

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
Via Zoom Interactive Platform
January 20, 2022**

Trustees Attending:

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

Absent:

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 4:31 p.m.

Public Comment:

There was no public comment.

Conflict of Interest:

Barbara McLean asked trustees to fill out and submit the library's Conflict-of-Interest disclosure form. Library Trustees were required to renew these statements annually.

Consent Agenda:

Minutes of the November 18, 2021 Regular Meeting

November 2021 Financial Reports/ December 2021 Financial Reports

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 monthly reports for November and December 2021.)

Library Director Pauline Emery noted the Board of Trustees did not meet in December. The library was closed November 24, 25 and 26 for Thanksgiving and carpet cleaning. The library was closed December 24, 25, 27 and 31.

End of year 2021 patron statistics showed that the Children's Department did an "amazing job," attracting 22,420 program participants; not far below 2019's year-end results. Adult programs drew 3,222 participants last year. Digital Circulation was "doing great," with 41,277 items streamed or downloaded. There were 130,830 checkouts of bound books and other material items. Database resources were popular, with 6,451 sessions tracked.

Staff changes included hiring a part-time Children's Department Assistant, Angel Carl, and a part-time Circulation Assistant, Mary Lee Kennedy. Reference Dept. Assistant Robin Lash, formerly part-time, has a new job title and full-time hours as Digital Specialist. The changes follow the resignations of two employees; one full-time and one part-time. Youth Coordinator Kayla Crane will now work in the Reference Department while retaining Young Adult responsibilities. There were no additional payroll or benefits costs due to the staff changes. The library accepted a grant-funded intern from ARC of Chemung and Schuyler.

Noting changes in Steuben County COVID-19 contact tracing, the library was still "following the COVID policy we put in place." Meeting rooms were in use by small groups. The library was a distribution point for 4,950 KN95 masks and 630 home testing kits. "We had less than a 24 hour notice about the distribution."

The library's internal and external Wi-Fi range was extended thanks to a grant from the Appalachian Regional Commission and Southern Tier Library System. Library programs included a Bluebird Trail Farm tour in Caton, a *Take & Bake* bread-baking program and many others.

Oath of Office:

Business Manager and Notary Public Lori Reenan administered the Oath of Office to all library trustees present.

The following Library Trustees were duly sworn in:

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

Finance Updates:

(See November & December 2021 Financial Reports)

Treasurer Jeffrey Scott reported the Finance Committee reviewed the November and December 2021 financial reports on January 12. The library ended fiscal year

2021 in the black. Arrangements were being made for the 2021 independent audit. The library was still waiting for the release of NYS Construction Aid funds following completion of its HVAC grant and its Health & Safety grant. Trustee Geoffrey Steenberge has been working with the Finance Committee on long range planning. Treasurer Scott and the Finance Committee have been working on contributions to the forthcoming Library Strategic Plan and Technology Plan.

Pauline Emery noted a library request will be on the Corning-Painted Post Board of Education meeting agenda in February or March. The school board is required to approve the library's request to include the library's levy increase proposition along with its March budget and trustee ballots.

Facilities Update:

Facilities Committee Chair Kate Paterson updated trustees on design work for the Mary Lu Walker Children's Room. The committee met twice so far with representatives from Hunt Engineers Architects & Land Surveyors Pc. "The process is going well." The Facilities Committee was working with Robert Drew on long range facilities planning.

Committee Updates:

- **Facilities** – No further Report.
- **PR/Advocacy** – Chair Barbara McLean said the Committee will meet next month. Wants pub feedback on MLK
- **Fund Development** – Chair Louise Richardson said the Committee will meet on Feb 3. Board members who haven't donated to the 2021-2022 Annual Appeal were urged to do so. The Annual Appeal has raised \$70,791 so far. The drive ends March 31, 2022 and was expected to top all previous drive totals.
- **Nominating** – Barbara McLean said the Committee was looking for another candidate to represent the library on the Southern Tier Library System (STLS) board.
- **Personnel & Policy** – Chair Barbara McLean said the Committee will meet in February to discuss policies regarding circulating laptops. Also, the committee will review the most recent COVID-19 pandemic updates.
- **Scholarship** – Vice President Julie Fromer chairs the Scholarship Committee. She said two \$1,500 scholarships will be awarded in May 2022. The application forms were posted on the library's website.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer attended the Friend's Annual Meeting. The group plans to host two book sales this year. The *Books Sandwiched In* season was underway.

Strategic Plan:

Barbara McLean said she was working with committee leaders on developing the Strategic Plan. All trustees should join at least one board committee. A committee assignments list will be drawn up and distributed. Also, the Library Director's performance review was coming up soon.

Other Business: There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:27 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for February 17, 2022 at 4:30 p.m. via Zoom interactive platform.