

**Southeast Steuben County Library
Board of Trustees – Regular May Meeting
Via Zoom Interactive Platform
May 21, 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:

Hatesh R. Radia
Louise A. Sullivan-Blum

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 4:31 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the May 5 Special Meeting
April Financial Report**

Barbara McLean called for a vote on the consent agenda. Trustees voted unanimously to approve the consent agenda.

Director's Report:

Library Director Pauline Emery said it had been a busy week. Staff members have been revising circulation procedural policies, and the final recommendations will be presented to the Policy Committee. Staff may be permitted to work in the temporary location as early as June 15. "We plan on doing a soft opening on June 29." Southern Tier Library System has suggested that its member libraries plan to start phased-in reopening with curbside service only. Pauline Emery praised staff members for "doing a great job" in planning for reopening as pandemic restrictions ease.

Gail Bardhan asked how returns would be handled. Tentatively, the plan was for patrons to call ahead before returning items.

Barbara McLean chairs the PR/Advocacy Committee. She noted there will be multiple ways of informing the public about the changes.

PPP Update:

Business Manager Lori Reenan said the \$159,989.87 award from the federal Paycheck Protection Loan Program was "in the bank." She is working with Treasurer Nancy Kirby to keep on top of changes daily as to what is allowed and what isn't. "We're just trying to hit that moving target."

Facilities Update:

Facilities Committee Chair Kate Paterson gave trustees a run-down on progress toward the start of HVAC construction in the library building and on the library's relocation to 8 Denison Parkway for the duration of construction. The HVAC construction contract with Postler & Jaeckle Corp. of Rochester, NY was scheduled to be signed on May 26. Electrical panel installation has been completed in the library makerspace area. Everyone has packed for the move. Installation of IT and telephone service at the temporary location is underway. Deep cleaning of the library's suite at 8 Denison Parkway was scheduled for today and tomorrow. Greenstar Services, Inc. will clean the temporary space twice-daily.

Committee Updates:

- **PR/Advocacy** – Chair Barbara McLean said the Committee met with Library PR Coordinator Marshall Hyde to work on ideas based on the new "Library Unbound" theme. The library was featured in a front page article in *The Leader* newspaper following that meeting. At a later meeting of the Committee, a Question & Answer document was developed. "It answers questions patrons would be likely to ask now." Information about new procedures for returns will be added when finalized.
- **Fund Development** – Chair Louise Richardson said the Committee would like to meet with Pauline Emery and possibly other staff to begin drafting a case statement.
- **Nominating** – Barbara McLean related that Louise Richardson had suggested a nominee to fill a vacant trustee term.
- **Policy** – Barbara McLean said there were no new updates. The Policy Committee will meet soon.
- **Scholarship** – Secretary and Committee Chair Julie Fromer said, "We went from two applications last year to 24 this year. With the second round of judging nearing completion, the Committee was to meet May 22 to select the two scholarship recipients. "It will be hard to

choose.”

- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Friends organization hopes to have a book sale in September, but realizes that might not happen.

Loan Resolution

Barbara McLean introduced a Finance Committee resolution to fund the remainder of the HVAC project. “Chemung Canal gave us the best interest rate for a 20 year loan, at 3.75%.”

On her call for discussion, there was none.

Trustees voted unanimously to approve the following resolution:

The Southeast Steuben County Library’s Board of Trustees, upon the recommendation of the SSCL Finance committee, will pursue a 20 year loan at the interest rate of 3.75% from Chemung Canal Trust Company, Corning, NY 14830. The lending amount will cover the final facilities HVAC and Health and Safety renovation costs and is not to exceed \$500,000.00.

Executive Session to discuss a Construction Contract and Lease updates:

Barbara McLean called for an Executive Session to discuss a Construction Contract and Lease updates.

Trustees went into Executive Session at 5:04 p.m.

Pauline Emery left the Executive Session at approximately 5:24 p.m.

The Executive Session was adjourned at 5:28 p.m. The regular session resumed at 5:33 p.m.

Construction Contract Resolution:

Pauline Emery asked trustees to approve a resolution authorizing her to sign a contract on behalf of the library with Postler and Jaeckle Corporation.

Trustees voted unanimously to approve the following resolution:

Resolved: The Library Board of Trustees hereby authorizes Library Director, Pauline Emery, to enter into a construction contract with Postler and Jaeckle Corporation, 615 South Ave, Rochester, NY 14620, for installation of a new HVAC system and removal of all the existing HVAC equipment from the library basement.

In case of substantial changes to contract terms reviewed by the Board of Trustees at its May 21st, 2020 Meeting, the Library Director will present the contract to the Library Board of Trustees for approval before signing.

Executive Director Compensation

Treasurer Nancy Kirby moved a resolution on behalf of the Finance Committee. Trustees voted unanimously to approve the following:

“Upon the recommendation of the Finance Committee for an annual increase for the Executive Director, the increase as recommended by the Committee is approved.”

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:36 p.m.

*Treasurer Nancy Kirby joined the meeting at 5:04 p.m. and was present for the Executive Session and for concluding votes during regular session.

The next meeting of the Library Board of Trustees will be held on June 18, 2020 at 4:30 p.m.