

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
Via Zoom Interactive Platform
February 17, 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 4:34 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the January 20, 2022 Regular Meeting
January 2022 Financial Reports**

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

Director's Report:

(See Library Director's monthly report for January 2022)

Library Director Pauline Emery noted patron use statistics for January were showing increases. "We are getting off to a good start for the year and slowly getting back to normal numbers." More than 7,600 visitors were welcomed, and 10,747 physical items circulated. Digital circulation added another 4,202 checkouts for the month. With area schools anticipating the end of mask requirements in mid-March and CDC guidance loosening, the library anticipates doing the same. "We

think it looks like the middle of March to stop mask requirements." Staff and patrons retain the option to continue to mask. The Southeast Steuben County Library will present an evening with Dr. Krewasky Salter on March 17 at 7 p.m. via Zoom, or in person at the Rockwell Museum. Dr. Salter will present his talk, Buffalo Soldiers and the African American Experience in the U.S. Army. The program is made possible by a grant in memory of Keith Vaughan. The library has been working with Corning Community College and will facilitate a Community Read in April featuring visiting CCC Scholar Sonia Nazario's award winning book, *Enrique's Journey*. "We hope to have the book available for two months." Thanks to a grant from the Appalachian Regional Commission (ARC), the library offers online access to JobNow and Peterson's Test Prep resources.

Annual Statistical Report to NYS:

Treasurer Jeff Scott said he had reviewed financial sections of the library's Annual Report for Public and Association Libraries and, after a clarification was made, approved the report. Pauline Emery noted full Board of Trustees approval was needed, even though edits to other parts of the report were in process. "There is a timing issue," explained Barbara McLean. Barry W. Nicholson made a motion to accept the report for submission, with edits preauthorized. Kate Paterson seconded the motion.

There was no further discussion.

Trustees voted unanimously to approve the motion.

Finance Updates:

(See January 2022 Financial Reports)

Treasurer Jeffrey Scott reported the Finance Committee reviewed the January 2022 financial reports on February 10. He said the Operating Budget was "straightforward," shored up by grant income from the Institute for Museum and Library Services that reimbursed the library for expenses already incurred. County funds also contributed to January's income. Looking toward the 2021 independent audit, Barry W. Nicholson agreed to chair the Audit Committee. Mengel Metzger Barr & Co., LLP of Elmira was tapped to perform the audit.

On the recommendation of the Finance Committee, Jeffrey Scott called for a vote to approve a resolution and certification pursuant to the library's \$500,000 Economic Injury Disaster Loan (EIDL) application. "It gives the Board's stamp of approval for the low interest loan request, made to the U.S. Small Business Administration," he explained.

There was no further discussion. By unanimous vote, trustees approved the resolution. [Document appended.]

Policies:

Barbara McLean called for approval votes on four policies proposed by the Policy & Personnel Committee.

In-House Laptops

Barbara McLean explained the guidelines would apply to laptops for use in the library by patrons. Thanks to a federal ARC grant, the library's holding now include 30 new Lenovo laptops for patrons 18 and older to use inside the library. Extending use to younger patrons was being explored.

With no discussion or questions from trustees, the vote was called. Trustees voted unanimously to approve the following policy:

SOUTHEAST STEUBEN COUNTY LIBRARY IN-HOUSE LAPTOP USE GUIDELINES

- **Laptops are available for in-house use by patrons 18 years or older** with any current STLS library system library card and a current valid government-issued ID or current student ID. The patron's library card and valid ID will be held at the Reference desk until the laptop is returned. If a patron does not have a library card, just their ID will be held.
- **Laptops may be borrowed** for up to 2 hours per day (with one renewal 2-hour renewal if there are no hold requests).
- **Laptop use is not transferable.** Borrowers must maintain the laptop in their immediate possession at all times during their reservation.
- **Unattended laptops** will be returned to the reference desk and be checked in.
- **Laptops must be returned** immediately upon termination of the reservation. Laptops must be returned at least 30 minutes before closing.
- **SSCL is not responsible for damage or loss** incurred to the borrower's data while the borrower is using the laptop.
- **Ear buds can be used for sound** and are available for purchase at the circulation desk.
- **Printing from Laptops** can be done using a flash drive or other USB device. Patrons can request help from the Reference desk. Flash drives are available for purchase at the circulation desk.
- **Documents or downloads-** Documents are not permanently saved to the laptops. Some downloads are restricted. Any data you wish to save must be saved to a flash drive or emailed to yourself. Ask the library staff for assistance.
- **Software may not be added** to library laptops and modifying library installed software is not allowed. Ask the Reference staff if you need assistance.
- **Laptops will automatically be returned to default settings** after each use. Once a laptop is returned and shut down the patron's activity will be erased.
- **Laptops not returned** will be considered lost/stolen and the user will be billed for the full replacement cost. The Police Department may be notified.
- **Library staff has the right to reserve laptops or give extended time** for educational computer classes, individual computer literacy instruction, online education, researching or employment searching.
- **Borrowers are responsible** for complying with the Computer and Internet Use Guidelines.

Borrower's signature _____ Date _____

Print borrower's name _____

Patrons are expected to follow SSCL Technology Use Policy, and Wi-Fi Policy

Device Checkouts

Barbara McLean explain the proposed policy would apply to circulating Laptop Kits, Wi-Fi Hotspots and E-readers. Geoffrey Steenberge asked about security provisions. Barbara McLean said the laptops would be restored to their initial state and cleared of new files by staff when returned.

With no further discussion, trustees voted unanimously to approve the following policy:

SOUTHEAST STEUBEN COUNTY LIBRARY CIRCULATING ELECTRONIC DEVICE BORROWER'S AGREEMENT

Staff Initials: _____

Date: _____

Rules:

- Patron (or parent/guardian) **must be 18 years of age** to sign this agreement authorizing the patron to borrow electronic devices.
- **Loan Period and Circulation Rules:**
 - Laptop kits – 90 Days, limit 1per card no renewal.
 - Hotspots - 2 week loan, limit 1 per card, 1 renewal (if no hold requests).
 - E-readers - 4 week loan, limit 1 per card, 1 renewal (if no hold requests).
- Return device to an SSCLibrary staff member when finished.
- **If not returned**, devices and accessories of the kit will be considered lost/stolen and the user will be billed for the full replacement cost: laptop kits - \$900, hotspots - \$50, e-readers - \$200. The Police Department may be notified.

Disclaimer:

- **Borrowers are responsible** for following the Computer and Internet Use Guidelines. For the most up to date version, visit SSCLibrary.org > About > Policy.
- **Any liability or expense incurred or damage** to the device, software, or borrower's data resulting from use or misuse is not the responsibility of the SSCLibrary.
- **Connectivity is not guaranteed.** Please be advised that wireless service varies by location.
- **Documents and downloads:** Documents are not permanently saved to the laptops. Some downloads are restricted. Any data you wish to save must be saved to a flash drive or other external storage device or emailed to yourself.
- **Software may not be added** to library devices and modifying library installed software is not allowed. Ask the Reference staff if you need assistance.
- **Printing from Laptops** can be done at the library using a flash drive or other USB device. Flash drives are available for purchase at the Circulation Desk. Patrons can request help from the Reference desk.
- **Privacy** policies or practices of e-book sellers, publishers, or associated third parties may not conform to the Library's Privacy and Confidentiality Policy. SSCLibrary is not responsible for the privacy practices of commercial organizations associated with loaned electronic devices.

- **Library staff has the right to reserve laptops or give extended time** for educational computer classes, individual computer literacy instruction, online education, researching or employment searching.
- **Devices will not be sent through interlibrary loan.**
- **Items may show on your account for up to one week after the kit is returned** for review of kit contents and condition.

Borrower's Signature: _____ Date: _____

Print Borrower's Full Name: _____

Borrower's Street Address: _____

- Adopted by the Southeast Steuben County Library
Board of Trustees on February 17, 2022

Challenge to Library Materials

Noting the apparent increase in book challenges, Barbara McLean said the library wanted to make sure its book challenge policy was up to date and reflects "what we believe in," referring to the Freedom to Read Statement and the Southeast Steuben County Library Mission Statement.

Svetlana Short asked why the proposed policy designated the Commissioner of Education as the final appeal venue. Libraries in New York fall under the umbrella of the Board of Regents and Department of Education.

The library has not had any recent challenges, Pauline Emery noted.

With no further discussion, the vote was called. Trustees voted unanimously to approve the following policy:

SOUTHEAST STEUBEN COUNTY LIBRARY (SSCLIBRARY) CHALLENGE TO LIBRARY MATERIALS POLICY

Introduction:

It is an essential role of the public library to make all materials, including those of a controversial nature, freely available to all patrons. This can mean that the views expressed in a material may conflict with a community member's beliefs or tastes. Having a policy to guide library employees and volunteers in dealing with community challenges to a material ensures each complaint is considered fairly and consistently and that every person in the library knows how to proceed.

Main:

SSCLibrary supports all members of its community by collecting and offering materials representing all viewpoints. However, it is not the role of the SSCLibrary to advocate for or endorse any particular idea, opinion, or point of view; nor will the SSCLibrary or any of its employees, volunteers, or trustees act in loco parentis (in place of a parent) to a library patron – either adult or minor.

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing using forms provided by the SSCLibrary. These forms are available upon request from the circulation desk and, upon completion, should be delivered to the circulation desk or mailed to SSCLibrary to the attention of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two librarians not involved in the selection of the material. **Complaints may only be submitted by individuals or organizations residing within the SSCLibrary chartered service area.**

Within two weeks the committee shall:

1. Examine the material in question, considering the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (director@nyla.org) of any challenges.

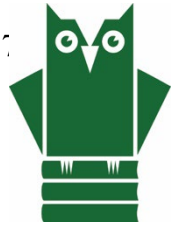
The SSCLibrary Director will respond in writing by certified mail to the patron within 10 days of the committee's decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

- Adopted by the Southeast Steuben County Library
Board of Trustees on February 17, 2022

Request for Reconsideration of Library Materials

Trustees, without additional discussion, voted unanimously to approve the following library materials challenge form:



Southeast Steuben County Library
Request for Reconsideration of Library Materials

Please fill out following form completely and mail to **Library Director, Southeast Steuben County Library, 300 Nasser Civic Center Plaza, Suite 101, Corning NY 14830.**

Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Are you submitting this request on behalf of an organization? _____

If yes, what organization? _____

Resource on which you are commenting:

Book ____ Video/DVD ____ Audiobook ____ Multi-media Kit ____ e-Book ____ Electronic
information/network (please specify) _____ Other (please specify) _____

Title of Material:

Author/Producer: _____

What brought this material to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this material?

What specifically concerns you about this material? Please cite specifics: pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this material? Please describe:

Will you share any reviews of this material that support your point of view?

Are there resources you suggest that can provide additional information and/or other viewpoints on this topic?

Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee: _____

Date response sent to patron: _____

Committee Updates:

- **Facilities** – Facilities Committee Chair Kate Paterson said that due to basement flooding, floor tiles were exposed, and it was pointed out they had asbestos. The abatement process has begun. About 100 square feet of tile was involved. Trustees were shown Hunt's initial design work for the Mary Lu Walker Children's Room. Trustees remarked on various aspect of the design and made suggestions. "It looks beautiful," said Svetlana Short, echoing other favorable comments. Geoffrey Steenberge suggested a change to proposed seating near the windows. There will be an activity center with stacked seating, and art area. Also, a utility sink and many other new features. Construction was expected to start in the fall.
- **PR/Advocacy** – Chair Barbara McLean asked trustees to advocate for libraries with local legislators on Library Advocacy Day, March 2.
- **Fund Development** – Chair Louise Richardson said the committee was moving ahead on purchase of fund development software. "The software will help us to better manage what we have, particularly in reference to the Capital Campaign." Next month the Committee will discuss soliciting a major donor for the children's project.
- **Scholarship** – Vice President Julie Fromer chairs the Scholarship Committee. She said the application form for this year's Nancy Douth and Friends of the Southeast Steuben County Library awards was "live on the website." One application has been received so far. Notifications have been made to the schools. Anne Foster created a banner displayed at the library entrance.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said that organization was in the process of discussing collection of sales tax. "It is a big hurdle in terms of processing and setting up accounts."

Executive Session:

Barbara McLean called for a motion to go into executive session to discuss a personnel matter and a contractual issue. On a motion by Geoffrey Steenberge, seconded by Svetlana Short, trustees adjourned into Executive Session at 5:30 p.m.

On a motion by Kate Paterson, seconded by Geoffrey Steenberge, Trustees resumed the regular session.

Motions:

On a motion by Geoffrey Steenberge, seconded by Svetlana Short, trustees approved a short term tenant agreement. The approval vote was unanimous.

On a motion by Kate Paterson, seconded by Kathryn Mack, trustees approved a new compensation rate for the Library Director. The approval vote was unanimous.

Adjournment:

Barbara McLean adjourned the regular meeting at 6:17 p.m.

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



U.S. Small Business Administration

RESOLUTION AND CERTIFICATION OF
Southeast Steuben County Lil
(print or type Name of Business)

(1) RESOLVED, that the officers/owners of the Southeast Steuben County Library (name of Business) (hereinafter referred to as "Organization") named below, or any one of them, or their, or any one of their, duly elected or appointed successors in office, be and they are hereby authorized and empowered in the name and on behalf of this Organization to execute and deliver to the Small Business Administration, an agency of the Government of the United States of America (hereinafter called "SBA"), in the form required by SBA, the following documents:

(a) Application for a loan or loans, the total thereof not to exceed in the principal amount of \$ 500,000, maturing upon such date or dates and bearing interest at such rate or rates as may be prescribed by SBA; (b) Applications for any renewals or extensions of all or any part of such loan or loans and of any other loans, heretofore or hereafter made by SBA to this Organization; (c) the Note or Notes of this Organization evidencing such loan or loans or any renewals or extensions thereof; and (d) any other Instruments or Agreements of this Organization which may be required by SBA in connection with such loans, renewals, and/or extensions; and that said officers in their discretion may accept any such loan or loans in installments and give one or more Notes of this Organization therefore, and may receive and endorse in the name of this Organization any checks or drafts representing such loan or loans or any such installments; (e) sign Guarantee of loan or loans in the principal amount of SBA Loan.

(2) FURTHER RESOLVED, that the aforesaid officers/owners or any one of them, or their duly elected or appointed successors in office, be and they are hereby authorized and empowered to do any acts, including but not limited to the mortgage, pledge, or hypothecation from time to time with SBA of any or all assets of this Organization to secure such loan or loans, renewals and extensions, and to execute in the name and on behalf of this Organization or otherwise, any Instruments or Agreements deemed necessary or proper by SBA, in respect of the collateral securing any indebtedness of this Organization;

(3) FURTHER RESOLVED, that any indebtedness heretofore contracted, and any Contracts or Agreements heretofore made with SBA on behalf of this Organization, and all acts of officers or agents of this Organization in connection with said indebtedness or said Contracts or Agreements, are hereby ratified and confirmed.

(4) FURTHER RESOLVED, that the officers/owners referred to in the foregoing resolutions are as follows (add additional pages, if more than three (3) officers/owners required):

Barbara McLean

(Name)

Board Presider

(Title)

Jeffrey Scott

(Name)

Treasurer

(Title)

Jamie Curtis

(Name)

Secretary

(Title)

(5) FURTHER RESOLVED, that SBA is authorized to rely upon the aforesaid resolutions until receipt of written notice of any change.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the authorized representatives of Southeast Steuben County Library (name of Business Entity) at a meeting duly called and held at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this organization; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names.

Pauline Emery

Name / Title of Certifier

1/20/2022

Date Resolution Approved

Pauline Emery

Signature