

**Southeast Steuben County Library
Board of Trustees – Regular Meeting
Via Zoom Interactive Platform
December 17, 2020**

Trustees Attending:

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

Absent:

Hatesh R. Radia

Guests:

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

Call to Order:

President Barbara A. McLean called the meeting to order at 4:31 p.m. Today was a snow closure day for the library. Trustee Conflict of Interest disclosure forms for 2021 were distributed electronically. Trustees were urged to fill out the forms as required each year.

Consent Agenda:

**Minutes of the November 19, 2020 Regular Meeting
November Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Kate Paterson seconded by Gail Bardhan, trustees voted unanimously to approve all items therein.

Director's Report:

Library Director Pauline Emery said library staff were "super busy." Children's Librarian Sue McConnell and other library programmers were filling requests from schools to do programs. Youth Services Specialist Abby Watson, for example, presents Science Time each Thursday in a live broadcast via the library's Facebook page. In November, Adult Services Librarian Michelle Wells held a virtual program with craft materials picked up by participants in advance. Everyone learned how to make a birdhouse out of a gourd. Youth Coordinator Kayla Crane created a Young Adult program

using 3D-printed reindeers as a base for decorative enhancements. Sue McConnell received a grant for a grab-and-go holiday crafting program that drew 120 participants. Michelle Wells hosted a virtual cooking program with Chef Rob Scott. The Friends of the Library have put together book bundle packets to purchase, and puzzles for sale in the library.

Pauline Emery assured trustees that the library was prepared with plans and procedures in case the area was declared a yellow, orange or red Cluster Zone.

2021 Library Operations and Building Budgets:

(See 2021 Library Budget)

Treasurer Nancy Kirby noted that the \$1.3 million 2021 Library Budget anticipates ending that year with a \$22,000 deficit. The gap will be made up "by applying from our operating surplus last year [2019]," she explained.

The 2021 Library Building Budget is expected to generate a surplus of \$11,517, an important component of the library's spending plan. The Finance Committee recommends approval of its 2021 Library Operations and Building Budgets.

After discussion, Barbara McLean called for a vote on the Finance Committee's recommendation. Trustees voted unanimously to approve the 2021 Library Operations and Building Budgets.

Endowment Resolution:

On May 5, 2020, amidst the pandemic-related financial crash, trustees passed a resolution stating the Library Board's intent to forgo taking its budgeted endowment drawdown of \$243,588. Since then, the markets rebounded, with improved long-term prospects for endowment investments.

On behalf of the Finance Committee, Nancy Kirby introduced a resolution that would approve a \$160,000 draw-down from endowment earnings. The funds would be used to pay for a portion of the final anticipated HVAC system installation expenses and Health & Safety project expenses.

On discussion, Barbara McLean noted that the Finance Committee was attempting to balance risks. "There are a lot of variables to consider, with no crystal ball."

Barry W. Nicholson agreed that potential future funding from federal economic recovery programs should not be relied on. "We need to take the [Finance] Committee's recommendation."

With no further discussion, Barbara McLean called for a vote on the Committee's resolution. Trustees voted unanimously to approve the following resolution:

RESOLVED, that the Southeast Steuben County Library will draw a 2020 transfer of \$160,000 from the SSCL's endowment held by Fischer Investments in Rochester, N.Y. These funds will help cover the final anticipated HVAC system installation expenses.

Following the approval, Vice President Christine Sharkey thanked Treasurer Nancy Kirby and Library Business Manager Lori Reenan for their tireless work on the budget.

Bank Transfer Resolution:

Nancy Kirby introduced a Finance Committee bank transfer resolution. The resolution would transfer NYS Library Construction Aid grant funds recently received to replenish a library account that previously advanced \$58,404 to pay for Health and Safety project improvements.

On the call for discussion, there was none. Barbara McLean called the vote. 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 transfer (\$58,404) Fifty-Eight Thousand, Four hundred and Four dollars from the held Elmira Savings Grant account to the Elmira Savings Checking account. This is the current amount paid out for the NYS-Construction Health and Safety grant.

Facilities Update:

Facilities Committee Chair Kate Paterson thanked Library Director Pauline Emery for "keeping everyone in the building totally up to date" on the progress of construction projects in the building.

Pauline Emery noted certain loose ends still to be completed. These include some rekeying work, and access control system finalization. A Main Breaker that needs replacement is on the same circuit as the City of Corning's Skating Rink. Coordination with city officials will be needed. "Other than that, we are just tying up loose ends. Everything is functioning well."

On the recommendation of the Facilities Committee, trustees were asked to approve a \$22,771 HVAC maintenance contract with Postler & Jaeckle Corp. for a year's service.

On the call for discussion, there was none. Trustees approved the contract unanimously.

Committee Updates:

- **Fund Development** – Assistant Director Brad Turner said the library's Annual Campaign had raised more than \$44,000 so far. The drive began on November 16 and ends on March 31, 2021. Despite a chaotic 2020, the fund drive was seeing a return in line with the previous two years.
- **Scholarship** - Chair Julie Fromer said Scholarship applications for 2021 will open up in January.
- **Friends of the Library** –Brad Turner gave a brief update. The Friends of the Library organization was preparing for its first virtual Books Sandwiched In lecture series. The group is working with the library on fundraising projects including sales of donated puzzles and book bundles. The organization is looking ahead to fall 2021 to restart its popular book sales. The Annual Meeting of the Friends of

the Library, SSC will be held via Zoom in January.

Other Business:

There was no other business.

Adjournment:

Barbara McLean noted that Nancy Kirby and Louise A. Sullivan-Bloom would be leaving the board at the end of December. Both were commended for their work on the board. Nancy Kirby has been a library trustee since 2013, and was made treasurer in 2015. Louise Sullivan-Blum served one term as trustee. She will be the featured speaker at an upcoming Books Sandwiched In session.

Barbara McLean adjourned the regular meeting at 5:21 p.m.

The next Regular Meeting of the Library Board of Trustees will be held on January 21, 2021 at 4:30 pm via Zoom interactive platform.