

**Southeast Steuben County Library
Board of Trustees – Regular Meeting
Via Zoom Interactive Platform
March 18, 2021**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Jeffrey Scott
Secretary: Julie E. Fromer
Jamie Curtis
Barry W. Nicholson
Kate Paterson
Louise Richardson
Svetlana Short

Absent:

Gail Bardhan

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 4:32 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the February 18, 2021 Regular Meeting
February 2021 Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Vice President Christine Sharkey, seconded by Secretary Julie E. Fromer, trustees voted unanimously to approve all items therein.

Director's Report:

Library Director Pauline Emery reported 1,940 in-person patron visits in February, with 8,875 physical items circulated and more than 4,500 digital items and services checked out or used. Program attendance, including virtual attendees, was higher in February than in January 2021, with 2,127 children's program attendees and 805 adult and young adult program attendees. There were 252 Public PC uses and 1,288 Wi-Fi sessions. February statistics were indicative of the community's slow emergence from statewide pandemic restrictions. Statistics reporting was impacted by COVID-19, New York Pause, and the library's construction projects. Month-by-month statistics were not available from February 2020 through the end of last

year. Even so, usage statistics were gathered all along, and cumulative year-end statistics were reported in the library's 2020 New York State Annual Report.

Library Advocacy Day – usually a day-long in-person lobbying event in Albany – was held online this year with representatives from libraries and library systems throughout New York participating. "Let's hope that the proposed legislative increases make it through budget reconciliation."

Tween Baking with Miss Abby - Library Youth Specialist Abby Watson - will be held later tonight. The interactive program distributes kits to registered participants who will prepare confections as Miss Abby demonstrates online. Registration for tonight's free program, like many of the library's popular online maker events, was filled. "Patrons pick up something in the library and then connect virtually with the programmers, including Miss Sue (Children's Librarian Sue McConnell), Kayla Crane and Erica Unterman.

Kayla Crane and Erica Unterman were asked to make a 3D-printed model of the human throat for use in training EMTs and others for emergency tracheotomies. The model, a feat to make on a 3D printer, will soon be in use. "I think this is a great story and we should promote it," Christine Sharkey suggested.

Annual Appeal:

(See 2020-2021 Annual Fund Interim Report)

Assistant Library Director Brad Turner reported donations and corporate matches to date totaling \$78,932, with 270 donors so far including 37 new individual donors. Corporate matching donations were up, constituting 8.9% of the total. Donations were coming in from all zip codes in the library's chartered service area, with 16 out-of-area donations. The drive ends on March 31.

Financial Report and Resolutions:

(See February 2021 Financial Report)

Treasurer Jeffrey Scott said the Finance Committee met in March to review the February financial report.

Non-Profit Borrowing Resolution (PPP Round 2 Loan)

Barbara McLean acknowledged and thanked all trustees for "responding quickly to her call for an electronic vote earlier this week in order to meet a bank Payroll Protection Program loan application deadline. Trustees voted unanimously by email March 15 – 17 to approve the Non-Profit Borrowing Resolution, meeting the 3 p.m. March 18, 2021 bank deadline.

Treasurer Jeffrey Scott noted the Finance Committee recommended approval of the Non-Profit Borrowing Resolution by email to meet the lending bank's deadline. Now, the Finance Committee recommends that the board confirm its original approval while convened in regular session.

With no questions or further discussion by trustees, the President called for a vote. Trustees present voted unanimously to ratify the following resolution, previously approved by all sitting trustees:

Southeast Steuben County Library
300 Nasser Civic Center Plaza, Suite 101
Corning, NY 14830

RESOLUTION
TO BORROW MONEY

WHEREAS, on 3/18/2021 pursuant to proper notice a duly constituted meeting of the BOARD OF DIRECTORS was held at 300 Nasser Civic Center Plaza, Suite 101, Corning, NY 14830.

RESOLVED, that the BOARD OF DIRECTORS hereby approves Borrower to enter into legal agreements generally referred to as a business loan for working capital. The request is for a \$159,980 Paycheck Protection Program Loan.

RESOLVED FURTHER, that Pauline Emery, Executive 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.

IN WITNESS WHEREOF, the undersigned BOARD OF DIRECTORS executed this writing, which shall be effective as of 3/18/2021.



Pauline Emery



Operational Reserve CCU

Treasurer Jeffrey Scott introduced a Finance Committee procedural resolution to hold the Library's Operational Reserve Account Funds at the Corning Credit Union.

On discussion, it was explained that the proposed action would separate the library's Operational and Capital accounts by establishing two accounts at separate banks.

With no further discussion trustees voted unanimously to approve the following resolution:

Upon the recommendation of the Finance committee and the Library Board of Trustee; the Library's Operational Reserve Account funds will be held at the Corning Credit Union, Corning N.Y.

Health and Safety Funds Transfer

On behalf of the Finance Committee, Jeffrey Scott introduced the following Health and Safety Funds Transfer resolution. "We want to pay the rest of the outstanding invoices from contractors for the Health and Safety Improvements Project." To do that the library will transfer the remaining NYS grant funds held at Elmira Savings Bank (\$9,232) into the library's checking account there.

Trustees voted unanimously to approve the following resolution:

Upon the recommendation of the Finance committee and the Library Board of Trustees; The remaining NYCA Health and Safety grant funds, held at Elmira Savings, be transferred into the Elmira Savings checking account to pay anticipated Health and Safety grant invoices. The transfer amount is \$9,232.00.

Committee Updates:

- **Facilities** – Chair Kate Paterson said the Committee met on March 4 to discuss Taitem Engineering's HVAC Commissioning Report. "Everything that Taitem outlined needed to be done in the scope of the project has been done except for one malfunctioning heat-pump thermal unit that will be repaired. We are looking at April 12 for finalization."
- **PR/Advocacy** – Chair Barbara McLean said members of the Committee had been engaged in library advocacy work in February, but the Committee did not meet.
- **Fund Development** – Chair Louise Richardson noted the Committee met on March 16. "It was a good meeting, with ideas about fundraising partnerships with other organizations and fundraising software. The Committee looks forward to hearing from the Facilities Committee about future plans "so that we can start thinking about what Fund Development's role should be if we have to do a Capital

Campaign.”

- **Nominating** – Chair Barbara McLean said the Committee was considering outreach to recruit trustee applicants and also looking for referrals from trustees and the community.
- **Scholarship** – Chair Julie Fromer said her Committee had received one completed application, so far, for the Nancy Doutt and Friends of the Library Honorary Scholarships 2021. A reminder will go out to high school guidance counselors soon. The application deadline is May 7, 2021.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said she was excited to hear that the organization was planning for a June book sale in the Laura Beer Community Room.

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:20 p.m.

The next Regular Meeting of the Library Board of Trustees will be held on April 15, 2021 at 4:30 p.m. via Zoom interactive platform.