

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 23, 2014
Central Library

PRESENT: Camille Siano Enders, Cheryl Cufari, Anthony Gaddy, Sharon Jordan, M. Joe Landry, William Levering, Julie McDonnell, Lisa McHugh, Marsha Mortimore, Tina Chericoni Versaci, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT &
EXCUSED: Randy Fine, Edwin D. Reilly, Jr.

FRIENDS
BOARD: John Karl

Guest: Mike Gamache

Cheryl Cufari called the annual meeting to order at 6:30 p.m.

Mr. Landry, chair of the nominating committee, thanked the committee for serving with him to elect library board officers. The committee's recommendation is as follows:

- President – Cheryl Cufari
- Vice President – Anthony Gaddy
- Treasurer – Tina Chericoni Versaci
- Secretary – Camille Siano Enders

Mr. Landry made a motion to approve the election of officers, Sharon Jordan seconded and it was approved unanimously.

TREASURER'S REPORT

Tina Chericoni Versaci reported. A detailed treasurer's report is included in trustee packets. The finance committee has been working to streamline accounts. Board accounts are being transferred to a custodial account held by Schenectady County. Ms. Jordan asked if all funds have been transferred. Ms. Chericoni Versaci explained that the entire Phyllis Bornt bequest has been transferred and almost all funds from the Trustco checking account have been transferred (a small amount had to be left in the account to cover outstanding checks). The Morgan Stanley account is in stocks; Ms. Chericoni Versaci is working on getting those funds transferred. She is also tracking the maturity date on all CD's, as those will be transferred as they mature.

A finance meeting was held with Debbie Mancini to discuss the new procedure with the county.

Ms. Cufari highlighted goals for 2014:

- Bornt Library and Literacy Center
- Need to develop technology replacement plan
- Continue to implement the Restructuring Action Plan
- Develop a core collection of relevant policies for SCPL

There was as motion by Sharon Jordan to adjourn the annual meeting, seconded by Anthony Gaddy and approved unanimously.

Cheryl Cufari called the monthly meeting to order at 6:40 p.m.

Ms. Jordan made one change in Resolution 1/23/14 – Final Approval for the Phyllis Bornt Literacy Center’s Interior Design. Third paragraph: change 4,800 to 4,680. Paragraph should read: Whereas, a 4,680 square foot building will be constructed on the site with a commercial building that is also planning on being at that site.

Mike Gamache, senior architect at Re4orm Architecture, made a presentation of the updated interior design of the new Bornt Literacy Center on State Street. Some highlights of the new 4,680 square foot library:

- Circulation desk will be housed in the center of the library
- There will be two separate computer areas
- Early Literacy Center
- Tutoring Classroom
- Program Room
- Young Adult Area
- 1,380 linear feet of shelving
- Staff Room

Mr. Gamache reported that the exterior design of the library will be completed within the next couple of months. Discussion ensued regarding the completion of the project. Mr. Gamache reported that the project should go out to bid by the end of April or beginning of May, and then a three to four week process after that before it goes to the county legislature for final approval.

Sharon Jordan made a motion to approve Resolution 1/23/14 – Final Approval for the Phyllis Bornt Literacy Center’s Interior Design, it was seconded by Julie McDonnell and approved unanimously.

MINUTES OF THE DECEMBER 12 MEETING

The minutes of the December 12, 2013 meeting were approved with abstentions from Camille Siano Enders, Lisa McHugh and Cheryl Cufari.

PRESIDENT’S REPORT

Cheryl Cufari reported. MVLS sent paperwork to the state to start a foundation to help out member libraries for fundraising. They should have more information at their annual meeting in May. Ms. Cufari will report back to the board.

Ms. Cufari announced that on Saturday, January 18 and Tuesday, January 21 community forums for the Bornt Branch Library and Family Literacy Center were held in the McChesney Room at the central library. The forum was conducted using World Café Conversations. Many ideas came from these sessions and Ms. Bradley prepared a report, which is included in tonight’s packet. Also enclosed is a questionnaire about the new literacy center that will be on our website and all branch libraries. Patrons are encouraged to fill it out and return to any library.

Ms. Cufari included a list of 2014 library board meeting dates. This list also includes a list of board committee’s and their members. Please note that the October meeting will be held on the third Thursday of the month, October 16.

DIRECTOR’S REPORT

A report derived from community meetings held on January 18 and 21 for the Family Literacy Center is enclosed in tonight’s packet – input on possible interim plans to service Hamilton Hill. Serena has set up two outreach programs to Girls, Inc. and the Boys Club. Karen and Serena will meet with them.

The library ended the 2013 fiscal year with a reduction in staff spending of \$367,537. There was an increase in revenue of \$34,000.

Ms. Bradley reported that she will begin working on the library's annual report and the state annual report. Statistics come in through Joint Automation.

The library received \$500 in fees for meeting room use from late November to the end of the year. Several questions have come up regarding use of the meeting room. Discussion ensued. Patrons using the meeting room cannot charge admission to their program. Use of the Smartboard would require supervision by library staff.

The library received a \$1,250 donation towards purchase of books. The donor wants to remain anonymous. A \$50 donation was received from a patron in appreciation for a program they attended. These funds were deposited in the Board of Trustee accounts.

Governor Cuomo's proposed budget has a 4.7% reduction in library aid. This would result in a \$6,000 loss in state aid for our library.

Ms. Bradley will be participating in the New York Library Association's annual Lobby Day in Albany on February 26. She invited all board members to attend. She will coordinate with MVLS as they arrange scheduled sessions with legislators.

One County, One Book kickoff is February 24 at noon with a book review of *The Dirty Life: A Memoir of Farming, Food and Love* by Kristin Kimball. The book will be reviewed by Margaret Hartley from the Gazette.

Bridges Out of Poverty, a national training program, will be held in the McChesney Room at the central library on February 6 and 7. Fifty five participants, who include nine SCPL staff members, will attend.

Ms. Bradley will be a guest on the Ann Parillo Show on Tuesday, February 25 to update the community about the library.

The library will participate in Mont Pleasant Middle School's Cabin Fever Day on Saturday, March 8 from 9-11. If any trustee is interested in attending with her that morning, please let her know.

Ms. Bradley passed around a new logo that would be used as our identifying mark for "Literacy." Sandy Homewood designed the logo.

Ms. Bradley asked for approval of the annual MVLS and SALS Joint Automation Project. Discussion ensued regarding the fee structure. There was a motion to approve by Sharon Jordan, seconded by Anthony Gaddy and approved unanimously.

FRIENDS OF THE LIBRARY

John Karl reported. Mr. Karl distributed a report that lists Friends' funded programs, expenditures, etc.

The Friends annual dinner will be held on April 15 at Schenectady County Community College. Mr. Karl will have sign-up material available for the annual dinner meeting. He encourages renewal of Friends membership.

The annual volunteer picnic will be held on June 6 at River Road Park in Niskayuna. Mr. Karl asked the trustees to fund half the cost of the picnic.

The mid-winter book sale will be held January 25 and 26 in the McChesney Room. All fiction and non-fiction books will sell for \$1.00. Volunteers are always needed for the book sales.

The Friends of the Library board meeting will be held January 28 at 6:30 p.m. in the Swanker Boardroom.

Mr. Karl received an estimate of \$7,000 to renovate the service kitchen in the McChesney Room. He is asking the Friends' board to appropriate up to \$15,000 for the renovation.

The Friends' income comes from membership and book sales.

The Friends are exploring the idea of a foundation within their 501c3 status.

Funds for the library are determined for the current year after the finance committee meets with the director and assistant director at the end of December.

BRANCH REPRESENTATIVE REPORT

Lisa McHugh reported. All branches are very happy at this time. Several items have been checked off their lists; recently the "universal library sign" logo has been posted near all branch libraries. Ms. McHugh passed around a report of accomplishments that were spearheaded by the branch representative committee.

FINANCE COMMITTEE

Joe Landry reported. There will be a new process when requesting funds from the trustees. The finance committee will meet before the monthly meeting and there will be a resolution, which will include detailed financial expenditures. These expenditures will be approved at the monthly board meeting. Mr. Landry moved that Resolution 1/23/14 – Approval of SCPL Board of Trustees Expenditures be approved. It was seconded by Tina Chericoni Versaci and approved unanimously.

FUNDRAISING COMMITTEE

Cheryl Cufari reported. The invitations to the honorary committee have been mailed. The next fundraising committee meeting will be January 27 at 4:30 p.m. in the Dixon Boardroom.

Ms. Cufari reported that she received an email from John Karl indicating that the Friends are upset that we are charging admission to the One County, One Book program on March 27. The library board has been given a charge by the county to raise \$50,000. This is a fundraiser for the author event on March 27. Discussion ensued and a recommendation was made that invitations to the public should indicate a "*suggested donation*" of twenty five dollars.

POLICY COMMITTEE

Bill Levering reported. Mr. Levering passed around a draft policy booklet. The committee has been working on policy and by-laws. He feels the final policy report will be a 27-30 page document and he wants to be sure that all mistakes are fixed before it is printed. Discussion ensued. It was decided that there may be a need for explanation for many of the policies so one topic at a time will be discussed at each board meeting until they all have been discussed. The By-Laws will be looked at first and then policy. A thirty-minute limit will be put on discussion.

The meeting was adjourned at 8:35 p.m. on a motion by Sharon Jordan, seconded by Lisa McHugh and approved unanimously.