Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
Via Zoom Interactive Platform
September 16, 2021

Trustees Attending:
President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Jeffrey Scott
Secretary: Julie E. Fromer
Gail Bardhan
Jamie Curtis
Kathryn C. Mack
Barry W. Nicholson
Kate Paterson
Louise Richardson
Nogaye Ka-Tandia

Absent:
Svetlana Short

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 4:30 p.m. She welcomed newly appointed trustees Nogaye Ka-Tandia and Kathryn C. Mack.

Public Comment:
  There was no public comment.

Oaths of Office:
  Library Business Manager and Notary Public Lori Reenan administered the Oath of Office to the new trustees. Nogaye Ka-Tandia and Kathryn C. Mack were duly sworn in.

Consent Agenda:
      Minutes of the July 15, 2021 Regular Meeting
      July 2021 Financial Report
      August 2021 Financial Report
  Barbara McLean called for a motion on the Consent Agenda. On a motion by Kate Paterson, seconded by Barry W. Nicholson, trustees voted unanimously to approve all items therein.

Director's Report:
(See Library Director's July & August 2021 Highlights)
   Library Director Pauline Emery reported an increase in children's program attendance this year to date, compared to the same period in 2019. Through August 2021, there were 17,734 children's program attendees, compared to 17,661 in 2019. Youth Coordinator Kayla Crane and Youth Specialist Abby Watson worked with area schools to present a number of programs and events. With the help of Southern Tier Library System, our library has supercharged its Wi-Fi range inside and outside the library building. Digital checkouts have been trending much higher, along with our internal databases. Pauline Emery praised staff members "for providing such great programs this summer." Outreach Coordinator Erica Unterman wrangled a Quick Arts Grant via the Arts Council of the Southern Finger Lakes to exhibit Sunflower Sculpture for the 'Imagine' arts celebration in Nasser Civic Center Plaza September 2 – 5. The Friends of the Library Fall Book Sale at the East Corning Fire Hall begins Saturday, September 18. September is National Library Card Sign-up Month.
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Finance Updates - 990 IRS Return - Lead Agency Declaration:
(See July and August 2021 Budget Reports and see August Balance Sheet)
   The Finance Committee met on September 14 to review the IRS 990 Exempt Organization Tax Return.
   Treasurer Jeffrey Scott said approval of the 990 was recommended by the Finance Committee. He asked trustees to review the 990 prior to a ratification vote in October. Questions should be sent to Pauline Emery.
   Pauline Emery said the Board was required to make its declaration of Lead Agency for the library's 2021-2022 NYS Construction Aid for Libraries Program grant project. The library will request $75,000 to help fund elevator component replacement, solar shades in the library and new energy-efficient tinted windows for the second floor. On the Finance Committee's recommendation, trustees voted unanimously to declare the Southeast Steuben County Library Board of Trustees as Lead Agency for the project under provisions of New York State's Environmental Quality Review Act.

Nomination:
   On behalf of the Nominating Committee, Barbara McLean nominated Painted Post resident Geoffrey Steenberge to fill a vacant seat on the Library Board of Trustees. Mr. Steenberge is employed by Corning Incorporated and was recruited by Vice President Christine Sharkey and interviewed by the Nominating Committee. Christine Sharkey said that Steenberge was very committed to activities at All Saints Academy and wanted to get involved. Jeffrey Scott said Steenberge was "a brilliant finance professional and would be a great addition to the board."
   On the Committee's Recommendation, trustees voted unanimously to appoint Geoffrey Steenberge to an At-Large term ending December 31, 2023.

Staffing Change Proposal:
   Barbara McLean turned attention to a proposed staffing change that would bring the Children's Department up to its allotted weekly staff hours.

Louise Richardson explained there was an unfilled "budgeted 10 hours per week coverage in the Children's Department. Because the end of August and September (after the end of the Summer Reading Program) are slow, we have been managing without this coverage but anticipate the need will change soon.

"We would like to add 10-hours per week to the open Library Assistant position." The person in the position would cover the Children's Desk and be available to cover other needs throughout the building, including Circulation and Reference.

Board approval was not required. Trustees endorsed the changes by general acclaim.

Strategic Plan:

Barbara McLean said she plans to reach out to committee chairs to begin strategic planning discussions.

Annual Report:

On a motion by Kathryn C. Mack, seconded by Barry Nicholson, trustees voted unanimously to accept the 2020 Annual Report to the Community.

Committee Updates:

- **Facilities –** Chair Kate Paterson said the main circuit breaker project was facing delays from both the equipment supplier and from NYSEG. The next Facilities Committee meeting will be scheduled soon.

- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Friends' recent meeting was held in-person, with no remote attendance alternative offered, and she did not attend.

Other Business:

Louise Richardson encouraged trustees to participate in an online auction hosted by the Foundation for Southern Tier Libraries to benefit STLS member libraries.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:10 p.m. She invited everyone to attend the Annual Meeting of the Membership, to follow immediately.

The next Regular Meeting of the Library Board of Trustees will be held on October 21, 2021 at 4 p.m. via Zoom interactive platform. The meeting will include New York State mandated anti-sexual harassment training.