

**Southeast Steuben County Library
Board of Trustees – Regular Meeting
Via Zoom Interactive Platform
June 17, 2021**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Jeffrey Scott
Secretary: Julie E. Fromer
Gail Bardhan
Jamie Curtis
Kate Paterson
Louise Richardson

Absent:

Barry W. Nicholson
Svetlana Short

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

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 May 20, 2021 Regular Meeting
May 2021 Financial Report**

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

Director's Report:

(See May 2021 Library Director's Report)

Library Director Pauline Emery reported 5,266 patron visits in May. Patrons were returning in increasing numbers, with 1,050 more visits recorded than in April 2021. Although most in-house patron use numbers were below pre-pandemic levels, children's programming, digital circulation and Wi-Fi use were notable exceptions. Children's programs drew 1,850 attendees in May; digital checkouts topped out at 3,500, and 1,798 community members accessed the library's 24/7 Wi-Fi. Nearly 10,000 physical items were circulated.

As NYS COVID-19 pandemic restrictions ease, the library has changed its safety procedures. Pauline Emery shared her list of safety procedures updates:

- No more contact tracing
- No more disinfecting all surfaces
- Staff are still wearing masks
- Unvaccinated patrons must wear a mask
- Masks recommended for everyone
- Signage is updated
- Some indoor programming scheduled (most outdoors)
- Desk barriers will remain up
- Social distancing recommended
- We will revisit these rules in July

Upcoming library events include a Juneteenth program; an outdoor evening screening of *Buffalo Soldiers* in Elmira on June 18. The event, held in collaboration with Steele Memorial Library, honors the legacy of Keith Vaughn. Trustees were invited to attend. Southeast Steuben County Library's Summer Reading Program kicks off on June 28 with a sign-up event and a Story Walk in Fallbrook Park. Library staff members have been planning community events for all ages in collaboration with the town of Lindley, the Gaffer District, The ARTS Council of the Southern Finger Lakes and the Painted Post Farmers Market.

Barbara McLean noted that Southern Tier Library System was seeking focus group participants to share viewpoints on Central Library Planning.

Fine Free:

Pauline Emery reported that the Friends of the Library, SSC Board of Directors passed a resolution at its June meeting allocating funds to offset the library's Fine Free initiative.

Barbara McLean summarized the Library Board's previous deliberations. "We seem to agree conceptually that we wanted to go completely fine free for all age groups. We considered public perception, budget, and other issues." Children's and young-adult checkouts were already fine-exempt. Trustees agreed that extending fine free checkouts to all age groups would eliminate barriers that prevent some community members from accessing the collection. With the Friends of the Library resolution approved, the President called for an appropriate motion.

Louise Richardson made a motion to "stop collecting fines on delinquent materials from adult patrons, and to officially thank the Friends of the Library for agreeing to allocate funds to offset the lost revenue."

Kate Paterson seconded the motion. On the call for discussion, there was none. Trustees voted unanimously to approve the motion.

Following the approval vote, Secretary Julie Fromer noted, "Currently, we are not collecting fines due to COVID-19."

Jamie Curtis added "There will still be replacement cost for lost items."

Barbara McLean said, "The Policy Committee will meet prior to the Library Board meeting in July to tie everything together."

Financial:

(See May 2021 Budget Report and Balance Sheet)

Treasurer Jeffrey Scott updated trustees on library financial matters. The Finance Committee met in June to review the May budget and the May Balance Sheet.

"Everything was positive," he said. As expected, the approved, budgeted endowment draw-down was made. A draft of the 2020 independent audit by Mengel, Metzger, Barr & Co. LLP was received. The library received a \$5,000 donation from a library user who requested anonymity. The library's EIDL loan application was being re-reviewed by the Small Business Administration. The Finance Committee will go over the draft audit in July and report back.

Annual Meeting:

Barbara McLean set the date for the 2020 Annual Meeting of the Membership. The meeting will be held immediately following the September Board of Trustees regular meeting on September 16, 2021. Consensus of trustees present was to hold the meeting virtually if permitted. New York State Open Meetings Law mandates in-person board meetings, but the mandate was temporarily suspended by Governor Cuomo during the COVID-19 pandemic.

Committee Updates:

- **Facilities** – Chair Kate Paterson said the Committee reviewed a contractor's proposal to replace the Main Circuit Breaker Switchboard. On April 29, an attempt to replace the old circuit breaker with a refurbished breaker failed due to a defect in the refurbished breaker. Consequently, the old circuit breaker was reinstalled. "The April 29 issue ... must be fixed. This is not optional," Kate Paterson said. The Facilities Committee recommends accepting a May 7, 2021 proposal by Bouille Electric, Inc. in the amount of \$53,458 to replace the old circuit breaker switchboard with a new 2000 Amp circuit breaker switchboard. Funds are available to make the repair. The Committee considers this the safest solution and a permanent solution that will bring the library "up to code." Barbara McLean called for a vote on the Committee proposal. On discussion, Pauline Emery noted that a building conditions survey by Hunt Engineers recommended full replacement of the panel. Without further discussion trustees voted to authorize the Director to accept the Bouille Electric proposal.
- **Personnel & Policy** – Barbara McLean said the Committee will meet in July.
- **Scholarship** – Chair Julie Fromer said the two graduating high school seniors who won the Nancy Douth and Friends of the Library Honorary Scholarship this year attended the June Friends of the Library meeting, along with Nancy Douth.
- **Friends of the Library** – Friends of the Library Liaison Julie Fromer said the Book Sale was now halfway through the second week, with about \$14,000 taken in so far. A memorial display honoring Mary Lu Walker will be unveiled during a ceremonial program in the Children's Department on July 7 at 3 p.m.

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:17 p.m.

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