

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
Via Zoom Interactive Platform
March 17, 2022**

Trustees Attending:

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

Absent:

Barry W. Nicholson
Jeffrey Scott, Treasurer

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 4:33 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the February 17, 2022 Regular Meeting
February 2022 Financial Reports**

On a motion by Kathryn C. Mack to accept the Consent Agenda, seconded by Kate Paterson, trustees voted to accept all items therein unanimously.

Director's Report:

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

Noting increases in circulation, in visits and in other patron use categories in February, Library Director Pauline Emery assessed, "These are good signs: We are seeing more people. We are starting the first part of the year in a good way." The library was closed February 25 due to the winter storm. Pauline Emery called attention to a lecture by Dr. Krewasky Salter of the Smithsonian. The hybrid in-person and virtual event starts at 7 p.m. at the Rockwell Museum and on Zoom. The talk, Buffalo Soldiers and the African American Experience in the U.S. Army, is

sponsored by the Southeast Steuben County Library and the Rockwell Museum. The event was funded by a gift in memory of Keith Vaughan. Coming up in April, the library has joined with Corning Community College to feature visiting lecturer and author Sonia Nazario. The library has been promoting her work, *Enrique's Journey*, and now offers free physical copies and Overdrive checkouts of the Pulitzer prizewinning book.

Louise Richardson noted there is a YA edition of *Enrique's Journey* also available on Overdrive.

At the President's request, Pauline Emery related the story of a patron interaction at the Circulation Desk. The Patron, a veteran, was delighted on hearing about the library's Fine Free policy. He previously felt intimidated and reluctant to visit the library because of old fines.

"That's why we do what we do," said Barbara McLean. "We try to remove those Barriers." Vice President Julie Fromer, liaison to the Friends of the Library (FOL), plans to share the story with the FOL Board of Directors.

Financial Reports and Resolutions:

(See February 2022 Financial Reports)

Filling in for Treasurer Jeffrey Scott, who could not attend, Barbara McLean gave the financial report. The Finance Committee met on March 10. The monthly Balance Sheet now includes liabilities as well as account balances. Expenses outpaced income for the month of February in large part due to a cost share payment to Southern Tier Library System that was made earlier than was anticipated in the 2022 operating budget.

EIDL Funds Transfer Resolution

Barbara McLean explained that the library wants to transfer \$500,000 in EIDL loan funds received into an interest-earning account, with the following transfer resolution recommended by the Finance Committee.

With no further discussion, 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 EIDL Loan funds (\$500,000) from Chemung Canal Trust Operational Account to a CDARS Account at Chemung Canal Trust Company Corning, NY until a further financial activity plan is made.

Walker Family Fund Transfer Resolution

Barbara McLean said the following resolution was recommended by the Finance Committee. With no questions or discussion, Trustees approved the following resolution by unanimous vote:

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 (\$23,061) from Chemung Canal Trust Operational Account to the Capital Reserve account held at Elmira Savings Bank, Corning NY.

Policies Votes:

a) Handling Incoming Items

Pauline Emery said the following policy was recommended unanimously by the Policy Committee. On discussion, Kathryn Mack asked whether the pending policy, which outlines procedures for inspecting materials returned to the library, was proactive, "Or, was there a recent experience?" Over the years, insects have occasionally been found in materials returned. The policy firms up practices already in place. With no further discussion, trustees voted unanimously to approve the following:

Procedures for Handling Incoming Items

Action must always be taken quickly to prevent the spread of pests and damage. Please be sure to examine all items that are discharged or donated for insects as well as for damage. In the case of hardcover books, it is important to open the book to check the spine.

If insects are found in the book(s):

1. Keep calm. Please do not alarm the public. Information will be disseminated through appropriate personnel if needed.
2. Seal the book in a zip-lock plastic bag.
3. Label the bag "DO NOT OPEN" and add the item ID, date, and your initials.
4. Check item out to REPAIR using noted item ID and override the current checkout.
5. Place the bagged book in the freezer of the staff refrigerator.
6. Examine books in the immediate vicinity of the contaminated book for other insects. (This should include the cart of books it came from as well as the shelf where the book would normally reside.)
7. Notify your supervisor.
8. The supervisor will notify the Director or Designee and Circulation Supervisor, who will determine whether or not the type of insect is immediately identifiable and whether many or few insects were discovered.
9. The Director will determine whether a specialist is needed in identifying the insect. Identification is available through Pest Solutions or through Cornell University. (Instructions for preparing and mailing a sample can be found at <http://www.entomology.cornell.edu/cals/entomology/extension/id/>)
10. Items must be in the freezer for at least one week at -4 Fahrenheit (-20 Celsius) to freeze effectively. In order to kill any insect eggs, the item must also be thawed and frozen again for another week (<https://mobiussortium.org/bed-bugs-best-practices#>).
11. The Circulation Supervisor will follow up with the Director for next actions.

Guidelines:

- a. If the insect is recognizable as non-threatening and can be removed, then the item may be thawed and refrozen, and returned to the collection.
- b. If the insect is not identifiable, cannot be identified as threatening or cannot be removed, Etc., then the book must be stamped as discarded and thrown out. Items which are discarded must be

marked DISCARD in Workflows and respective Materials Selectors must be informed.

- c. If a problem is extensive, further actions could include:
- Discarding items impacted by the infestation, still bagged and dropped directly into the dumpster to avoid the chance of scattering larvae/eggs.
 - Closing the book drop
 - Suspending interlibrary loan
 - Placing infested, or potentially infested, furniture outside for removal by waste management services or someone with an open truck.
 - Using pest control services to treat any areas that are severely infested.

b) Pandemic Policy Amendment

Barbara McLean noted the following policy amendment was recommended by the Policy and Personnel Committee, triggered by new guidelines from the Centers for Disease Control and Prevention (CDC). The Committee met on March 16. According to the CDC, "We are currently in a medium risk area." Kate Paterson said that plastic barriers were obsolete, offered no protection from germs and may be "detrimental." "Our HVAC system is our best defense," she said.

On the Policy and Personnel Committee's recommendation, trustees voted unanimously to approve the following policy amendment:

**Southeast Steuben County Library Pandemic Policy
Amendment 3/17/22**

As of March 2, 2022, all public schools were no longer required to have students wear masks in indoor spaces, eighteen days after New York State dropped its mask mandate for all business and most public spaces.

The Southeast Steuben County Library will not require community members to wear masks inside if community COVID spread levels are "Medium" or "Low." Employees and volunteers can choose to wear masks when the spread level is "Low" or "Medium." The library will adjust its policy should community spread be "High." The library will use the CDC Prevention Tracker to monitor spread.

Plastic barriers will remain up on each service desk. Cleaning of high traffic surfaces will continue. These practices will periodically be reevaluated.

Programming and services will be adjusted accordingly to spread levels. Once community spread levels are "Low" larger indoor in person programming can resume.

The Southeast Steuben County Library will monitor Steuben County COVID levels using the Centers for Disease Control and Prevention tracker

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>) and Steuben County Public Health

<https://www.steubencountyny.gov/Pages.asp?PGID=36>

What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Low	Medium	High
<ul style="list-style-type: none"> Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> Wear a mask indoors in public Stay up to date with COVID-19 vaccines Get tested if you have symptoms Additional precautions may be needed for people at high risk for severe illness
<p>People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.</p>		

Committee Updates:

- Facilities** – Facilities Committee Chair Kate Paterson reported that remediation of a section of basement floor tiles for asbestos content had been completed. R.D.E. Robert Drew Engineering, PLLC has completed work on a comprehensive facilities plan, and the Facilities committee will review it before the next meeting. HUNT Engineers, Architects, Land Surveyors & Landscape Architect, DPC estimated the price tag for the Mary Lu Walker Children’s Room at \$511,647.89. Trustees discussed fundraising possibilities for the project. Fund Development Committee Chair Louise Richardson noted the project was to be completed by the end of this year, according to an agreement with the Walker Family. “It is not easy to ask someone to fund something already finished. We [the Fund Development Committee] are on a really quick timeline.” The Finance Committee will assess the situation and look for additional funding possibilities.
- PR/Advocacy** – Chair Barbara McLean thanked trustees who advocated for library funding with local legislators on Library Legislative Advocacy Day, March 2.
- Fund Development** – Chair Louise Richardson said the Committee met on March 10. The committee reviewed the current Annual Campaign donor list and identified “people that we thought would be good prospects for gifts for the MLW Room.” Louise Richardson has been working on a case statement for potential donors. The Committee will review the library’s gift acceptance policies. “I’m hoping we can be quite successful, but it will be a time

crunch.”

- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said she did not attend the Friends meeting last week. She said that the organization was “moving forward on sales tax,” and she will report on that initiative when she knows more.

Executive Session:

Barbara McLean called for a motion to go into Executive Session to receive information about a contract issue. On a motion by Kate Paterson, seconded by Geoffrey Steenberge, trustees adjourned into Executive Session at 5:25 p.m.

The Regular Meeting was resumed at approximately 5:35 p.m. No action was taken during the Executive Session..

Adjournment:

Barbara McLean adjourned the regular meeting at 5:36 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for April 21, 2022 at 4:30 p.m.