

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

Trustees Attending:

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

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 4:32 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the October 21, 2021 Regular Meeting
October 2021 Financial Reports**

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

The President extended thanks and appreciation to Christine Sharkey, who will step down from the Board at the end of December. Barbara McLean praised Sharkey for her "wisdom and support" and for her help with the library building ownership transfer from Three Rivers Development to the library.

Chris Sharkey responded, "This is a fantastic board. I have absolutely loved what you are doing."

Committee Nominations:

Barbara McLean said the Nominating Committee proposed the Slate of Officers for 2022 as follows:

President – Barbara A. McLean
Vice President – Julie Fromer
Jeffrey Scott – Treasurer
Jamie Curtis – Secretary

On the call for nominations from the floor, there were none.

With no alternative nominations and no comments made, trustees voted unanimously to appoint the slate of officers as proposed by the Nominating Committee.

Southeast Steuben County Library has two representatives on the Southern Tier Library System board: Deborah Joseph and Louise Richardson. Barbara McLean reported that Deborah Joseph will be stepping down from the STLS board at the end of the year. "We should find someone to present to the STLS board." Suggestions for nominations were solicited.

Director's Report:

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

Library Director Pauline Emery reported 6,979 in-person visitors during the month of October. "I'm happy to see each month a little more rise in patrons and circulation," she said. There were 11,304 physical items circulated and another 3,632 digital checkouts. The library will be closed for Thanksgiving and closed Friday, November 26 for carpet cleaning and building maintenance. The library partnered with Southern Tier Workforce Development to help jobseekers attend a virtual job fair held earlier today. A "Bread in a Bag" drive-thru hybrid teen event was held on November 16. The Director and Youth Services Coordinator Kayla Crane met with Corning-Painted Post Middle School administrators to plan future collaborations. The new main electrical panel was installed successfully. Patrons may now check out up to 10 Hoopla digital items each month, an increase. The library has been collaborating with TheatreWorks and the Clemmons Center on a virtual musical production. The library was working with CareFirst on a program intended to acquaint children with the topic of grief and loss using story telling. Thanks were extended to Southern Tier Library System and Corning Incorporated Foundation for providing the technology to greatly expand the library's 24/7 Wi-Fi range.

Finance Resolutions/2022 Budget Votes:

(See October 2021 Budget Reports; October Balance Sheet; 2022 Operations Budget, and 2022 Building Operations Budget)

The Finance Committee met on November 12.

Treasurer Jeffrey Scott said the Finance Committee reviewed the October financial reports. Although net income for the month was \$16,263 below expectations, the library was still doing better than budget expectations year-to-date. Looking ahead, the library anticipates a loss of cost-share funding in 2023.

The Finance Committee recommends approval of the proposed 2022 Operations Budget, which includes a 3% cost-of-living increase for staff. The plan would also increase alternative compensation for those employees who decline health insurance coverage. The 2022 Operations Budget sets a new base salary for employees at \$15 per hour, with \$14 per hour for library pages. In future, the Friends of the Library will make its annual donation to the library in two payments. The library was approved for a \$25,000 Economic Injury Disaster Loan, less than anticipated. The Committee recommends approval of the library's tax levy increase resolution (see below). The Committee recommends approval of the proposed 2022 Building Operations Budget. The Committee recommends approval of the Walker Family Fund Transfer Resolution (see below). Finally, the Committee recommends approval of the agreement with Robert Drew Engineering.

On the call for questions related to the Treasurer's Report or any of the Finance Committee's approval recommendations, there were none.

By unanimous vote, trustees approved the following resolution:

Walker Family Fund Transfer Resolution

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of the Mary Lu Walker Children's Room Renovation funds (\$24,275) currently held at Chemung Canal Trust, Corning NY in our Operational Account be transferred to the Capital Reserve account held at Elmira Savings Bank, Corning NY.

By unanimous vote, trustees approved the following resolution:

Allowable Tax Cap Levy Resolution

WHEREAS, the Board wishes to raise funds pursuant to New York State Education Law Section 259(1); and

WHEREAS, the Board would like the following resolution to be placed upon the ballot at a special election of the Corning-Painted Post Area School District:

"Shall the sum of (\$888,456) Eight Hundred and Eighty Eight Thousand Four Hundred and Fifty Six Dollars be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library."

NOW, THEREFORE, BE IT RESOLVED, that the Board requests that the Corning-Painted Post Area School District place the following resolution before the voters of the District at a special election on May 17, 2022:

"Shall the sum of (\$888,456) Eight Hundred and Eighty Eight Thousand Four Hundred and Fifty Six Dollars be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library."

RESOLVED, FURTHER, that the Board authorizes and directs the Director of the Southeast Steuben County Library to complete the aforementioned resolution by providing a special election date at the time of submission to the District administration.

2022 Budget Approvals:

Barbara McLean informed trustees that a Capital Budget for 2022 was still in the works and would be presented for vote next year. She called for consideration of the proposed 2022 Operations Budget and the proposed 2022 Building Operations Budget.

Christine Sharkey asked if the budget line Fine & Fees would be changed or eliminated since the library no longer charges fines for overdue materials. The label will be changed to "Fees" rather than "Fines and Fees."

Business Manager Lori Renan reviewed the proposed Building Operations Budget with trustees.

With no further questions or remarks, trustees voted unanimously to approve the 2022 Operations Budget and the 2022 Building Operations Budget.

Facilities Committee Votes – Mary Lu Walker Children’s Room

(See RDE Engineering & Construction Management report – 11/17/2021; HUNT Engineering Proposal – 11/15/2021; Edge Architecture, PLLC Proposal – 11/15/2021; Johnson-Schmidt, Architect P.C. proposal – 11/16/2021)

Facilities Committee Chair Kate Paterson said the Committee reviewed proposals from three architectural firms for the Mary Lu Walker Children’s Room design. The committee recommended accepting the low quote, from Hunt Engineers/Architects/Surveyors. One committee member abstained from voting on that recommendation, Kate Paterson reported.

Three proposals for the design work were presented for review.

Edge Architecture, PLLC’s proposal came with a price range of \$122,000-\$144,300, excluding construction administration fees estimated at \$5,000 - \$7,500 per month.

Johnson-Schmidt, Architect P.C.’s proposal carried a \$32,000 price tag.

Hunt Architects proposed to do the design work for \$29,568.

Following a wide-ranging workshop discussion in which trustees compared and contrasted the preliminary design proposals and quote, Kate Paterson urged trustees to come to a decision on whether to accept the Committee recommendation. She cited inflationary trends in building materials and other costs. "In a perfect world we would have more time, but not moving forward now ... the cost of materials and labor will most likely go up, and if we waited until the beginning of the year [2022], we might put construction behind. We do have a recommendation from the Facilities Committee to award the job to Hunt."

Trustees continued their discussion, agreeing that Board, staff and community input would be essential during the design process.

Barbara McLean then made a motion to conclude discussion and vote to approve the Facilities Committee’s recommendation to accept the bid from HUNT Engineers/Architects/Surveyors. "Can we take a quick vote to see if we are prepared to vote on this?"

Ten trustees voted to call the vote, with trustees Louise Richardson and Nogaye Ka-Tandia abstaining.

With a majority in favor of voting, the motion carried. The vote was called on the main question.

Trustees present voted 10 – 0 to approve the Facilities Committee recommendation and to accept the bid from HUNT as follows:

Barbara A. McLean	- Yes
Christine Sharkey	- Yes
Jeffrey Scott	- Yes
Julie E. Fromer	- Yes
Gail Bardhan	- Yes
Jamie Curtis	- Yes
Nogaye Ka-Tandia	- Abstain
Kathryn C. Mack	- Yes
Barry W. Nicholson	- Yes
Kate Paterson	- Yes
Louise Richardson	- Abstain
Geoffrey Steenberge	- Yes

Kate Paterson said the Facilities Committee had reviewed and recommended approving an agreement to engage Robert Drew Engineering, PLLC for the purposes of coordinating and providing oversight for facility projects including the Mary Lu Walker Children's Room.

Trustees voted unanimously to approve the agreement.

Policy revision:

Barbara McLean said the Policy and Personnel Committee recommended approval of the following language update to the library's Sick Leave provisions the Employee Handbook. The change, which corrects an oversight, brings the policy in line with NYS law.

On the Committee's recommendation, with no further discussion, trustees voted unanimously to approve the following sick leave policy language for inclusion in the staff manual.

Part-time employees working less than 24 hours per week will receive one hour of paid sick time for every 30 hours worked and may accrue up to 40 hours annually. Up to 40 hours of accrued sick time may be rolled over into the next year. Total accrued sick time for employees who work less than 24 hours per week may not exceed 40 hours at any time.

Full-time employees working more than 24 hours per week shall accrue up to 175 days (1400 hours) of unused sick time while still in the employ of the Library. There will be no payment for unused sick time at the time of separation from employment, whether by retirement, resignation, termination or otherwise. Accumulated sick time is held in reserve during an employee's approved leave of absence, but no new leave accrues. If an employee has accumulated sick leave and then becomes part-time, working less than 25 hours per week, the employee can use the accrued sick time but will not be allowed to accumulate any more days until the total accrued time is less than 40 hours.

Committee Updates:

- **Facilities** – Chair Kate Paterson said the Committee met with architects submitting proposals for the Mary Lu Walker Children’s Room project on November 5, with a Finance Committee member also in attendance. The three firms interviewed returned with preliminary proposals which were evaluated by RDE Engineering. The RDE report was received and distributed to the Facilities Committee this morning.
- **Fund Development** – Chair Louise Richardson said the Committee met via Zoom on November 4. Committee members discussed having one of its members, Nancy Kirby, a former library trustee and board officer, act as the Committee’s liaison to the Friends of the Library. Nancy Kirby will help the Friends Book Sales evolve to accept credit card purchases and to begin the collection of sales tax.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the organization donated \$23,230 to the library and decided to make two major donations to the library each year instead of its traditional once-yearly gift. The Friends were enthusiastic about the good results from their Fall Book Sale. *Books Sandwich In 2022* was in the works and will be held in January and February at the First Congregational Church on West Pulteney Street, or live-streamed from there should conditions warrant.

Strategic Plan:

Barbara McLean said she was working with committee heads on developing the plan. She thanked trustees for their work on the plan this year.

Other Business: There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:56 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for January 20, 2022 at 4:30 p.m.