

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
Via Zoom Interactive Platform
October 21, 2021**

Trustees Attending:

President: Barbara A. McLean
Treasurer: Jeffrey Scott
Secretary: Julie E. Fromer
Gail Bardhan
Jamie Curtis
Kathryn C. Mack
Kate Paterson
Louise Richardson
Svetlana Short
Geoffrey Steenberge

Absent:

Vice President: Christine Sharkey
Barry W. Nicholson
Nogaye Ka-Tandia

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 4:34 p.m. She welcomed newly appointed trustee Geoffrey Steenberge. Trustees introduced themselves all around.

Public Comment:

There was no public comment.

Oaths of Office:

Library Business Manager and Notary Public Lori Reenan administered the Oath of Office to trustee Geoffrey Steenberge, and he was duly sworn in.

Consent Agenda:

**Minutes of the September 16, 2021 Regular Meeting
Minutes of the September 16, 2021 Annual Meeting
September 2021 Financial Reports**

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

Director's Report:

(See Library Director's Report for September 2021))

Library Director Pauline Emery reported 7,331 visits to the library in September, with 11,411 physical items and 3,629 digital items circulated. September 2021 monthly usage compared favorably with September 2020 usage, but fell far short of pre-COVID-19 yearly averages. Children's programming was an outlier, reaching 18,587 live views year-to-date. "I'm so proud of the Children's staff. They didn't miss a beat." Adult programs drew 357 participants last month and 2,506 year-to-date. Young-Adult programs trailed, with 34 teen participants in October

"It's hard to catch those teens," Pauline Emery said, adding, "Kayla Crane does an amazing job. She has a loyal following." Public PCs logged 673 sessions in October, and digital literacy services were utilized by patrons 128 times in the month.

Referring to the ongoing spike of COVID-19 cases and hospitalizations in Steuben and nearby Chemung counties, Pauline Emery assessed, "When you have fewer visitors, you have fewer uses." That being said, database services such as Mango Languages, HeritageQuest.com, Lynda.com and HooplaDigital.com were seeing more use than ever before.

Highlights for the month included craft programs and a Back-to-School Ice Cream Social featuring Dippity Doo Dahs locally made ice cream, held in Fallbrook Park on September 10. "It was really good to see people coming out for that." The Friends of the Library Fall Book Sale was held at the East Corning Fire Hall September 18-25. The Friends organization was planning to hold its June 2022 Book Sale in the library and then the next Fall Book Sale will return to the East Corning Fire Hall. Barbara McLean and Kate Paterson were thanked for assisting at the Fall Book Sale, which grossed \$22,650.

Coming up, a League of Women Voters Candidate forum at the library was set to be live-streamed tonight, broadcast from the Laura Beer Community Room. City of Corning candidates will make their presentations here, in-person, to an audience watching from home. The program will be livestreamed on Facebook at 7 p.m. Friends of the Library President Bev Stevens and artist/educator/performer Gigi Alvare collaborated on a Day of the Dead ofrenda for the Children's Department honoring Mary Lu Walker.

Finance Resolutions:

(See September 2021 Budget Reports and September Balance Sheet)

The Finance Committee met on October 14

Treasurer Jeffrey Scott said the Finance Committee reviewed the September financial reports and made recommendations to approve two resolutions. The library received word that its Paycheck Protection Program loans had been forgiven.

Jeffrey Scott introduced a funds transfer resolution recommended by the Finance Committee. (See below.)

On Barbara McLean's call for discussion, there was none.

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, approves the transfer of the remaining endowment draw of \$125,619 currently held at the Corning Credit Union in the SSCL Operational Reserve Account to the Chemung Canal Trust Company SSCL Operational Account.

Jeffrey Scott said the following Tax Cap Override Resolution (See below.) was recommended by the Finance Committee and requires a sixty percent super majority to pass. The library has no intention of exceeding New York's 2% Tax Cap. "We do this every year as a safeguard. All libraries in the Southern Tier Library System are encouraged to pass this every year in case a mistake is made."

Katherine Mack asked if approving the resolution meant that the library planned to override the tax cap. Pauline Emery said no. She emphasized that the resolution covers the library in case a mistake was made in calculating the allowable levy increase request. The "2%" moniker masks complex calculations with many variables.

With no other questions or comments, trustees voted unanimously to approve the following resolution:

Whereas, the adoption of the 2021 budget for the Southeast Steuben County Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in general Municipal Law Section 3-c adopted in 2011: and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it

Resolved, that the Board of Trustees of the Southeast Steuben County Library voted and approved to exceed the tax levy limit for 2022 by at least the sixty percent of the board of trustees as required by state law on October 21, 2021.

Jeffrey Scott reminded trustees that ratification of the 990 IRS Return, distributed to trustees last month, was recommended by the Finance Committee. Based on Finance Committee review, the 990 was submitted to the IRS already.

There was no discussion.

Trustees voted unanimously to ratify the 990.

Strategic Plan:

Barbara McLean said she would schedule "at least one activity next month" related to Strategic Plan Development.

Committee Updates:

- **Facilities** – Chair Kate Paterson said the Facilities Committee met September 20. The main electrical panel installation has been scheduled for November 3 & 4. All parties concerned have been notified. Replacement of the Community Room partition will be done before the end of the year. Then the library will close out its health and safety grant. Staff Parking lot problems will be addressed. After major storms, water spills into the parking lot and out to Pearl Street due to a sump pump routing issue. "The city of Corning has asked us to fix this, and Bob Drew and Pauline are looking into it." Three proposals from architectural firms have been received for design of the Mary Lu Walker Children's Room. "We are hoping to have in person meetings Nov. 5, pending." The Committee reviewed capital

projects and discussed a proposed contract for RDE Engineering. A contract proposal will go to Finance Committee first and then the full board.”

- **Fund Development** – Chair Louise Richardson said the Committee set a recurring meeting and we are ready to dive in and start really hard on this. We are working with the Facilities Committee to assess the library’s funding needs.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said she attended the Friends October board meeting. The Fall Book Sale, held at the East Corning Fire Hall, was successful. The Friends have been inundated with book donations; a problem due to limited storage space in the library garage. The group was working on the problem.

Other Business: There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:18 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for November 18, 2021 at 4:30 p.m. via Zoom Interactive Platform.