

**Southeast Steuben County Library  
Board of Trustees  
Regular Meeting of the Board  
January 16, 2020**

**Trustees Attending:**

Acting President: Barbara A. McLean  
Treasurer Nancy Kirby Kurjakovic  
Secretary: Julie E. Fromer  
Gail Bardhan  
Umid I. Khasanov  
Kate Paterson  
Hatesh R. Radia  
Louise Richardson  
Christine Sharkey  
Louise A. Sullivan-Blum

**Absent:**

Barry W. Nicholson

**Guests:**

Immediate Past President: Mary Ann Thomas  
Pauline Emery, Library Director  
Brad Turner, Assistant Library Director

**Call to Order:**

Acting President Barbara A. McLean called the meeting to order at 4:35 p.m.

**Public Comment:**

There was no public comment.

**Conflict of Interests Statement:**

Barbara McLean asked trustees to fill out their conflict of interest forms.

**Consent Agenda:**

1. **Minutes of the November 21, 2019 regular meeting**
2. **November 2019 & December 2019 Financial Reports**

The Finance Committee met on January 14, 2019 to review the Financial Reports.

On a motion by Kate Paterson, seconded by Louise A. Sullivan-Blum, all items on the Consent Agenda were approved unanimously.

**Slate of Officers:**

Nominating Committee Chair Barbara A. McLean read the Nominating Committee's slate of 2020 board officers:

President: Barbara A. McLean  
 Vice President: Christine Sharkey  
 Treasurer Nancy Kirby Kurjakovic  
 Secretary: Julie E. Fromer

Acting on the recommendation of the Nominating Committee, Gail Bardhan seconded.

On the call for additional nominations from the floor, there were none. Trustees voted unanimously to approve the slate of officers.

**Director's Report**

(See Director's Report for December 2019)

Library Director Pauline Emery reported patron use declined in 2019 in several categories. The library welcomed 194,114 visitors in 2019, and circulated 215,539 items. In furtherance of in the library's Strategic Plan, staff concentrated on outreach programming in 2019. Books Sandwiched In, a popular series of book talks, was held off site last year. Despite the modest declines, library use was strong in 2019. "We had the highest adult attendance we have ever had in programs." Kate Paterson has taken on the role of chair of the Facilities Committee. The Annual Meeting of the Friends of the Southeast Steuben County Library was held yesterday at the First Congregational Church following a talk by Library Director Pauline Emery about Susan Orlean's, *The Library Book*.

"Pauline did a fine job," remarked Barbara McLean, who was among the attendees.

On January 22, the library will hold an event geared for singles in their 20s: Library After Dark: Futuristic.

**Payment and Fund Transfer Resolutions:**

Treasurer Nancy Kirby reported that the Finance Committee and the Executive Committee jointly recommend approval of resolutions authorizing payments to Taitem Engineering and Otis Elevator, and jointly recommend approval of a fund transfer resolution.

Vice President Christine Sharkey seconded the Finance Committee's recommendation to approve the Taitem Engineering payment resolution. Trustees approved the following resolution unanimously:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Facilities and Finance committee approves the additional Taitem (Ithaca, NY) charges for further design and phasing services in the additional amount of \$5,000.00 (Five Thousand Dollars). This billing will be paid for out of the Capital Fund, when invoiced.

Louise Richardson seconded the Finance Committee's recommendation to approve the Otis Elevator Company payment resolution. Trustees approved the following resolution unanimously:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Facilities and Finance committee, will pay Otis (Rochester, NY) to cover needed code emergency lighting and alarm bell installation in the amount of the \$4,165.00 Four Thousand, One Hundred and Sixty Five dollars. These funds will come out of the maintenance line in our 2020 budget.

Umid I. Khasanov seconded the Finance Committee's recommendation to approve the fund transfer resolution. Trustees approved the following resolution unanimously:

The Southeast Steuben County Library's Board of Trustees, upon recommendation of the SSCL Finance Committee, approves the transfer of Annual Appeal on-line donations made through PayPal in the amount of \$3,591.83 from the Corning Credit Union to the Chemung Canal Trust Company operational account.

#### **Project Manager Resolution:**

Facilities Committee Chair Kate Paterson said her committee met to review the RFPs for a Project Manager to oversee the Green HVAC retrofit and other specified library building improvements. Out of only two proposals received, "We all felt most comfortable with Bob Drew." The Finance Committee also reviewed the RFPs and recommended that the library accept the proposal from Civil Engineer Robert Drew.

Louise A. Sullivan-Blum seconded the recommendation.

On discussion, trustees indicated a project manager was needed because the HVAC work would affect the nonprofit organizations that lease space in the library building.

Trustees approved the following resolution unanimously:

RESOLVED, the Board of Trustees awards the proposal for the Southeast Steuben County Library, Library Project Manager to R.D.E Robert Drew Engineering, PLLC, with principal offices at 4036 College Ave. Corning NY pursuant to proposal dated January 16, 2020, in the Proposal amount of not-to-exceed ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000.00) All duties to be executed as outlined in SSCL library proposal and final contract. Exceeding of funds would require SSCL board approval.

#### **Tax Levy Resolution:**

President Barbara McLean introduced a resolution that would place a new library levy proposition on the May 19, 2020 Corning-Painted Post Area School District ballot. New York's two percent property tax cap rules allow the library to ask for a levy of \$858,062, an increase of \$20,343 from the current levy of \$837,719.

State Education Law 259 permits the library to place its budget levy before voters as a proposition on the same ballot as the school district. If the

proposed levy does not pass, the library levy then remains at its current \$837,719 amount.

On a motion by Louise Richardson, seconded by Umid Khasanov, Trustees approved the resolution unanimously:

WHEREAS, the Board wishes to raise funds pursuant to New York State Education Law Section 259(1); and

WHEREAS, the Board would like the following resolution to be placed upon the ballot at a special election of the Corning-Painted Post Area School District:

“Shall the sum of Eight Hundred and Fifty Eight Thousand and Sixty Two Dollars (\$858,062) be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

NOW, THEREFORE, BE IT RESOLVED, that the Board requests that the Corning-Painted Post Area School District place the following resolution before the voters of the District at a special election on May 19, 2020:

“Shall the sum of (\$858,062) Eight Hundred and Fifty Eight Thousand and Sixty Two Dollars be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

RESOLVED, FURTHER, that the Board authorizes and directs the Director of the Southeast Steuben County Library to complete the aforementioned resolution by providing a special election date at the time of submission to the District administration.

### **Committee Updates:**

- **Scholarship** – Chair Julie Fromer said she updated forms to publicize the two \$1,500 awards. The scholarship application is online and is being advertised. The committee will contact high school guidance counselors. The deadline for applications May 8.
- **Facilities** – No further report.
- **Friends of the Library** – Friends of the Library Liaison Julie Fromer noted that Bill Plummer was honored at the Annual Meeting of the organization for his long service to the Friends and the community. “He was crowned King.” Attendance at the first two 2020 Books Sandwiched In events at the First Congregational Church was good. Pauline Emery’s talk on January 15 was well received.
- **Fund Development** – Chair Louise Richardson will send out a meeting request to those who expressed interest in serving on the Fund Development Committee.

**Other Business:**

Julie Fromer noted new online matching funds procedures were in effect for many of the library's Annual Fund donors. Vice President Christine Sharkey suggested using email acknowledgements to make it easier for these donors to claim matching company funds for their individual library donations.

Louise Richardson called attention to inconsistencies in the December Financial Report. Administration staff will look into it.

**Adjournment:**

Barbara McLean adjourned the meeting at 5:18 p.m.

The next regular meeting of the Library Board of Trustees will be held on Thursday, February 20, 2019 at 4:30 p.m. in the library.

Following the meeting, trustees honored Mary Ann Thomas, immediate past-president of the Library Board.

Barbara McLean cited Mary Ann for her advocacy on behalf of library staff, for her support for the library director's advanced certification program and for her work in revising library policies and the staff manual. Mary Ann was honored for her tireless work in helping to rally voters to pass the library levy after the first vote fell short, and for participating in many library programs.

For her part, Mary Ann said, "We come together as one, and that is what the important thing is. You guys rock! None of it I did by myself."

Recalling the struggle to rally voters in 2014, she continued, "Two public votes ... We were deflated with the first one, but we determined that we would just keep going."

Mary Ann commended the work of the Finance Committee and she thanked Hatesh R. Radia for encouraging his students at CCC to volunteer with the Friends of the Library. "When I think of the library I think of *The Art of Possibilities*," she said.