.

POLICY COMMITTEE

- Members of the Policy Committee are William Levering, Chair; staff members, Devon Hedges, Mary Ann Warner and Kaela Wallman; board members, Steven McCutcheon and Tina Chericoni Versaci. The policies of the SCPL are established and modified by the Board of Trustees and carried out by SCPL staff.
- The New York State Public Health Law changed in December 2018 to include, *smoking is not permitted within 100 feet (was 50 feet) of the entrances, exits or outdoor areas of any public library*. Our policy needs to be updated and William Levering proposed a first reading tonight to the board of trustees:
 - 5.1 Patron Code of Conduct
 - #4. Using tobacco products or e-cigarettes in any building or within **100** feet of an entrance.

OLD BUSINESS

- Karen Bradley thanked Cheryl Cufari, co-chair of OCOB, for the outstanding author program featuring Imbolo Mbue, author of *Behold the Dreamers*. The event was held at the Carl B. Taylor Community Auditorium on Thursday, September 19, 2019.

The meeting was adjourned at 6:45 p.m. on a motion by Randy Fine, seconded by Curtis Eatman and approved unanimously.

The next meeting will be held on Thursday, October 24, 2019 at **4:30 p.m.**
(PLEASE NOTE TIME CHANGE FOR OCTOBER MEETING).