

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 23, 2020
The Honorable Karen B. Johnson Library

PRESENT: Portia Alston, Jennifer Barnes, Cheryl Cufari, Curtis Eatman, Deborah Escobar, Heather Gray, Sharon Jordan, M. Joe Landry, William Levering, Steven McCutcheon, Julie McDonnell, Carmel Patrick

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

ABSENT: Randy Fine, Marsha Mortimore, Tina Chericoni Versaci

GUEST: Rory Fluman, Schenectady County Manger

Carmel Patrick called the meeting to order at 6:00 p.m. and introduced new trustee, Deborah Escobar.

PRESIDENT'S REPORT

2019 Accomplishments

- Construction of the new Mont Pleasant Branch Library.
- Carpet and window cleaning schedule established. New computer tables and chairs for Central, along with electrical upgrades. Additional security cameras installed at branches.
- Re-dedication of the Central Library as the Honorable Karen B. Johnson Library in September.
- Installation of the William Seward and Harriet Tubman statue at the Central Library in May.
- Planning Committee, chaired by Cheryl Cufari, completed a summary of the 2016-2019 Long Range Plan of Service and finalized the 2020-2023 Long Range Plan of Service.
- Heather Gray became new chair of the Branch Committee. Representatives will continue to share feedback about branch concerns such as circulation, safety, staffing and programming.
- The Library Board welcomed two new trustees, Portia Alston and Steven McCutcheon.
- In October, Sharon Jordan received a Community Service award from the Schenectady County Democratic Committee at its annual JFK Awards Dinner, commemorating her dedicated service to the Schenectady County Public Library.
- The advocacy of the trustees, and the leadership of the Finance Committee, chaired by Joe Landry, resulted in the timely 2020 budget submission to the County. The library was approved for two additional full-time positions, an increase in security and maintenance cleaning services, and two capital improvement projects in the 2020 SCPL budget that was passed by the County Legislature.

OATH OF OFFICE ISSUED TO THE FOLLOWING:

- Deborah Escobar – New Trustee
- Jennifer Barnes – Re-appointment
- Cheryl Cufari – Re-appointment
- Curtis Eatman – Re-appointment
- Heather Gray – Re-appointment
- Joe Landry – Re-appointment

NOMINATING COMMITTEE

- Joe Landry, Chair of the Nominating Committee, thanked members Sharon Jordan, Steve McCutcheon and Julie McDonnell. The 2020-2022 Slate of Officers is as follows:

President – William Levering
Vice President – Curtis Eatman
Treasurer – Tina Chericoni Versaci
Secretary – Heather Gray

Julie McDonnell made a motion to approve the slate of officers, seconded by Jennifer Barnes and approved unanimously.

OATH OF OFFICE ISSUED TO THE FOLLOWING:

- William Levering
- Curtis Eatman
- Heather Gray

Tina Chericoni Versaci will take the Oath of Office at the February 27, 2020 meeting.

A motion to adjourn the annual meeting at 6:15 p.m. was made by Sharon Jordan, seconded by Joe Landry and approved unanimously.

William Levering called the January 23, 2020 monthly meeting to order at 6:15 p.m.

MINUTES OF THE DECEMBER 5 MEETING

- The minutes of the December 5, 2019 meeting were approved unanimously on a motion by Cheryl Cufari, seconded by Julie McDonnell.

PRESIDENT'S REPORT

- Welcome to Rory Fluman, Schenectady County Manager.
- A copy of the article *Way Beyond Books*, featured in the Sunday Gazette on January 19, 2020 is enclosed in trustee packets.
- A motion was made by Carmel Patrick, seconded by Sharon Jordan and approved unanimously to appoint the following as Library Trustee Ex-Officio members:
 - Karen Bradley, Director
 - Beth DeMidio, Assistant Library Director for Operations
 - Devon Hedges, Assistant Library Director III
 - Janice Martin, Board Clerk
 - Margaret King, Legislative Representative
 - Cathy Gatta, Legislative Representative
 - Madelyn Thorne, Friends of the Library
- A motion was made by Curtis Eatman, seconded by Portia Alston and approved unanimously to appoint the following as Library Trustee Committee Chairs:
 - Bequest: Tina Chericoni Versaci
 - Branch: Heather Gray
 - Building: Sharon Jordan
 - Finance: Joe Landry
 - Planning: Cheryl Cufari
 - Policy: Steve McCutcheon

- A motion was made by Julie McDonnell, seconded by Carmel Patrick and approved unanimously to appoint the following as representatives to Library Committees:
 - One County, One Book: Cheryl Cufari
 - Safety: Jennifer Barnes
 - Technology: Randy Fine
 Representatives from the Library Board are needed for the following:
 - MVLS Board
 - Friends of the Library Board
- A motion was made by Sharon Jordan, seconded by Heather Gray and approved unanimously to approve the 2020 Library Board of Trustees meeting dates.
- Omnibus document was distributed to trustees; was reviewed and discussed.

FRIENDS OF THE LIBRARY

- The Friends Board held a Board Retreat and have organized an Ad Hoc Committee to continue to address the needs identified.
- Treasurer, Charlie Richardson, will step down from the board in April. The Friends are currently looking for a replacement.
- The Winter Book Sale was canceled due to lack of volunteers.
- Friends Annual Dinner will be held on April 7, 2020 at the Glen Sanders Mansion.
- Spring book sale is May 2 and 3, 2020. We need volunteers.
- Need volunteers for Whitney Book Corner, Second Look Bookstore and Monday noon programs.
- Delia Owens, author of *Where the Crawdads Sing*, is scheduled for an event at the Schenectady County Community College on April 16. This event is funded by the Friends.

DIRECTOR'S REPORT

- The 2019 Capital Furniture order at the Karen B. Johnson Library was completed this past week. Thanks to Beth DeMidio, Devon Hedges and Ken Wagner, the new technology and microfilm area project is ready for the public.
- Sharon Jordan and Karen Bradley met with County Manager Rory Fluman and Head of Facilities, Don Scheuer on January 16 to discuss the Capital projects for Woodlawn and Scotia.
- A staffing update, provided by Beth DeMidio, is in trustee packet.
- Carolyn Morin, Supervisor at the Glenville Branch Library, is retiring on January 30, 2020. Leah LaFera, Adult Programming Librarian is resigning her position as of February 4 to pursue her business, *Sweet Sprig*, full-time.
- A summary of the operations of our new Mont Pleasant Branch Library from the opening on May 4, 2019 to December 31, 2019 is in trustee packet.
- Library staff is preparing various components of information needed for the library annual report.
- NYLA's Library Advocacy Day is Tuesday, February 25, 2020. If interested in attending, please contact Karen Bradley.
- Channel 13 covered the January 11, 2020 "Repair Café."
- Indiana Nash, from the Gazette, came to interview staff regarding our library resources, services and programs. Erin Roberts, Director of Public Communications was able to attend the session as well. A copy of the Gazette article is in trustee packet.
- Karen Bradley presented and asked for a motion to approve the following resolutions:
 - Resolution 1 – Approval of the Annual Joint Automation Project Agreement. A motion to approve was made by Cheryl Cufari, seconded by Joe Landry and approved unanimously.

- Resolution 2 – Approval of CLDA Grant Submission to the Mohawk Valley Library System. A motion to approve was made by Cheryl Cufari, seconded by Steven McCutcheon and approved unanimously.

BUILDING COMMITTEE

Goals for 2020

- Complete new construction and rehabilitation at the Scotia Branch Library.
- Completion of the Mont Pleasant Branch Library.
- Complete rehabilitation work at the Woodlawn Branch Library.
- Annual review and tour of libraries.
- Complete Niskayuna Branch Library parking lot.
- Reconfigure inside of Rotterdam Branch Library.
- Preliminary planning for Esther Swanker's Bequest Fund.

FINANCE COMMITTEE

Joe Landry made a motion to approve the following resolutions:

- Resolution 3 – Approval of SCPL Board of Trustees Expenditures to enhance audiovisual systems at the Niskayuna and Rotterdam Branch Libraries.
- Resolution 4 – Approval of SCPL Board of Trustees Monthly Expenditures.

The board unanimously approved Resolution 3 and 4.

The *Summary of Trustee Fund Balances* as of 12/31/2019 is included in trustee packet.

SAFETY AND SECURITY COMMITTEE

- The Safety and Security Committee met on January 9, 2020.
- Security issues at the Bornt and Mont Pleasant Branch Libraries were discussed. Plans for improvement include working on stable staffing, additional coverage from the Sheriff's Department, additional security cameras on the outside and adding a 30-day retention, and adjusting cameras to get face shots.
- Niskayuna – Plans to fix lamppost, replace the glass to clear glass and change to LED lights.
- Central – Plans to add a doorbell near the glass doors that will ring at either reference or circulation desk. The incidents involving young boys riding bmx bikes recklessly through the parking lot and on the loading dock was discussed. Possible solutions are to contact the parents and add pegs to the metal platform that they use for jumping.
- Staff should contact Karen Bradley or Beth DeMidio immediately for the following:
 - Weather related issues at all branches involving icy pavement, walkways, and leakage from heavy rain.
 - Health and safety items, including expiration dates on Narcan, blood borne pathogen supplies, Defibrillator supplies along with sharp containers that are full and first aid kit replenishment.
- Staff training is needed, especially in the area of dealing with disorderly and disruptive patrons.

NEW BUSINESS

- Trustees will receive a poll from William Levering regarding committees they may want to join.

The meeting was adjourned at 6:54 p.m. on a motion by Julie McDonnell, seconded by Curtis Eatman and approved unanimously.

The next meeting will be held on Thursday, February 27, 2020 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Library.