

**Southeast Steuben County Library  
Board of Trustees  
Regular Monthly Meeting  
Via Zoom Interactive Platform  
June 16, 2022**

**Trustees Attending:**

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

**Absent:**

Secretary: Jamie Curtis

**Guests:**

Pauline Emery, Library Director  
Brad Turner, Assistant Library Director  
Lori Reenan, Library Business Manager  
Kathy Stickler, Mengel, Metzger, Barr & Co. LLP

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:31 p.m.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the May 19, 2022 Regular Meeting  
May 2022 Financial Reports**

On a motion by Kate Paterson, seconded by Gail Bardhan, trustees voted unanimously to accept all items on the Consent Agenda.

**Director's Report:**

(See Library Director's Report for May 2022)

Library Director Pauline Emery said she was happy to see library visits increasing. There were 48,274 visitors so far this year, compared to 16,908 during the first five-months of 2021. Increased usage was seen in most areas including circulation, young-adult and adult program attendance, PC and Wi-Fi sessions, digital circulation, library database sessions and Creation Station sign-ins. Children's programs drew 6,903 participants so far, a drop from last year. Pauline Emery

indicated that children's program attendance was bound to rise during the summer. Laptop-to-go kits have been circulating, and the library has been refining its procedures for examination and processing of returned laptops. The Friends of the Library book sale (June 4–25), underway in the Laura Beer Community Room, has taken in about \$12,000 to date. Library programming highlights include a Bike Ride in the Park, May 2, a Nutrition & Cooking Workshop with Food Bank of the Southern Tier (May 3), Crafting with Kimberly (May 16), and many others. The Rockwell Museum partnered with the library to exhibit a touchable sculpture by visually impaired artist Michael Naranjo. The sculpture, on display in the library reception area, depicts a Native American training a large raptor. Visitors are encouraged to experience the sculpture by touching it. "It is a great way to highlight our museum passes," Pauline Emery noted. Summer Reading Program preparations were underway. The Circulation Department has been decked out as a pirate ship, with seafaring decorations throughout the library's public spaces. June is Pride Month, celebrating LGBTQ identities. An arrangement of supportive books and related circulating materials was on display in the main lobby.

### **2021 Report to the Community:**

(See 2021 Report to the Community)

On a motion by Geoffrey Steenberge, seconded by Kate Paterson, trustees approved the *2021 Report to the Community* for distribution. The vote was unanimous. Barbara McLean expressed thanks to everyone involved in the report's production.

### **Finance:**

(See May 2022 Financial Reports)

The Finance Committee met on June 9.

Treasurer Jeffrey Scott noted that auditor Kathy Stickler was a guest at the June 9 Finance Committee meeting. May financials were good. The library was \$39,502 over budget on income year-to-date and \$20,100 better than expected on expenses. The Committee met recently with Fischer Investment Group for an update on the library endowment. "We are down for the year, but not as bad as others." The investment portfolio was "performing admirably."

### **2021 Audit Report and 990:**

(See 2021 Audited Financial Statements and Independent Auditor's Report)

Independent Auditor Kathy Stickler of Mengel, Metzger, Barr & Co. LLP reviewed the report with trustees. "We did not have any issues or disagreements with management." Adjustments made were reflected in the Audited Financial Statement. The auditing firm returned a "clean, unmodified opinion." During 2021, total assets increased and liabilities decreased.

Trustee Kate Paterson asked for clarification on in-kind donations, and a clarifying example was given.

Kathy Stickler reviewed the library's 2021 draft IRS 990, Return of Organization Exempt From Income Tax. The 990 will be reviewed by trustees and voted on at the next meeting.

### **Facilities:**

Facilities Committee Chair Kate Paterson reported that the Committee met on June 1 with consultant Bob Drew, RDE Engineering to review bid documents for the Mary Lu Walker Children's Room project. The Committee voted to approve the bid documents. Unsealing the bids was scheduled for June 28, 2022 at 2 p.m. in the library Conference Room.

The Committee reviewed a draft Facilities Plan prepared by RDE Engineering, based on an earlier plan by HUNT E|A|S. The Committee recommends that trustees approve the plan.

On a question from Geoffrey Steenberge, Kate Paterson affirmed that voting to approve the plan does not commit the library to executing the plan or following its schedule. Pauline Emery noted that a Board-approved facilities plan helps during the grant application process.

With no further discussion, trustee voted unanimously to accept the document as a guide for improvement projects over the next ten years.

Barbara McLean noted that trustees would need to accept one of the bids for the Mary Lu Walker Children's Room project prior to the regular July meeting. The facilities committee will review bids with HUNT E|A|S and Bob Drew. Timing for those meetings will be determined.

### **Committee Updates:**

- **Nominating** – Barbara McLean said the Committee had someone [not named] in mind to approach in seeking to fill a vacant STLS board seat, one of two seats designated for Southeast Steuben County Library representation.
- **Scholarship** – Vice President and Scholarship Committee Chair Julie E. Fromer said the two award recipients, Mary Kenyon and Conner Merkle, accepted invitations to attend the Friends of the Library board meeting on June 29.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the regular June meeting of the Friends board was postponed until June 29. The Summer Book Sale was going well.
- **Strategic Planning** – Barbara McLean said that the facilities road map and financial projections moved us forward in the strategic planning process. Regarding the coming 2022 budgeting cycle, she asked committee chairs to send in committee budget wish lists.

### **Other business:**

Louise Richardson said the library should review and update its Open Meeting Law compliance procedures.

**Adjournment:**

Barbara McLean adjourned the regular meeting at 5:17 p.m., noting that the Annual Meeting of the Membership was set to begin, via Zoom, following a short break.

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