

**Southeast Steuben County Library
Board of Trustees – Regular June Meeting
Via Zoom Interactive Platform
August 20, 2020**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Nancy Kirby Kurjakovic
Secretary: Julie E. Fromer
Kate Paterson
Hatesh R. Radia
Louise Richardson

Absent:

Gail Bardhan
Umid I. Khasanov
Barry W. Nicholson
Jeffrey Scott
Louise A. Sullivan-Blum

Guests:

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

Call to Order:

President Barbara A. McLean thanked trustees for attending and called the meeting to order at 4:35 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the July 16, 2020 Regular Meeting
July Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Treasurer Nancy Kirby, seconded by Vice President Christine Sharkey, trustees voted unanimously to approve all items therein.

990 Review:

Auditor Kathy Stickler explained she was in attendance to answer questions and to review the library's FY 2019 Form 990, Return of Organization Exempt from Income Tax. The draft document was distributed previously via email and was shared on screen during the meeting. Noting that an organizational

profile was added as suggested by the auditor, Kathy Stickler said, "I think it was a really good write-up that Pauline has given us."

Given an opportunity for questions or comments, trustees had none.

Treasurer Nancy Kirby made a motion to accept the report and file it with the IRS, seconded by Vice President Christine Sharkey. Trustees approved the motion unanimously.

Director's Report:

Pauline Emery said, "The exciting news is that we just signed a contract with HooplaDigital.com, an additional digital platform that patrons will be able to access." Hoopla offers content that is always available to patrons, including movies, video, music and eBooks. The library signed on to Hoopla's services with a \$3,000 contract. Children's Librarian Sue McConnell has partnered with Corning Credit Union to mount two drive-in movie events for families. The library is also partnering with BOCES, United Way of the Southern Tier, Nonnie Hood Parent Resource Center and others on programs and services. Book grab bags continue to be popular with patrons using services at the annex.

Pauline Emery provided a rundown of key tasks and offered an estimated schedule for the move back to the library building. Circulation Supervisor Hannah Waschezyn, Facilities Committee Chair Kate Paterson, Pauline Emery, Barbara McLean and Project Manager Robert Drew, PE were working on a new floor plan to accommodate social distancing.

Barbara McLean noted that New York State has extended provisions allowing virtual meetings through September, with another extension expected.

Facilities Update/Change Order:

Facilities Committee Chair Kate Paterson noted that Robert Drew was in attendance to answer questions about the ongoing HVAC construction. The tentative schedule will see construction mostly completed in October. "We hope to be open again by the end of October." There were no questions..

Kate Paterson made a motion to approve a Change Order Request for \$17,645.00. The designated location on the roof of a major HVAC component needed to be changed. As a result, additional ductwork will be routed through a concrete wall.

Louise Richardson seconded the motion.

There was no discussion

Trustees voted to approve the Change Order unanimously, and the motion carried.

Robert Drew noted he had rejected two change order requests so far, with another COR pending. Lighting costs will be reviewed soon by trustees.

Finance Committee/EIDL

Treasurer Nancy Kirby introduced the following resolution on behalf of the Finance Committee:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Board's Finance Committee, will pursue an Economic Injury Disaster Loan (EIDL) with the interest rate of 2.75% with an up to 30 year payback. The loan amount request will be up to \$150,000. If more is allowable, it will require board approval. This is a government loan program that would be administered through the SBA and funds will be deposited into the library's Chemung Canal operational account.

Nancy Kirby said Economic Injury Disaster Loans were now easier to apply for and were being processed swiftly, with more organizations eligible under current guidelines. "I think with everything we've gone through and will have to go through this year, I recommend that we approve the resolution."

Barbara McLean said, "We are looking at all levels of government support being reduced next year." Trustee Hatesh Radia asked "How did we reach the \$150,000?" Nancy Kirby responded the figure was commensurate with what other nonprofits have received. Barbara McLean asked whether the Paycheck Protection Program loan has any bearing on the EIDL application. They are separate programs. Eligible organizations may apply for both. The Board of Trustees will be informed when the loan application is made and the final amount set.

With no further discussion, and on recommendation of the Finance Committee, trustees voted unanimously to approve the resolution.

Business Manager Lori Reenan noted that a separate loan to fund the HVAC project was "nearly ready to be signed."

Space Planning Resolution:

Nancy Kirby said there will be some costs incurred in moving back to the library building and also costs related to opening under COVID-19 restrictions. The Finance Committee recommends the following resolution:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Board's Finance committee, will allow for space planning and design due to COVID-19 restrictions. The space planning expenses are not to exceed \$30,000 without board approval.

On discussion, it was noted that the resolution would apply to costs over and above normal moving costs. The approved spending would cover space planning and design applicable to COVID-19 distancing requirements. The Director, staff and the Facilities Committee were working to open up space for movement and to open up tables for Health Navigators, students who might not have access to internet at home, and homeschoolers. Some materials will be relocated. The periodicals room will be used for quarantining books.

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

Appoint STLS Representative:

Barbara McLean made a motion to nominate Deborah Joseph to fill a vacant seat on the Southern Tier Library System Board of Trustees. Kate Paterson seconded the motion.

Deborah Joseph is currently Access Services Coordinator at Corning Community College. She was a long-serving Southeast Steuben County Library trustee and former board president. Deborah Joseph would represent the library on the STLS Board of Trustees. On discussion, Louise Richardson said, "She will be terrific." Trustees voted unanimously to approve the nomination.

Annual Meeting Ideas:

Barbara McLean said members of the PR/Advocacy met last week to plan the Annual Meeting. The meeting will be held October 15, 2020 via Zoom Interactive Platform.

Committee Updates:

- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Board of Directors met yesterday via Zoom. The organization was exploring potential sites for a pandemic-safe book sale, but rents were found to be prohibitive. The organization hopes to hold its Spring Book Sale in 2021, but there are many uncertainties. Next time, the Friends will plan to meet outside and socially distanced. Hatesh Radia has volunteered with the Friends along with his students at Corning Community College. He said he wants to leverage all the support and resources possible to facilitate the return of Friends of the Library book sales.

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:27 p.m.

The next meeting of the Library Board of Trustees will be held on September 17, 2020 at 4:30 p.m. via Zoom interactive platform.