

**Southeast Steuben County Library
Board of Trustees – Regular June Meeting
Via Zoom Interactive Platform
June 18, 2020**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Nancy Kirby Kurjakovic
Secretary: Julie E. Fromer
Barry W. Nicholson
Kate Paterson
Louise Richardson
Louise A. Sullivan-Blum

Absent:

Gail Bardhan
Umid I. Khasanov
Hatesh R. Radia

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager
Kathy Stickler, CPA Mengel Metzger Barr & Co. LLP

Call to Order:

President Barbara A. McLean called the meeting to order at 4:32 p.m. She read a letter praising the library and the people who make it work from former Circulation Department Supervisor Marcia Stewart, recently retired.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the May 21, 2020 Regular Meeting
May Financial Report**

Barbara McLean called for a motion on the consent agenda. Kate Paterson made a motion to approve items on the Consent Agenda and was seconded by Treasurer Nancy Kirby. Trustees voted unanimously to approve the consent agenda

Audit Vote:

(See Southeast Steuben County Library | Audited Financial Statements and Independent Auditor's Report | December 31, 2019 and 2018)

Kathy Stickler, CPA of Mengel Metzger Barr & Co. LLP provided a summary of the 2019 Audited Financial Statements of the Library. The audit was done "entirely remotely." The audit was "clean," with an "unmodified opinion."

Library Business Manager Lori Reenan was especially helpful during the remote auditing process.

Barbara McLean reported the Audit Committee reviewed the 2019 Audit and recommends acceptance. Following the call for further discussion, there was none. Trustees voted unanimously to accept the report.

Trustees turned their attention to the Annual Meeting of the Membership, a public event usually held in June. This year, with the library building inaccessible due to construction and with COVID-19 physical distancing rules still in place, trustees considered other options.

Barry Nicholson made a motion to convene the Annual Meeting in the fall, after the library building reopens. Louise Richardson seconded the motion and added a clarification that "we conduct an in-person meeting after the building reopens, with the option of going virtual if the situation demands." The motion, as amended, was approved unanimously.

Reopening Statement:

Barbara McLean shared the library's reopening statement. Kate Paterson suggested a change that was incorporated into the following:

Re-Opening Statement for the Southeast Steuben County Library: June 2020

After more than three months of closure due to New York Pause restrictions, and with HVAC construction now underway in the library building, Southeast the Steuben County Library has relocated for the summer. Library services will reopen to the public at 8 Denison Parkway East in Corning ("the Annex") on Monday, June 29. The library will offer limited curbside service to start.

The reopening Safety Plan follows NY Forward regulations as well as guidelines from public health authorities and will be carried out in stages. Highlights of this plan include:

- Patrons will make appointments through the Library's website or by phone to drop off and pick up items at the Annex.
- At a future phase (to be announced), patrons will be able to browse at the Annex by appointment only.
- Library patrons and staff will be required to wear face coverings and to maintain physical distancing.
- Library hours will be limited to 9-5 on weekdays (M-F) at the Annex
- Returned materials will be quarantined for 7 days and then cleaned with an OSHA approved disinfectant solution before being placed back into circulation.
- All fines have been suspended for items currently out and will not accrue through October 2020.
- The Library will continue to offer access to thousands of digital items (eBooks, audio books, and videos) as well as online programs including story times, yoga, art & craft classes, and even a virtual reference desk. Tech coaching is available both over the phone and by Zoom. We also encourage patrons to use lifelong learning resources including *Lynda.com* and *Mango Languages*, available for free through the library.

Director's Report:

Library Director Pauline Emery said the library's summer service changes have been publicized in various media and through advertising. Even so, "We can't say it enough." Staff produced a short Question & Answer video and a curbside service demonstration video. Children's Librarian Sue McConnell has been instrumental in disseminating information about library changes for the summer.

Assistant Director Brad Turner submitted the required NY Forward compliance affirmation to New York State and he drafted the library's COVID-19 safety plan. Youth Coordinator Kayla Crane and Brad Turner submitted an IMLS Cares Act grant application. Another grant that would fund replacement of our obsolete Parent-Child workstation was in process. Business Manager Lori Reenan has been keeping current with the Paycheck Protection Program and feels that its new more flexible guidelines help. The library received a \$1,000 Community Foundation Grant recently, thanks to Kayla Crane. "I'm just really proud of staff jumping in there and realizing this is a time to really make a difference."

The library has been planning for reintroduction of programs and services and exploring new models of service delivery with physical distancing. Pauline Emery has been working with the Policy & Personnel Committee.

Barbara McLean said it was "really exciting" to hear about all the projects staff was working on. Wi-Fi access outside the library building continues to be well utilized. Public Wi-Fi is not available at the library annex.

PPP Loan Update:

Treasurer Nancy Kirby predicted that with provisions of the Paycheck Protection Program recently clarified, the library will meet the requirements for loan forgiveness.

Policy Revisions:

Meeting Rooms Policy

Patron Code of Conduct

E-book Reader Borrower's Agreement

Barbara McLean introduced revisions to three existing policies covering use of library meeting rooms, patron behavior and circulation of eBook Readers. The revisions were recommended by the Policy & Personnel Committee. The revisions "tidy up the language," and make the policies more clear.

After discussion, and with minor changes made to two proposed revisions, Barbara McLean called for a vote to adopt the three revised policies as a block. Trustees voted unanimously to adopt the following three policies:

SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOMS POLICY

The Southeast Steuben County Library offers meeting spaces for use by the general public, community groups/organizations and individuals for the conducting of public meetings, conferences and workshops which are free and open to the general public.

The Southeast Steuben County Library recognizes its responsibility to provide access, and seeks to have its services, facilities, and programs accessible to persons with disabilities. All groups holding meetings in the library should allow handicap access.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations of those of the individuals belonging to the group.

It is important for the Library to be a welcoming space that encourages discourse and intellectual freedom. The Library does not advocate or endorse the viewpoints of any group or individual.

Meeting Room Descriptions:

Laura Beer Community Room: holds up to 99

With room divider in place:

Larger part of the Community Room: holds about 70

Smaller part of the Community Room: holds about 30

Conference Room: holds 25

Meeting Room Use Rules & Regulations

All organizations, groups and individuals wishing to use the Laura Beer Community Room or the Conference Room must abide by the following regulations.

1. All meeting/event participants and organizers must adhere to the Patron Code of Conduct.

2. Use of meeting room technology must be pre-arranged at time of booking room.
3. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks' notice to the organization requesting that space.
4. Rooms are reserved on a first-come-first-served basis.
5. A Library Community/ Conference room Use Permit form must be filled out and returned to the library at least one week prior to a scheduled program. The completed permit will be reviewed by the Director. After review, a confirmation (or denial) notification will be given by e-mail or phone. *Notification will be given within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved. Once a Use Permit has been submitted, it will be kept on file for a year.
6. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign the Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
7. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period.
8. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual or organization is prohibited. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fundraising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.
9. An adult over 18 years of age must be present during meeting room use. Minor children under the age of 18 are not permitted to use the library meeting spaces unsupervised.
10. Group representatives must sign in/and out at the front desk before and after their community room use. You will be asked for the number of people attending your meeting or event. This information is used by the Library for reporting and funding purposes. When your event has ended, a staff member will check the space to make sure the room is left in good order.
11. Rooms may not be used for personal or family purposes (such as birthday and retirement parties). The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops which are free and open to the general public.

12. A one-week notice must be provided in cases of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.
13. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
14. Copyrighted items (DVDs) may not be publicly shown at the library without the consent of the copyright owner. Users must acquire permission directly from the distribution company (we would need a copy) in order to show a video or movie. (Alternately: If the title appears on the library license section of this website, Movlic.com then the video may be shown at the library without special or additional permission.)
15. In general, the Community Rooms and the Conference Room are available for use only during the library's regular operating hours. Any after-hours special reservation request is subject to the Director's approval and staff availability. All approved after-hours event sponsors will be required to cover the cost of library staffing for the event. This amount will be discussed with event organizers prior to going ahead with the event.
16. Limited food and beverages are permitted in the meeting rooms. The person filling out the User Permit must indicate if food or beverages will be provided. Alcoholic beverages are prohibited. The meeting room user is responsible for providing all items necessary for the serving of food and beverages. Equipment for the purpose of reheating of food, such as toaster ovens, microwave ovens, hot plates, popcorn makers, and Sterno fuel, are prohibited.
17. Use of the room by a group must be in compliance with local codes and regulations.
Note: Open flame sources and open heating elements are prohibited. Examples: toaster ovens, microwave ovens, hot plates, popcorn makers, Sternos, matches, candles and incense.
18. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Upon check-out, a staff member will inspect the room. Groups leaving excessive debris will be required to vacuum the room prior to vacating the space. (A vacuum cleaner is available on request from the circulation desk.) If the room requires professional cleaning, the group will be billed for this. Failure to leave the room clean and orderly will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.
19. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.

20. The library reserves the right to close on short notice due to adverse conditions and will attempt to notify scheduled meeting room users. Please pay attention to local news sources for weather-related or emergency closings.
21. The use of the name, address, or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only as the location of the event. Photos of the library's exterior or interior cannot be used for publicity. Any other mention or image use requires the express written approval of the Library Director.
22. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges.

For any questions, please call (607) 936-3713 x217

– Adopted by the Southeast Steuben County Library
Board of Trustees on June 18, 2020

LIBRARY POLICY: PATRON CODE OF CONDUCT

No person shall engage in inappropriate conduct on the premises of the Library or when using Library facilities or participating in Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library facilities, materials, premises or which is otherwise inconsistent with activities normally associated with a library, such as reading, studying, proper use of library materials, and other similar conduct.

The “premises” include indoor and outdoor areas of the Library property.

The “public area” of the Library means those portions of the facilities of the Southeast Steuben County Library which are open for public use.

The “facilities” include both the public and non-public areas of the Library.

General Conduct

Personal Items:

Personal items are the responsibility of patrons. Items should not be left unattended.

The Library is not responsible for lost or stolen items.

Meeting Room Conduct:

Everyone using the Library’s meeting spaces is required to abide by this Patron Code of Conduct. For additional information, please refer to Meeting Room Policy.

Inappropriate Conduct and Enforcement of Policy

The following conduct is not consistent with appropriate use of Library Services.

Staff is required to fill out an incident report on minor and major offenses.

Minor Offenses

- Using the Library as a place for extended sleep
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Chairs must not be occupied by more than one person.

- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Extensive staring at patrons or staff which tends to annoy or disturb.
- Smoking, vaping, chewing tobacco or gambling
- Littering or improper waste disposal
- Bringing in animals, except those certified as assistance animals and wearing identifying vests, collars or tags. Documentation must be provided upon request. Animals must be leashed at all times.
- Leaving children unsupervised. (See the Unattended Children Policy.)
- Entering the Library without proper footwear or clothing, including a shirt.
- When advised, e.g. during a pandemic, face covering and physical distancing will be required. Only patrons with medical conditions that do not allow for face coverings are exempt. Other safety measures may be implemented.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the Library.
- Improper use of computers. (See the Computer Usage Policy.)
- Parking bicycles or scooters in non-designated areas
- Feet on furniture or walls
- Other activities (not listed in Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

Treatment of Minor Offenses

- First infraction will result in a warning.
- Second infraction will result in removal from the Library premises for the day.
- Third and subsequent infractions may result in banning from the Library premises for not less than 7 days [and] no more than 6 months.

Major Offenses

- Stealing or damaging Library property. Removing protective covers from books, magazines, and other media with the intent to damage and/or steal Library property.
- Causing sounds which are unreasonable and highly disruptive of other persons using the Library facilities, including but not limited to, loud, prolonged, abusive, demeaning, indecent, profane or drunken conversation and/or behavior.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to Library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Fighting or challenging to fight.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual's using the Library for its intended purposes.
- Knowingly entering, without permission, non-public areas of Library facilities.
- Defacing any Library property (Including desks, restrooms, walls etc.)

Treatment of Major Offenses

Any patron who violates these rules will be immediately removed from the building.

The patron may be banned for a period of 6 to 12 months at the discretion of the Director/designee, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances. A copy of all major offense banning will be given to the offending patron (when possible) and the Corning City Police Department.

Repeat Offenders

Any person who enters or remains on Library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the Library premises during the period in which he or she had been banned from the premises, will be subject to arrest and prosecution for trespassing. Such penalty shall not in any way bar or affect proceedings pursuant to the Policies and Procedures of the Library herein concerning the incident in question.

Appeals:

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the Library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action, with the reasons therefor. If a patron requests that the Board review the Director's decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action, with the reasons therefor.

Copyright Statement:

The Copyright Law of the United States (title 17 of the U.S. Code) governs making of photocopies or other reproductions of copyright material. The person using library equipment is responsible for any infringement.

- Adopted September 19, 2002 by the Library Board of Trustees
- Revised by the Library Board of Trustees on April 11, 2013
- Revised by the Library Board of Trustees on June 18, 2020

SOUTHEAST STEUBEN COUNTY LIBRARY E-BOOK READER BORROWER'S AGREEMENT**Date of Registration:** _____**I understand the following terms and conditions:****Patron (or parent or guardian of patron) must be 18 years of age to sign this agreement which authorizes the patron to borrow e-book readers.**

- 1. I am responsible for returning the e-book reader and all of its contents on time.**
 - a. Must be returned to a staff member at the Southeast Steuben County Library.
 - b. 28 day loan period. E-book reader kit must be returned on or before due date.
 - c. One 28-day renewal allowed.
 - d. Only one e-book reader may be borrowed at a time.
 - e. Item may show on your account for up to one week after return in order for staff to review the contents and condition of the kit.

- 2. I will be held responsible for the replacement of the e-book reader and kit contents in the event of loss or irreparable damage.**
 - a. A \$2.00 per day fine, up to a maximum of the replacement cost, will be billed if the e-book reader is returned late.
 - b. If the e-book reader is not returned or is over two weeks late, the library account may be billed for the replacement cost and sent to a collection agency.
 - c. If the e-book reader does not require replacement but is damaged, the account may be billed a \$25.00 damage fee.
 - d. If any individual items from the kit are missing or irreparably damaged, the account may be billed for their individual replacement.

Kit Contents:	Replacement Cost:
1. One E-Book Reader	\$109.00
2. One E-Reader Case	\$20.00
3. One USB Recharging Cable	\$20.00
4. One Power Adapter	\$20.00
5. Instructional Materials	\$5.00
6. One Tote Bag	\$20.00
Total Cost	\$194.00

3. I agree to the following technological terms and disclaimer.

- a. Downloading any content to the e-book reader is prohibited; violations may result in loss of borrowing privileges.
- b. Transmitting copyrighted material contained on the e-book reader is illegal and strictly forbidden.
- c. Privacy Disclaimer: e-book readers maintain communication links with booksellers who may share collected data with publishers and others. Southeast Steuben County Library is not responsible for the privacy practices of these commercial organizations. Privacy policies or practices of e-book sellers, publishers or associated third parties may not conform to the Library's Privacy and Confidentiality Policy.

By Signing below, I have agreed to the terms and conditions:

Patron's Signature _____

If patron is under age 18:

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

When returning an e-book reader kit, return it to a staff member at SSC Library.

Do not return to the drop box.

----- STAFF PROCEDURE -----

1. Verify that the patron's account information is up to date, including:
 - a. Card number
 - b. Name
 - c. Address
 - d. Phone number
 - e. Email address
 - f. C/O if a parent or guardian is signing

2. Record the date and initials.
 - a. Date _____
 - b. Staff initials _____

- Adopted by the Southeast Steuben County Library Board of Trustees on July 12, 2012
- Revised by the Southeast Steuben County Library Board of Trustees on March 21, 2019
- Revised by the Southeast Steuben County Library Board of Trustees on June 18, 2020

Committee Updates:

- **Facilities** – Chair Kate Paterson summarized Project Manager Robert M. Drew, PE's weekly report on the HVAC construction project. The work began Monday, June 15. No new asbestos was found anywhere. The project is moving forward.
- **PR/Advocacy** – Chair Barbara McLean said the Committee met recently and crafted a statement in recognition of Black Lives Matter protests and rallies. The committee will meet soon to "look at the next phase of reopening."
- **Fund Development** – Chair Louise Richardson said the Committee will be active in planning for the Annual Meeting.
- **Nominating** – On behalf of the Committee, Chair Barbara McLean nominated Jeffrey L. Scott to fill a vacancy on the Board. He is a City of Corning resident and a Senior Project Analyst at Corning Incorporated. Trustees voted unanimously to accept the nomination and welcome Jeffrey Scott to the Board. He will represent the City of

Corning, filling the remainder of a term expiring December 31, 2021.

- **Scholarship** –Secretary Julie Fromer, chair of the Nancy Douth and Friends of the Library Honorary Scholarship Committee, said two scholarship winners were chosen out of 24 applicants. The winners attended a Friends board meeting on June 10 via Zoom interactive platform. Essays were on the topic: The role of libraries in the 21st Century. Louise Richardson said that the winners should be “shared on social media.”
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Friends meeting in June went well. The Friends directors understand the various challenges they face in planning for the Fall Book Sale.

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:44 p.m.

The next meeting of the Library Board of Trustees will be held on July 16, 2020 at 4:30 p.m.