

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 23, 2016
Central Library

PRESENT: Cheryl Cufari, Camille Siano Enders, Anthony Gaddy, Cori Hoffman, Sharon Jordan, M. Joe Landry, Julie McDonnell, Marsha Mortimore, Carmel Patrick, Donna Phillips, Tina Chericoni Versaci, Karen Bradley, Serena Butch, Janice Martin-recorder

ABSENT AND

EXCUSED: Randy Fine, William Levering, Jamaica Miles, Edwin D. Reilly, Jr.

FRIENDS

BOARD: Val Catlin

SCHENECTADY
COUNTY

LEGISLATURE: Holly Vellano, Chair, Education and Libraries

GUEST: John Karl

Carmel Patrick called the meeting to order at 6:31 p.m.

PRIVILEGE OF THE FLOOR

John Karl spoke during privilege of the floor. He thanked everyone, particularly Joe Landry, who volunteered at the picnic on June 3. Approximately 150 people attended the event. The leftover food was brought to the City Mission. John Karl is looking for someone to take over the responsibilities of planning the picnic for 2017 as this was his last year. If anyone is interested, please contact him.

MINUTES OF THE MAY 26 MEETING

The minutes of the May 26, 2016 meeting were approved, with one abstention from Camille Siano Enders as she was not in attendance, on a motion by Sharon Jordan, seconded by Cheryl Cufari.

PRESIDENT'S REPORT

Carmel Patrick's report is enclosed in trustee packets. Highlights include:

- The June 3 Volunteer and Staff Appreciation picnic, sponsored by the Friends and Trustees was a very enjoyable event. There was an impressive large crowd and everyone enjoyed the food, fellowship and the chance to win a variety of prizes. She thanked everyone who volunteered and helped make the event a success.
- County Legislature Chairperson Tony Jasenski invited Carmel Patrick to a meeting with him and Geoff Hall to share thoughts about Library priorities.
- Carmel thanked Karen Bradley, Serena Butch and the members of the Finance Committee for the many hours they have spent preparing the 2017 budget for the board's consideration. Carmel Patrick, Karen Bradley and Serena Butch will meet with the Finance Commissioner on June 28 to discuss the budget submission.
- Carmel thanked Cheryl Cufari for her leadership of the Planning Committee and its preparation of a 2016-2019 Long Range Plan of Service. She asked trustees to review the draft plan for discussion and vote at the July trustee meeting.

- The Schenectady County Public Library was honored by the New York State Education Department, which chose the Phyllis Bornt Branch Library and Literacy Center as the site for the June 20 statewide kickoff of the New York State Summer Reading program. Commissioner Mary Ellen Elia spoke about the importance of summer reading to a room filled with our state, county and city leaders, as well as Superintendent Spring. She thanked the staff for organizing the event and to all of the Trustees and Friends who attended.
- Carmel made one change to her report. The July 28 meeting will begin at 5:30 p.m. instead of 5:00 p.m. The trustees will not meet in August.

Carmel suggested that trustees check out SCPL's Facebook Page. If you post a comment with titles (and author if you know it) of books you read recently that you enjoyed, they (Leah LaFera) will offer suggestions of what you should read next.

DIRECTOR'S REPORT

Karen Bradley's report is enclosed in trustee packets. Highlights include:

- Karen thanked the Board of Trustees and Friends of the Library for hosting and funding the volunteer and staff appreciation picnic. She thanked everyone who volunteered for the event.
- The New York State Summer Reading launch at the Bornt Branch Library on June 20 was a great start to summer reading. She thanked all Trustees and to Val Catlin, President of the Friends for attending.
- The New York State Annual Report is completed, with assistance from our County Finance Commissioner, and is on the agenda for approval. A copy is available for review.
- We received a letter from MVLS saying we were awarded the \$4,500 for the 2016-2017 Adult Literacy Grant.
- After six mulch fires at the Bornt Branch Library, the mulch is being removed and an alternate solution will be explored for the area.
- Karen and Serena have interviewed two more potential AmeriCorps Vista Fellows.
- Summer Reading Program for patrons of all ages launched on Monday.
- June has been a busy month for outreach opportunities in the community in support of literacy at our schools, the Jay Street Kids Arts Festival, and the Juneteenth Celebration in Central Park.
- The library received two closeout checks from New York State Construction grants - \$13,693 and \$6,360 which have been deposited at the County for the Bornt Branch
- We received two bequest checks (Pirro) that we were expecting – one for the Glenville Branch and one for the Central Branch. We also received a \$50 check from Richard Gullott.
- The 2017 proposed budget, with supporting budget materials, is available for review and ultimate approval at this evening's meeting. The budget has been worked on for the past six weeks with the Board Finance Committee.

Karen Bradley asked for a motion to approve Resolution #1 – Acceptance of MVLS 2016-17 Adult Literacy Grant. A motion was made by Joe Landry, seconded by Donna Phillips and approved unanimously.

Karen Bradley asked for a motion to approve Resolution #2 – Approval of 2015 New York State Annual Report. A motion was made by Sharon Jordan, seconded by Marsha Mortimore and approved unanimously. *Please Note: There was discussion regarding Cori Hoffman's term expiration. The date on the annual report is correct.

The Governor passed Senate Bill S7860 which authorizes the maintenance and use of opioid antagonists at public libraries for the treatment of opioid overdoses. Karen will keep trustees updated.

FRIENDS OF THE LIBRARY

Val Catlin reported. The second floor area has been cleaned up and the Friends are looking into a new and more efficient way to sort books in the maintenance area.

The Friends are hosting a fall trip on October 5 to Cooperstown, New York. The trip includes the choice of visiting two of three museums; The Fenimore Art Museum, The Farmers Museum or The Baseball Hall of Fame.

The Friends are looking for someone to coordinate the “Table Talks,” the Monday noon program that runs from October-December. If anyone is interested, please contact Val Catlin.

The Friends are looking to update the audio/visual system in the McChesney Room.

BRANCH COMMITTEE

Donna Phillips reported. The committee has a new representative for the Mont Pleasant Branch; she is a young mother of three.

BUILDING COMMITTEE

Sharon Jordan’s report is enclosed in trustee packets. Highlights include:

- Glenville Branch – All work has been completed. One punch list item remains, relative to the door openers.
- Niskayuna Branch – Finelli Construction has completed demo work and the prep work for the concrete pour is ongoing. Completion is expected by mid-July.
- Bornt Branch – The back fence and plantings, which Metroplex is paying for, should begin in three to four weeks.
- Quaker Street Branch – The air quality indoor assessment is scheduled for this week. It is an issue that revolves around mold problems.
- A five year plan is being drawn up by the County for Capital needs and immediate repair for all Branch Libraries.
- The County Structural Engineer found only two structural items of note at the Scotia Branch Library. The County will address the two concerns and will plan for repairs.
- A complete review of the second floor of the Central Library has begun by the Building Committee and the committee will make recommendations for the space in the coming months.

FINANCIAL COMMITTEE

Joe Landry asked for a motion to approve Resolution 3 – Approval of SCPL Board of Trustees Expenditures. A motion was made by Tina Chericoni Versaci, seconded by Julie McDonnell and approved unanimously.

Joe Landry thanked everyone for their hard work in preparing the 2017 budget; Karen also thanked staff who assisted in preparing the budget.

Discussion ensued regarding the 2017 budget submission, which was supported by the Board of Trustees Financial Committee. Supporting documents are included with Resolution 4 – Approval for submission of the 2017 Budget:

- 2017 Expenditures – which includes (Attachment A): Personnel Budget Detail. Two additional positions have been requested: Librarian IV – Head of Youth Services and Library Finance Director. (Attachment B): Detail of Professional Services.
- 2017 Revenues

Joe Landry asked for a motion to approve Resolution 4 – Approval for submission of the 2017 SCPL Budget. A motion was made by Camille Siano Enders, seconded by Tina Chericoni Versaci and approved unanimously.

Joe Landry asked for a motion to approve Resolution 5 – Approval for submission of the 2017 SCPL Board of Trustees Special Fund Budget. Julie McDonnell met with Deb Mancini, Commissioner of County Finance, and recommended that the SCPL Board of Trustees Special Fund be set up as a separate department. The proposed 2017 budget is \$139,600. A budget amendment could be done if needed. A motion to approve was made by Anthony Gaddy, seconded by Cheryl Cufari and approved unanimously.

Both budgets will be submitted to the Finance Commissioner for a budget review session and any changes will need to be brought back to the Board Finance Committee and Board of Trustees for final approval prior to final submission to the County Manager. She will make her recommendation to the County Legislature.

PLANNING COMMITTEE

Cheryl Cufari distributed SCPL's Long Range Plan of Service 2016-2019 and SCPL's Community Meeting Summaries. She will be asking trustees to vote on the Long Range Plan of Service at the July 28 meeting. If anyone has concerns about the plan, please contact Cheryl Cufari. The next Planning Committee meeting will be held in fall 2016.

SAFETY COMMITTEE

No report.

Donna Phillips inquired about safety at the Mont Pleasant Branch Library – Staff is planning to meet with the new acting police chief in the near future.

NEW BUSINESS

Karen Bradley reported that she received a letter from Senator's Farley's Office informing her that the library will receive a \$20,000 bullet-aid grant.

Marsha Mortimore announced that she is very excited about all of the programs at the Bornt Branch Library.

Julie McDonnell will follow up with The Capital District Tobacco-Free Coalition regarding Judy Rightmyer's presentation at the September 24, 2015 board of trustees meeting for a "Tobacco-Free Zone" at the library.

The meeting was adjourned at 7:40 p.m. on a motion by Donna Phillips, seconded by Cori Hoffman and approved unanimously.