

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
July 15, 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
Svetlana Short

Absent:

Barry W. Nicholson

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager
Kathy Stickler, CPA - Mengel, Metzger, Barr & Co. LLP
Marshall Hyde, Library Public Relations Coordinator

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 June 17, 2021 Regular Meeting
June 2021 Financial Report**

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

Audit:

(See Audited Financial Statement and Independent Auditor's Report for 2020 and 2019)

Independent Auditor Kathy Stickler, CPA, representing Mengel, Metzger, Barr & Co., LLP presented the draft Audited Financial Statement and Independent Auditor's Report for 2020 and 2019. The Finance Committee reviewed the draft previously and recommended its acceptance. Although several grant-related adjustments were made, the audit found no material deficiencies.

Kathy Stickler reviewed sections of the report for trustees and responded to questions. After brief discussion, Barbara McLean called for a vote on a Finance Committee motion to accept the audit. Trustees voted unanimously to accept the Audit.

Director's Report:

(See June 2021 Library Director's Monthly Report)

Library Director Pauline Emery reported 7,572 visitors in June and 11,652 checkouts of physical materials. "We are not seeing the visits that we normally would see due to COVID, but Children's [program attendance] is so close to what it was in 2019, it is phenomenal." On July 7, the library and Friends of the Library celebrated the life and music of Mary Lu Walker with a memorial tribute and display unveiling held in the Children's Department. There, Walker family members pledged to donate \$150,000 to renovate the Children's area. "The Friends [of the Library] really were the catalysts to get this [tribute] going, and the family was really touched."

Barbara McLean extended thanks to PR Coordinator Marshall Hyde for working with the Walker family on press matters related to the event and donation announcement.

Pauline Emery noted that June was the kickoff month for the library's Summer Reading Program. Also, the first Children's Farmers Market of the season was held earlier in July. The weekly summer program, mounted in cooperation with Food Bank of the Southern Tier, offers fresh vegetables and recipes to participants.

Financial:

(See June 2021 Budget Report and Balance Sheet)

Treasurer Jeffrey Scott said he was happy with audit report. He noted total income for the month of June was \$197,554 over budget due to Paycheck Protection Program funds, while expenses came in \$50,594 under budget. "Everything is trending fantastically," he observed.

On behalf of the Finance Committee, Jeffrey Scott introduced a resolution to allocate \$25,000 from 2020 and 2019 end-of-year operational balances to cover the library's match to an Appalachian Regional Commission grant for broadband technology, and to transfer the remainder of those funds into a Capital Reserve account.

There was no discussion from the floor. In calling for a vote on the resolution, Barbara McLean noted the transfers would be from surplus operational funds.

Trustees voted unanimously to approve the following resolution:

2019 - The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, will transfer the end of year operational budget balance of \$57,985, held currently at Chemung Canal Trust, Corning N.Y. to the reserve accounts as designated below.

2020 - The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, will transfer the end of year operational budget balance of \$34,122, held currently at Chemung Canal Trust, Corning, N.Y. to the reserve accounts as designated below.

ARC-Appalachian Regional Commission Grant (tech/computers grant) The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, will allocate \$25,000 of the Operational budget balance for its match for the ARC grant to be held in Corning Credit Union Operational Reserve account.

The remaining \$67,107 will be transferred to the SSCL Capital Reserve account held at Elmira Savings Bank, Corning, N.Y.

Library Business Manager Lori Reenan was asked to explain a second Finance Committee resolution. She explained the resolution would use a portion of funds from the annual Endowment drawdown to pay off part of the principal of the HVAC loan. By unanimous vote, the following resolution was approved:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, will make a principal reduction on its HVAC loan of \$160,000 to the Chemung Canal Trust, Corning, NY. This payment will be taken from the Corning Credit Union account from the 2021 endowment draw.

Policy Revisions - Fine-Free Circulation Updates:

Barbara McLean drew the attention of trustees to proposed revisions to the library's Circulation of Materials and Patron Use of Equipment policies. The revisions were proposed by the Personnel & Policy Committee to follow through on the Board of Trustees' Fine Free initiative. In addition to implementing Fine Free, the revisions would make loan periods more standard, the President said.

After brief discussion in which it was noted that Empire State Parks passes and museum passes would have one-week loan periods under the proposed Circulation of Materials policy, the revisions were put to vote.

Trustees approved the following revised policies unanimously:

Patron Use of Equipment

Copier/Printer

The public access photocopier and black and white printer are available for use by anyone during library hours. Cost per copy is posted prominently on the machine and may be changed at any time. The Copyright Law of the United States (Title 17 US Code) governs the making of photocopies of copyrighted materials. The Library expects that every patron user of the copier/printer abide by the regulations. The person using the copier is liable for any infringement.

Fax

The library offers a fax service to patrons. We charge \$1.00 (plus tax) per page to send or receive a fax. Faxes may be sent or received at the check-out desk.

Meeting Room Equipment

The following equipment is available for use in the library meeting rooms: Projector with DVD and laptop capabilities, DVD player, television, podium, wireless microphone, standard microphone, cassette player, compact disc player, slide projector, dry erase boards, folding tables and chairs. For the hearing impaired, each meeting room is equipped with a hearing loop assistive listening system. All equipment can be requested by filling out a meeting room request form.

Microfilm Reader-Printer

A Microfilm Reader-Printer is available for public use. Copies of articles are available for a fee of \$0.20 per page (8 1/2 X 11" page size).

Telephone

Patrons may request use of a library office phone for urgent local calls and calls in duration of less than five minutes. Patrons can utilize a variety of free online phone services. Patrons in need of digital phone services are welcome to make an appointment with the digital literacy staff.

Notary Public

A certified Notary Public is available to witness signatures as authorized by NY State Law.

Patrons wishing to use this service can make an appointment by calling (607)936-3713 ext. 213. There is a fee of \$2.00 per signature (tax included).

Circulation of Material

The library is committed to providing a wide range of written and electronic materials (e-books, e-movies, e-music, and e-audio), databases, DVD's and audio items to respond to the needs of the community. The Library Board and the Library Director will develop and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Hours of Operation

The Library is open the following hours year round:

Monday	9:00 AM – 7 PM
Tuesday	9:00 AM – 7 PM
Wednesday	9:00 AM – 7 PM
Thursday	9:00 AM – 7 PM
Friday	9:00 AM – 7 PM
Saturday	9:00 AM – 2 PM
Sunday	CLOSED

The library is closed on the following holidays:

New Year's Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving
 Christmas Eve and Day, December 24, 25

In addition, the library will close at 2 PM on December 31.

The library will post all other closure events in advance.

Volunteer Services

The Volunteer Program is the means by which the library extends and enhances services to patrons.

Volunteering gives individuals and organizations an opportunity to give service to their community, helps promote understanding of the Library and its services, and frees paid staff to handle more complex issues.

The Volunteer Coordinator is responsible for developing and maintaining the Volunteer Program, which includes recruitment, orientation, placement, evaluation, training and recognition.

- Revised by the Southeast Steuben County Library
Board of Trustees on July 15, 2021.

CIRCULATION OF MATERIALS

The library is committed to providing a wide range of printed, video and audio items to respond to the needs of the community. The Library Board and the Library Director will create and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Circulation Procedures

A Library patron may borrow items from the library on loan with the provisions as noted below. The total number of allowable items per card is 50.

Renewals are not available if the item is requested by another patron.

4 WEEK LOAN PERIOD WITH ONE 4 WEEK RENEWAL	
Fiction and Nonfiction books (except new titles)	See Summer and Special Loans section below
All Large Print books	
Audiobooks (except new titles)	See Summer and Special Loans section below
CD ROMs	See Summer and Special Loans section below
Magazines	
Music Compact Discs	
Videos and DVDs	
Playaway View Players	Device must be returned directly to SSCL staff
Ereaders and tablets	1 per card; device must be returned directly to SSCL staff; see Ereader/Tablet policy for more details
Game Kits	2 kits per card
Maker Kits	2 kits per card
2 WEEK LOAN PERIOD WITH ONE 2 WEEK RENEWAL	
New Fiction and New Nonfiction books	
New Audiobooks	
Books Plus Kits	1 Kits per card
1 WEEK LOAN PERIOD – NO RENEWALS	
Museum Passes	Cannot be put on hold; must be returned directly to SSCL staff
Empire Passes	Cannot be put on hold; must be returned directly to SSCL staff

Patrons must present their library card or appropriate ID when borrowing materials.

Acceptable IDs include: a New York State Driver's License, a NYS auto registration, a personal

checkbook with printed current address, a postmarked item of mail to one's current address, or another official document with one's current name and address.

Southeast Steuben County Library materials may be returned to any library in the Southern Tier Library System, with the exceptions noted above. Lendable devices, including laptops and e-readers, are subject to separate procedures, restrictions and/or borrowers agreements. Out of System loans have lending periods and limits according to the loaning library and have no renewals.

Summer & Special Loans

Regular (not new) materials may be borrowed for up to 56 days at request of a patron who will be on an extensive vacation or traveling. Patrons may borrow up to 16 items for up to 56 days with permission of the circulation staff or Library Director for adult materials and with permission of the Children's Librarian for juvenile materials.

Fine Free

The Southeast Steuben County Library supports access and equity. Eliminating fines for overdue materials means more people in our community have greater access to the Library's vital materials, resources, and services. Late fines, no matter how small, are a very real and significant burden for low-income individuals, disabled persons, seniors, children, and families. Fines act as an inequitable barrier to service and will not be imposed on library patrons.

Overdue Items

Overdue notices: Borrowers will be contacted by telephone, email or mail after items are 14 days and 28 days overdue.

Patrons with outstanding charges of \$20.00 or more for lost or damaged items and/or fines imposed by another library in the Southern Tier Library system may not borrow materials until at least partial payment is made.

Patrons with items which are more than 56 days overdue will lose all physical material borrowing privileges until items are returned or outstanding replacement costs are paid. Additionally, after 70 days patron names will be turned over to a library material retrieval company to obtain return of items.

Lost or damaged materials will incur replacement or repair costs.

Damaged and Lost Items

The extent of damage for any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Patrons will pay the list price for items damaged beyond repair. Patrons who pay the cost of the item may keep the item after payment.

Patrons must pay full replacement costs for each item which is lost. For items no longer in print, the patron will be charged for a similar item.

Special accommodations in extenuating circumstances can be made at the discretion of the Circulation Supervisor

Reserves and Interlibrary Loans

Patrons in good standing may reserve library materials.

- Adopted by the Southeast Steuben County Library
Board of Trustees on May 15, 2014
- 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 July 15, 2021

Naming Policy

Fund Development Committee Chair Louise Richardson said the Committee met to discuss the Walker family's generous donation pledge. "We realized we needed to adopt a general Naming Policy as well as a specific naming agreement with the Walkers." The policy and the proposed agreement with the Walkers were reviewed by Counsel and recommended by the Fund Development Committee and the Personnel & Policy Committee. " The private gift agreement will be subject to approval of the family and signature by a family representative.

Trustees voted to approve the following policy and to authorize the Library Director finalize the agreement with the Walker family:

SOUTHEAST STEUBEN COUNTY LIBRARY NAMING POLICY

INTRODUCTION

The Southeast Steuben County Library (the “Library”) welcomes private support and considers a naming opportunity in honor or memory of a living or deceased individual or organization to be one of the highest distinctions it can bestow.

The intent of this Naming Policy is to allow recognition of extraordinary generosity on the part of citizens or organizations that support the Library. This Policy provides flexibility for both the donor and the Library and is intended to be mutually beneficial. Naming opportunities may exist for library facilities, collections, and programs. In extraordinary circumstances, the Board of Library Trustees (the “Trustees”) may consider a naming opportunity solely for honorific purposes.

This Policy ensures consistency and equity over time. It also allows for flexibility in the creation of new areas and opportunities for naming.

GENERAL PROVISIONS

The SSCL Board of Trustees shall have sole responsibility for naming/renaming and dedicating all areas of the SSCL (spaces, facilities, furnishings). The SSCL Naming Policy complies with the provisions of the SSCL Gift Acceptance Policy. Gifts to be considered under the provisions of this policy must meet the requirements of the Gift Acceptance Policy.

The Trustees will apply the following guidelines when considering a naming/renaming or dedication recommendation:

- Each naming/renaming and dedicating opportunity will be reviewed on a case-by-case basis by the Trustees. The Trustees will create a written agreement between the SSCL and the donor for each naming opportunity. This document will include conditions, terms, and a payment schedule for a contribution. The Trustees will determine the way each name is recognized.

Signage will be uniform and designed to fit with the aesthetics of the Library.

- The Trustees will determine the appropriate duration of the naming.
- Named spaces should include the functional name of the space as well. [ie: The Smith–Jones Conference Room]
- All naming opportunities shall be granted at the discretion of the Trustees. Furthermore, the Trustees reserve the right to terminate a naming opportunity if, in its judgment, there are compelling reasons or circumstances justifying such action.

NAMING FOR DONOR RECOGNITION

Naming opportunities are available for outright gifts, as well as for long-term pledge agreements, with the stipulation that these pledges will be paid over a maximum period of three years. A name conferred in recognition of a pledge is contingent on fulfillment of that pledge. Seventy-five percent of the total pledge must be paid prior to public recognition of the naming opportunity. If the donor does not honor their pledge agreement in its entirety, the Trustees may terminate the naming opportunity.

Naming opportunities are not generally available for gifts of real or personal property until such gifts have been converted to cash, which will then be used as the value of the gift for naming purposes.

DURATION OF NAMES AND NAME CHANGES

In no event shall the Trustees guarantee that a name will be used in perpetuity or beyond the useful life of the spaces, facilities, or specific named items. Naming rights are generally expected to last for the useful life of the interior/exterior space or program. If an area within the Library is substantially renovated or altered, destroyed, severely damaged, closed, or relocated, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Naming rights may not remain in place for a period of longer than twenty (20) years, although a plaque may remain in the location in perpetuity, acknowledging the name and the donation. In the event the room or building is significantly renovated or altered, destroyed, closed, severely damaged, or relocated in a timeframe less than 50% of the agreed upon time when the gift was made, the Library Board of Trustees may roll the name forward in a similar capacity. Naming rights will not extend beyond the normal life of the room or area or twenty (20) years, whichever is a shorter period.

RENAMING AREAS OF SOUTHEAST STEUBEN COUNTY LIBRARY

The Trustees may rename an area of Library (facilities, collections, or programs). However, this will be done only after careful consideration of the reason for doing so, review of any agreement or documentation that covers the existing name, the historical significance of that name, and costs associated with making the change.

NAMING FOR HONORIFIC PURPOSES

In extraordinary circumstances, the Trustees may approve a naming opportunity within the interior or exterior of the Library for honorific purposes. Preference is given to those who have contributed in significant ways to the Library. No current staff member or Trustee, is eligible during their tenure. One year must pass before consideration can be given to honoring a deceased person or a significant historical event.

REMOVAL OF NAME

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities

name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Library Board of Trustees can only be revoked by a vote of that body.

In the event that the entire gift amount is not received by the Library as agreed upon, the Library may, in its sole discretion, remove the Donor's recognition and offer the Donor an alternate naming opportunity appropriate to the total amount of the Donor's gift.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on an interior/exterior space or major program. The Board of Trustees will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.

RECOGNITION

Unless otherwise provided for in the agreement, the names of donors may be publicized in relation to this project. Visual recognition of naming rights will adhere to the Library's brand standards, including exterior and interior signage, wayfinding, logos, letterhead, and all other representations of the institution's identity. Specific details regarding execution of public relations and media strategy will be handled in an addendum to the gift agreement for each gift, as appropriate.

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 15, 2021

Trustee Nominations:

On behalf of the Personnel & Policy Committee, Louise Richardson nominated two individuals to fill vacancies on the Board of Trustees. The prospective trustees completed the application and interview process. Kathryn C. Mack, a retired teacher, would represent the Town of Caton, filling a vacant term ending in December 2021. Nogaye Ka-Tandia, a Corning Community College employee, would fill a vacant At-Large term ending in December 2023.

Voting on both candidates together, trustees approved the appointments unanimously.

Strategic Plan:

Barbara McLean noted that the library's current 2019 - 2021 Strategic Plan was set to expire at the end of the year. She said it was time to begin work on a new multi-year plan. She asked that committees schedule work sessions to "come up with goals and objectives" for the next Strategic Plan.

Committee Updates:

- **Facilities** – Chair Kate Paterson said that despite a recent aborted attempt to replace the main circuit breaker due to an equipment fault, "We are committed to get the electrical panel up to code." Since complete replacement of the panel requires close cooperation between several contractors, the Committee has recommended hiring a project manager to coordinate the job. A Request for Proposals will be made.
- **PR/Advocacy** – Barbara McLean urged trustees to advocate for library funding with their state and federal representatives.
- **Fund Development** – Chair Louise Richardson said the Committee will review the library's standard gift policy and will plan for the 2021-2022 Annual Appeal.
- **Scholarship** – Chair Julie Fromer said the Committee was pleased to receive an update from a scholarship recipient whose college received and processed the scholarship award.
- **Friends of the Library** – Friends of the Library Liaison Julie Fromer reported the final tally for the Friends of the Library's "mini" Spring Book Sale was \$21,000. "The sale was extremely successful and everyone was very pleased."

Other Business:

There will be no regular meeting in August.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:45 p.m. The next Regular Meeting of the Library Board of Trustees will be held on September 16, 2021 at 4:30 p.m. in the Library, followed by the Annual Meeting at 5 p.m.