

SCHENECTADY COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 22, 2020

- PRESENT: Portia Alston, Cheryl Cufari, Deborah Escobar, Randy Fine, Sharon Jordan, M. Joe Landry, William Levering, Steven McCutcheon, Julie McDonnell, Shawn Schultz
- Ex-Officio: Karen Bradley, Director; Devon Hedges, Assistant Library Director III, Beth DeMidio, Assistant Director of Operations, Peggy King, Schenectady County Legislature, Chair, Education and Libraries; Charlene Roman, President, Friends of the Library; Christine Witkowski, Friends of the Library; Janice P. Martin, Board Clerk
- ABSENT: Jennifer Barnes, Heather Gray, Carmel Patrick, Tina Chericoni Versaci
- GUESTS: Rory Fluman, Schenectady County Manager  
Eric Trahan, Director, Mohawk Valley Library Association

William Levering called the meeting to order at 6:00 p.m. He welcomed guests Rory Fluman, Schenectady County Manager and Eric Trahan, Director of Mohawk Valley Library System.

County Manager Rory Fluman thanked Karen Bradley, Devon Hedges, Beth DeMidio and Library Trustees for the background work leading up to branch openings. The Schenectady County Public Health Services Department is utilizing the Karen B. Johnson Library for storage. The District Attorney's office used the McChesney Room this summer for grand jury and will begin another session on November 4, 2020. The Board of Elections scheduled early voting in the McChesney Room from October 24-November 1, 2020. The above-mentioned are the reasons why the KBJ Library will remain closed Monday through Friday for now, but will be open for public access on Saturdays from 9:00 am-1:00 p.m. The Schenectady County Public Library will support the County when a vaccine becomes available.

Eric Trahan, Director of MVLS highlighted MVLS' role regarding Library boards:

- To provide Trustee Education/Trustee Training (Mr. Trahan will send a link to Karen Bradley on Trustee training overview).
- To Provide Trustee Handbook
- Reviewed Library Charter
  - SCPL is chartered by the Board of Regents of the University of the State of New York and registered with the Education Department.
  - SCPL is a Municipal Public Library/Board of Trustees is appointed by the municipality (Schenectady County), which is responsible for the appropriate funding.
- The New York State Education Department describes the duties of trustees as those of "*Care, Loyalty and Obedience.*"

Joe Landry swore in Shawn Schultz, newly appointed trustee.

AGENDA

There were no changes made to the agenda.

## MINUTES OF THE SEPTEMBER MEETING

The minutes of the September 24, 2020 meeting passed on a motion by Sharon Jordan, seconded by Cheryl Cufari.

### PRESIDENT'S REPORT

- Dr. Levering convened the Personnel Committee for the review of the Library Director and it was forwarded to the County.
- The by-laws do not include classes of tenure and the original charter of the Board allowed for the Board itself to elect replacements upon resignation. The Policy Committee is reviewing the by-laws.
- The COVID crisis has been a strain on our priorities in relation to the needs of the County as many expressed at the last meeting. We are grateful for greater control over cleaning services that took place in the last budget and look forward to a time of greater autonomy over security and operations in general.

### DIRECTOR'S REPORT

- The Legislature adopted the 2021 County Operating and Capital budget.
- The County Manager and Deputy County Manager met with President Levering, Devon Hedges and Karen Bradley about the next phase of reopening on Monday, October 19, 2020. An updated reopening plan will appear on the agenda for a vote.
- Our limited in person service at the five approved libraries has been going well, overall.
- We are having intermittent staffing challenges due to COVID issues and guidelines.
- Thank you to Legislators Gary Hughes and Peggy King and Trustee Carmel Patrick for attending the ribbon cutting at the new Stewart's on State Street where we received a check for \$1,000 for the Woodlawn Branch renovation of the children's area. Staff member Anne Skrebutanas, from our Youth Services Department, was able to attend as well.
- The final furniture, fabric, and rug selections were made for the Woodlawn renovation.
- Thank you to our Friends of the Library Book Sale Committee for their efforts in holding four excellent socially distanced book sales for the community. The combined net sales came to \$7,100.
- The Mont Pleasant Branch Library exterior work has been completed and it looks great.
- Our virtual author event with Eddie Glaude on October 6, 2020 was excellent.
- A Kindness Rocks initiative is taking place for families in October and November through our Youth Services program.
- We will be having a drill for the vaccine staging at KBJ on October 29, 2020 at 1:00 p.m.
- Early voting begins at KBJ on Saturday, October 24, 2020.

### FRIENDS OF THE LIBRARY

- The Friends held the last sidewalk sale on Sunday, October 18 2020.
- There will be a \$2.00 bag sale of DVDs and CDs on October 24 & 25 2020. The location is at the vacant store next to the Friends Bookstore at ViaPort Rotterdam.
- The Friends have been advocating for the libraries to reopen. We are pleased that the county has opened some of the branches but we are still hoping that the KBJ can open with limited hours.

### BUILDING COMMITTEE

- Complete new construction and rehabilitation at the Scotia Branch Library.
- Complete rehabilitation work at Woodlawn Branch Library.
- Annual Review and Tour of Branches – tentatively scheduled for Monday, April 5, 2021.

- Schedule cleaning of carpets and windows for all libraries.
- Complete Niskayuna Branch Library parking lot reconfiguration and handicapped accessibility.
- Reconfigure inside of Rotterdam Branch Library.

#### FINANCE COMMITTEE

Joe Landry presented the following resolutions for approval:

- Resolution 1 – Approval of SCPL Board of Trustees Expenditures. Resolution passed on a motion by Steve McCutcheon, seconded by Julie McDonnell.
- Resolution 2 – Acceptance of Eileen V. Herring Bequest. Resolution passed on a motion by Cheryl Cufari, seconded by Sharon Jordan.
- Resolution 3 – Acceptance of donation from Stewart’s Shops. Resolution passed on a motion by Steve McCutcheon, seconded by Sharon Jordan.
- Resolution 4 – MVLS “Dream & Do” Grant. Resolution passed on a motion by Cheryl Cufari, seconded by Julie McDonnell.

#### PLANNING COMMITTEE

- The committee met on October 21, 2020. Ms. Cufari created a working document with each of the new standards and how the library is meeting each one or what needs to be done to do so. An edited document was given to trustees. Detailed information can be found at <http://www.nysl.nysed.gov/libdev/ministan.htm> which given the full accountability for which the library is responsible.
- End of the year summary for the 2020-23 long-range plan will be sent to committee chairs to fill in what their group has done to meet the goals of the plan.
- The Planning Committee is working on goal 3 of the long-range plan, which is written to address hours, staff and branches. After discussion, the committee agreed to table the project due to the COVID virus and the toll it has taken on the reduction of hours and staff for the system.

#### POLICY COMMITTEE

- Steve McCutcheon, Chair of the Policy Committee, sent out the phased reopening plan dated October 22, 2020. Edits are in red.
- The Quaker Street and Scotia Libraries will be open to the public on their regularly scheduled curbside days and the KBJ Library will be open on Saturdays from 9:00 am-1:00 p.m.
- Resolution 5 – Revised Reopening Plan and Hours of Operations-10/22/20. Discussion ensued. Resolution passed on a motion by Joe Landry, seconded by Cheryl Cufari.

#### NEW BUSINESS

- Cheryl Cufari announced The Foundation for MVLS is having a virtual Fundraiser for Mohawk Valley Libraries on Friday, November 13, 2020. More information to come

The next meeting will be held on Thursday, December 3, 2020 at 6:00 p.m.

The meeting adjourned at 6:55 p.m. on a motion by Sharon Jordan, seconded by Joe Landry and approved.