

**Southeast Steuben County Library  
Board of Trustees  
Regular Monthly Meeting  
Via Zoom Interactive Platform  
July 21, 2022**

**Trustees Attending:**

President: Barbara A. McLean  
Vice President: Julie E. Fromer  
Treasurer: Jeffrey Scott  
Gail Bardhan  
Nogaye Ka-Tandia  
Barry W. Nicholson  
Kate Paterson  
Geoffrey Steenberge

**Absent:**

Secretary: Jamie Curtis  
Kathryn C. Mack  
Louise Richardson  
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 4:33 p.m.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the June 16, 2022 Regular Meeting  
Minutes of the June 16, 2022 Annual Meeting of the Membership  
June 2022 Financial Reports**

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

**Director's Report:**

(See Library Director's Report for June 2022)

Library Director Pauline Emery said she was "really happy" to see continued usage increases year-to-date, compared to the same period in 2021. The library recorded increases in visitors, circulation, PC use, digital literacy interactions, Wi-Fi sessions and database uses. Summer program highlights for June and July include Float 'N Flick (swim at Stewart Park Pool and a family movie), an Endless Mountain Music Festival special children's event, Movies Under the Stars at Presho Ballfield, Happy

Tales, Kids Farmer's Markets, Yoga in the Park with Elizabeth Moses, the Summer Write-In, and Eating Healthy on a Budget, an educational workshop. Our summer reading kickoff, held outside in Fallbrook Park, drew more than 300 attendees. The Red Cross held a blood drive in the Laura Beer Community Room earlier in July, with another drive planned for August. Early voting for the 23<sup>rd</sup> Congressional District Special Election and the primaries will be held in the Community Room later this month. Pauline Emery commended the Friends of the Library, SSC and library Vice President Julie Fromer, liaison to the Friends, for their work on the library board's Scholarship Committee. "It is great to see how the scholarship program has evolved," she said.

### **Finance:**

(See June 2022 Financial Reports)

The Finance Committee met on July 14.

Treasurer Jeffrey Scott noted that both library expenses and income were better than budget at this time, and our outlook so far this year was good. He noted the library will be getting a new book drop out front that will cost "about \$5,000." The treasurer was working with Trustee Geoffrey Steenberge on ways to mitigate investment exposure in the current bear market.

### **Grant Transfer Resolution**

The Finance Committee recommends passage of the New York Health & Safety Grant Funds Transfer Resolution. On the call for discussion, there was none. Trustees approved the following resolution unanimously:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of \$7,516 from the Grant account held at Community Bank, Corning NY to the Capital Reserve account also held at Community Bank.

These funds are the last 10% of funding from New York State Construction Aid/ Health and Safety grant.

### **990 Vote**

The Finance Committee recommends trustees accept the library's 2021 IRS 990, Return of Organization Exempt From Income Tax. The return was prepared by Mengel Metzger Barr & Co. LLP and submitted for review by trustees last month. With no questions or discussion from the floor, trustees voted unanimously to accept the 990 return for submission to the Internal Revenue Service.

### **Policy Votes:**

Barbara McLean said the Policy & Personnel Committee met on June 13 and recommended passage of the following Holiday Policy and In-Person Open Meetings Policy.

### **Holiday Policy**

Barbara McLean said the Policy and Personnel Committee called for trustees to add Martin Luther King Day and Juneteenth to the holiday list. "It gives staff 10 paid holidays," including a floating staff holiday, previously approved. Geoffrey Steenberge asked whether MLK Day or Juneteenth had been "heavy traffic" days

previously. Pauline Emery noted there had not been large traffic increases, and she added that other organizations host relevant holiday programming on those days.

On the President's call for a vote, trustees approved the following policy unanimously:

### **Holidays**

The Library observes a variety of state, national and local holidays. Full time staff [members] are paid for the following holidays:

- New Year's Day (Jan. 1)
- MLK Martin Luther King Jr. Day (Jan. 16)
- Memorial Day
- Juneteenth (June 19)
- July 4
- Labor Day
- Thanksgiving Day
- December 24
- December 25

The Library is open on the following holidays: Presidents' Day; Columbus Day; Veterans' Day, and Election Day.

Part-time employees working at least 25 hours per week receive holiday pay on a pro-rated basis; Ex. Part-time employee working 25 hours per week would receive:

- New Year's Day (Jan. 1), (5 hours pay)
- MLK Martin Luther King Jr. Day (5 hours pay; Jan. 16)
- Memorial Day, (5 hours pay)
- Juneteenth (5 hours pay; June 19)
- July 4th, (5 hours pay)
- Labor Day, (5 hours pay)
- Thanksgiving Day, (5 hours pay)
- December 24 (5 hours pay)
- December 25 (5 hours pay)

Part-time employees working less than 25 hours per week are not eligible for holiday pay.

*Because we value and want to honor the diversity of our workforce, staff will also receive one floating holiday, to be taken on the day of their choice.*

### **In-Person Open Meetings**

Barbara MacLean said in future, Library Board of Trustees meetings will be held in person in the library. Compliance with New York's Open Meetings Law would be "onerous" if the board were to continue to hold virtual meetings. "This will be our last virtual meeting." Pauline Emery noted that committees with less than a quorum of the full board may still meet virtually. Also, workshops with no actions taken may be conducted virtually.

Noting there would be no regular library board meeting in August, and with no discussion or questions from the floor, Barbara McLean called for a vote. Trustees voted to adopt the following policy unanimously:

### **In Person Open Meeting Policy**

The Southeast Steuben County Library's Board of Trustees will move to conduct in-person board meetings as outlined in the New York State Trustee Handbook and New York State Open Meeting Laws, starting September 18, 2022.

The July 21, 2022 Board Meeting will be virtual, taped and uploaded to the SSCL website. It will be made available for five years. Written transcripts will be provided upon request.

The Southeast Steuben County Library, being an Association Library, has the option to conduct committee and educational meetings virtually.

(Ref. <https://www.nysl.nysed.gov/libdev/trustees/handbook/chapter06.htm> 7/14/22)

### **Facilities Report:**

Facilities Committee Chair Kate Paterson said the Facilities Committee evaluated the contractor bids for the Mary Lu Walker Children's Room project and had a recommendation for the board.

### **Executive Session:**

Barbara McLean called for a motion to adjourn into Executive Session for a bid contract discussion. On a motion by Kate Paterson, seconded by Barry W. Nicholson, trustees went into Executive Session at 5:03 p.m.

### **Resumption of Regular Session:**

No action was taken during the Executive Session. Trustees resumed the Regular Meeting at 5:07 p.m.

President Barbara A. McLean called for a vote on the Facilities Committee Recommendation pertaining to contractor bids for the Mary Lu Walker Children's Room project. Four qualified bids were unsealed on July 12. The Facilities Committee recommends that trustees accept the low bid, \$568,000, from Streeter Associates Inc. of Elmira, NY.

Trustees present voted unanimously to accept the bid from Streeter Associates.

### **Committee Updates:**

- **Fund Development** – Barbara McLean reported that Fund Development Committee Chair Louise Richardson could not attend, but was working on a Capital fundraising case statement. Barry W. Nicholson asked about the fundraising goal. Pauline Emery said the library hoped to raise \$300,000 to \$350,000. An appeal will be made to regional foundations as well. Southern Tier Library System's NYS Construction Aid Committee has given a preliminary okay to the library's application for \$125,000 to help fund the Mary Lu Walker project. The formal application will be submitted to NY

State in September.

- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer noted she was having technical problems. She will share next month. Library Business Manager Lori Reenan noted the Friends “gave us a check for \$30,000,” with another donation anticipated before the close of the year.
- **Strategic Planning** – Barbara McLean said a scheduled Bonding Workshop will help the Strategic Planning Committee move the plan forward.

**Other business:**

Trustees were invited to a workshop on library bonding August 4, 2022 at noon. The workshop will be held virtually, via Zoom, and a recording will be made available for those unable to attend.

**Adjournment:**

Barbara McLean adjourned the regular meeting at 5:17 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for September 15, 2022 at 4:30 p.m. in the library.