

**Southeast Steuben County Library  
Board of Trustees  
Online Meeting via Zoom Interactive Platform  
April 30, 2020**

**Trustees Attending:**

President: Barbara A. McLean  
Vice President: Christine Sharkey  
Treasurer Nancy Kirby Kurjakovic  
Secretary: Julie E. Fromer  
Gail Bardhan  
Umid I. Khasanov  
Barry W. Nicholson  
Kate Paterson  
Louise Richardson

**Absent:**

Louise A. Sullivan-Blum  
Hatesh R. Radia

**Guests:**

Pauline Emery, Library Director  
Brad Turner, Assistant Library Director  
Lori Reenan, Library Business Manager

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:33 p.m.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

1. **Minutes of the March 31, 2020 regular meeting**
2. **March Financial Report**

The Finance Committee met on April 28, 2020.

On a motion by Barry W. Nicholson, seconded by Vice President Christine Sharkey, the Consent Agenda was approved unanimously.

**Director's Summary**

Library Director Pauline Emery noted that due to the COVID-19 closure and ongoing social distancing measures, the library was planning for changes to the way usage statistics have been reported. *The Leader* ran a favorable front page feature about the library's innovative adaptations to deliver services and programs under current circumstances. PR Coordinator Marshall Hyde was commended for his promotion of the library to the media. Children's Librarian Sue McConnell partnered with ProAction on a project to fill packets for distribution to area kids. ProAction will handle the distribution. In order to save the library's indoor plants from disturbance and to keep the

plants watered while the building is closed, the library will launch an Adopt-a-Plant program. Circulation Supervisor Hannah Waschezyn has been doing a great job in planning for the move. Business Manager Lori Reenan has been doing a great job with the annual audit.

### **Annual Appeal:**

Assistant Library Director Brad Turner reported a grand total of \$73,319 raised during the 2019-2020 Appeal. Donations recorded through mid-April were included.

Donations from 273 individuals totaled \$68,936, the highest total in that category. Employer matching funds were trending downward, with \$4,383 taken in this year, so far. Remittance envelopes will be reworded next time to accommodate recent employer processing changes.

There were 26 new donors this year, up from 20 new donors last time.

Many thanks to Annual Campaign Co-Chairs Marcia Weber and Mary Bacalles!

Final figures may need to be revised upward to include possible unreported employer matches for 1st quarter 2020.

### **PPP Resolution:**

Treasurer Nancy Kirby introduced a resolution on behalf of the Finance Committee authorizing the library to apply for federal Paycheck Protection Loan Program (PPP) funds. "If we use this loan for payroll and other allowable costs such utilities, then the loan would be forgiven and becomes a grant."

On Vice President Christine Sharkey's second, discussion was opened on the following resolution:

#### **Southeast Steuben County Library Non-Profit Borrowing Resolution**

RESOLVED, that the BOARD OF DIRECTORS hereby approves Borrower to enter legal agreements generally referred to as the PAYCHECK PROTECTION LOAN PROGRAM. This request is for \$159,989.87.

RESOLVED FURTHER, that Pauline Emery, Director, is hereby authorized and directed to perform such acts and to execute and deliver such further instruments as they deem appropriate to consummate, extend or renew any of the above described transactions and to carry out these resolutions.

Noting that the PPP was intended for employment protection and to offset other specified pandemic-related costs, Barry Nicholson cautioned that the library should be prepared to enumerate its anticipated losses. Cancellation of the Friends of the Library's Spring Book Sale, uncertainty about Steuben County funding for libraries, New York State funding cuts, and uncertainty about Annual Campaign revenues for the remainder of FY2020 were among the factors considered by the committee. Nancy Kirby noted that Endowment performance declines would limit the Endowment's allowable contributions to

the library's budget. Trustee Louise Richardson, our library's representative on the Southern Tier Library System board, noted that library systems including STLS were expecting a possible 25% cut in state funding. "It does speak to employment," she said.

Following further discussion, trustees voted unanimously to approve the resolution.

### **Facilities Update:**

Chair Kate Paterson reported that the bidding process for the HVAC replacement project was proceeding smoothly. Five bids came in on April 29. The deadline for bids had been extended slightly because "bidders were having trouble getting quotes from their suppliers." The Facilities Committee will meet on Monday, May 4 to review the bids and consider its recommendation to the Board of Trustees. The Committee has settled on 8 Denison Parkway as the best available temporary location for the library while HVAC construction is underway.

Pauline Emery said moving of equipment and supplies would take place May 25, 26 and 27.

Barbara McLean said that trustees will vote on the lease agreement as well as awarding the HVAC contract on Tuesday, May 5, 2020.

There will be public notice for the May 5 meeting.

Pauline Emery introduced an addendum to the leases for library building tenants. "The document will go to the tenants covering all the temporary move issues. We will be covering moving costs and telecommunication costs." Tenants include United Way of the Southern Tier and other nonprofits. Under terms of the lease addendums, tenants will move with the library to temporary quarters at 8 Denison Parkway. The library will pay for tenant spaces there, as well as its own offices.

Barry Nicholson made a motion to accept the lease addendum and was seconded by Gail Bardhan.

Trustees voted unanimously to accept the addendum.

### **Capital Reserve Resolution:**

Treasurer Nancy Kirby indicated some of the work funded by New York State Construction Aid for Libraries pursuant to our Health & Safety Upgrades grant (Project Number 0386 -20 -8664) has been completed. She made a motion, seconded by Louise Richardson, to approve the following resolution:

#### **Capital Reserve Health and Safety Grant Payments Resolution**

The Southeast Steuben County Library's Board of Trustees will allow for the payments outlined in the 2019/2020 New York Construction Aid Grant. The total projected cost of the grant proposal is \$100,203. Bills for this project will come out of the Capital Reserve fund until 75% of the project funds are received from New York State.

There being no discussion, trustees voted unanimously to approve the resolution.

### **PR/Advocacy Committee - - Vote**

PR/Advocacy Committee Chair Barbara McLean offered trustees a sneak preview of a new, logo and brand line for the library. It's first use will be in connection with the library building closure and temporary relocation. The logo was designed by Amy Modeic. The PR Committee moved to adopt the brand materials. After brief discussion, trustees voted unanimously to adopt.

### **Committee Updates:**

- **Facilities** – No further report.
- **Fund Development Committee** – Chair Louise Richardson said she will call a meeting in May.
- **Nominating Committee** – The Committee continues to seek qualified applicants for vacant terms.
- **Policy Committee** – No report.
- **Scholarship Committee** – Secretary Julie Fromer, chair of the Scholarship Committee, said the Committee had received to date nine applications for the Nancy Doutt and Friends of the Southeast Steuben County Library Honorary Scholarship. The application deadline is Friday, May 8. Reminders have been sent to teachers and school counselors. The Committee will meet on May 15 to review materials and select the winners.
- **Friends of the Library** – Pauline Emery reported to the Friends Board of Directors on the unplanned library building closure and the library's planned temporary relocation. The Friends plan to hold the Fall Book Sale. Pauline will contact FOL President Bev Stevens to update and discuss recent developments.

### **Other Business:**

Christine Sharkey said it will be important for the full board to review comparative analysis of the bids when it meets on Tuesday.

### **Adjournment:**

Barbara McLean adjourned the meeting at 5:26 p.m.

The next meeting of the Library Board of Trustees will be held online on Tuesday, May 5, 2020 at 4:30 p.m. via Zoom interactive platform.