

**Southeast Steuben County Library  
Board of Trustees  
Regular Monthly Meeting  
September 22, 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  
Louise Richardson  
Svetlana Short  
Geoffrey Steenberge

**Absent:**

Secretary: Jamie Curtis  
Kathryn C. Mack

**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. She noted there was a vacancy on the Southern Tier Library System (STLS) board. Louise Richardson is one of our library's two representatives on that board. The other representative, Deborah Joseph, stepped down from the STLS board recently. "We have the opportunity to nominate someone to fill the remainder of her term." The Nominating Committee recommends Corning resident Richard Urban. He holds a PhD in Library Sciences, worked formerly at the Rakow Research Library of the Corning Museum of Glass and is now working at OCLC, Inc., the global library services nonprofit.

On discussion, Louise Richardson said, "He is a smart thoughtful guy who loves libraries as much as I do, and I think he will be a great representative."

At the president's call to decide on the Committee recommendation, trustees voted unanimously to nominate Richard Urban to fill a vacancy on the STLS board ending in 2024.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the July 21, 2022 Regular Meeting  
July and August 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 July and August 2022)

Library Director Pauline Emery said there was a "healthy increase" in library usage during the summer. At the end of August, library visits were up by 34,068 for the year-to-date, compared to the same period in 2021. So far this year 16,420 community residents attended library programs and 89,223 physical items were circulated. Digital circulation was up, with 31,652 items downloaded or streamed.

Summer programs included the return of Happy Tales Therapy Dog Storytime; a host of Summer Reading Program special events including the End of Summer Dance Party with Doc Possum; Movies Under the Stars at the Lindley/Presho Ballfield; live streamed book talks, and more. "We had so many wonderful programs this summer," Pauline Emery said.

Banned Books Week displays were up in the library. Pauline Emery noted she worked with Corning Community College, the Rakow Research Library of the Corning Museum of Glass, and with Card Carrying Books to highlight the September 18 – 24 focus. There has been a surge in efforts to ban LGBTQ+ literature and other materials in school libraries and public libraries. "We can't let that [book bans] happen," said Svetlana Short.

In preparation for a complete makeover of its present space on the first floor, the Children's Department has moved upstairs into a vacant suite. Pauline Emery commended Children's Librarian Sue McConnell and staff for the seamless move. Book shelves and other furniture that was no longer needed was given to other libraries. The Friends of the Southeast Steuben County Library's Fall Book Sale will be held from October 1 to October 8 at the East Corning Fire Hall. Pauline Emery read a letter of thanks from a library volunteer who received Community Service credit for reading and participating in online courses.

Louise Richardson reported that the Friends of the Library had a booth at Harvest Festival and during Farmers Markets in Corning. The effort was "a tremendous success."

### **Finance:**

The Finance Committee met on September 8.

Treasurer Jeffrey Scott went over the July and August financial picture. "Everything is pretty much in-line with expectations," he said. Year-to-date, the library has come out ahead of budget, with expenditures under budget by \$23,591 and income over budget by \$20,348." Next meeting the Finance Committee will work on the 2023 budget, he said. The Treasurer cautioned that future Steuben County funding for libraries was in doubt.

Trustee Geoffrey Steenberge said he was leaving the area and regrettably, stepping down from the Library Board of Trustees, effective after the meeting. "This has been a wonderful experience," he said.

### **Endowment Draw Resolution**

Jeffrey Scott said the Finance Committee recommended passage of the following resolution for transferring Endowment Funds to Capital Reserves. On the call for

discussion, there was none. Trustees approved the following resolution unanimously:

RESOLVED, that the Southeast Steuben County Library will draw the budgeted \$251,806.00 endowment funds held by Fischer Investments in Rochester, N.Y. These funds will be transferred into the SSCL'S Capital Reserve Account held at Community Bank, Corning, N.Y.

### **EDIL Loan Transfer for Operational Budget 2022**

The Finance Committee recommended that trustees accept the EDIL Loan Transfer for Operational Budget 2022. With no questions or discussion from the floor, trustees voted unanimously to accept the following resolution:

RESOLVED, that the Southeast Steuben County Library will transfer \$251,806.00 from the EDIL loan held at Chemung Canal Trust, Corning NY (in a CDARS account) to SSCL's Chemung Canal Trust's Operational Budget Account for budgeted operational expenses.

### **2021 Surplus Funds Transfers**

The Finance Committee recommended that trustees accept the following 2021 Fund Transfer Resolution. With no questions or discussion from the floor, trustees voted unanimously to accept the following resolution:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of 2021 surplus funds:

\$75,000 being held at Chemung Canal Trust, Corning, N.Y. be transferred into the Capital Reserve Account held at Community Bank, Corning N.Y.

\$10,000 being held at Chemung Canal Trust, Corning, N.Y. be transferred into the Operational Reserve Account held at Corning Credit Union, Corning N.Y.

### **Policy Votes:**

Barbara McLean said the Policy & Personnel Committee met on September 12 and recommended passage of the Opioid Overdose Prevention Program Policy and the Social Media Policy.

### **Opioid Overdose Prevention Program Policy**

After brief discussion, trustees voted unanimously to accept the following policy:

## **SOUTHEAST STEUBEN COUNTY LIBRARY OPIOID OVERDOSE PREVENTION PROGRAM POLICY**

To combat the continuing rise in opioid-related deaths in New York State and potentially save a life, the Southeast Steuben County Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose. The Southeast Steuben County Library will partner with the Steuben County Public Health Department, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program and will adhere to all requirements stipulated by the partner organization in addition to the procedures listed in this document. The Library Director is authorized to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program.

### **New York State Legal Framework**

To combat the continuing rise in opioid-related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain (IN) naloxone on-site in adequate supplies. By the library choosing to participate it permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer (IN) naloxone without liability.

### Applicable New York State Laws

- Education Law §922 & Commissioner’s Regulations §136.8: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- Public Health Law §3309 and its implementing regulation (10NYCR §80.138): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

- Adopted by the Southeast Steuben County Library  
Board of Trustees on September 22, 2022

### **Social Media Policy**

Barbara McLean indicated that the Policy and Personnel Committee recommended passage of the Social Media Policy. Once approved, the Social Media Policy will be posted on the library’s social media sites.

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

### **SOCIAL MEDIA POLICY**

Southeast Steuben County Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at SSCL within the community of SSCL or Southern Tier Library System (STLS) member libraries. Our sites also encourage dialogue, the exchange of information and ideas between SSCL and Southern Tier Library System member libraries and community members.

Social media is defined as any web application, site or account registered to SSCL that facilitates the sharing of information and ideas about library – related subjects, community events or library services. Social media formats include: (e.g. blogs, listservs, websites, social networks, and any other digital platforms that facilitate information exchange).

SSCL reserves the right to create, edit and remove any content on its social media sites created by SSCL staff, member libraries or community members. Content comprises of posts, comments, messages and all other types of written, visual or audio content.

SSCL strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following are against SSCL policy and will be removed:

- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to SSCL's mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.
- Duplicated posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

SSCL encourages community members and other STLS member libraries to comment on or share library posts. The sharing of ideas about related subjects, resources, and programs is also permitted.

Comments or postings by community members and other libraries does not indicate SSCL endorsement.

Community members and other STLS member libraries are responsible for their own content and should be aware that they may be held liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party, not just SSCL. By choosing to comment on SSCL social media sites, individuals agree to these terms. SSCL does not collect, maintain, or otherwise use personal information stored on any third party social media sites, other than to communicate with users.

### **Southeast Steuben County Library Staff Responsibilities**

Employees who contribute to SSCL social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge

and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on SSCL sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

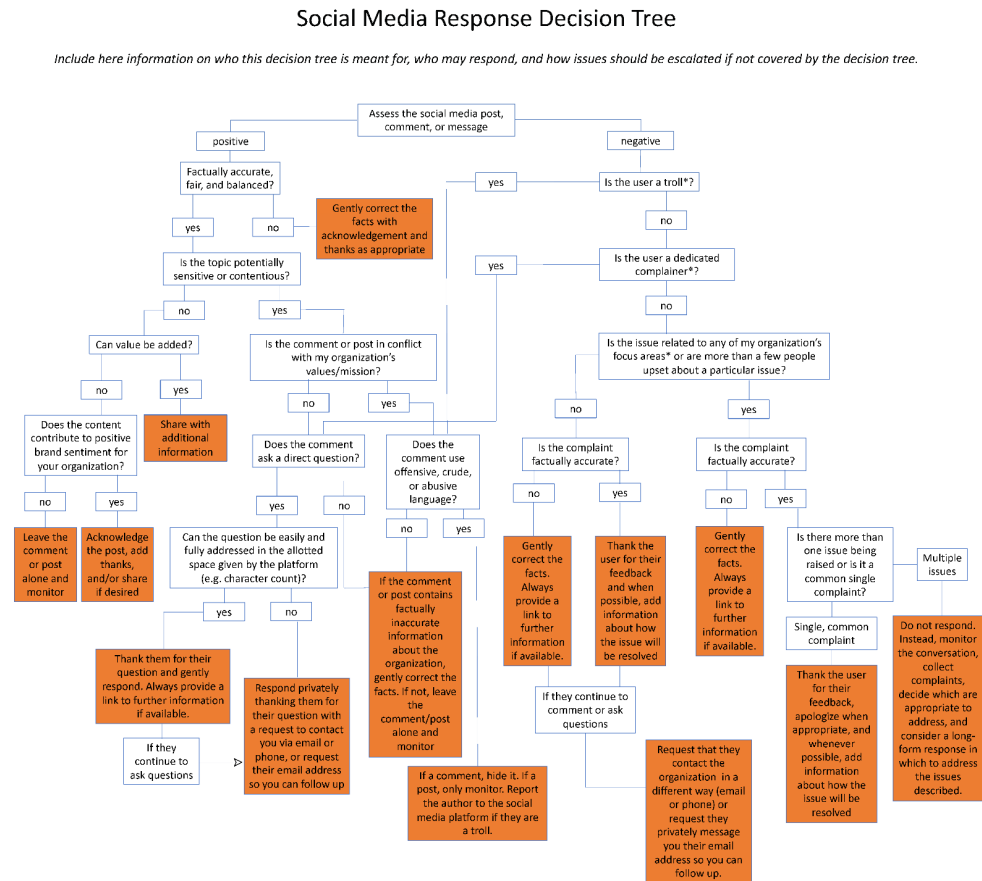
SSCL staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of SSCL policy or procedure. Employees shall keep in mind the following best practices.

When representing SSCL via social media, staff shall:

- Conduct themselves at all times as representatives of SSCL.
- Identify themselves by name as SSCL personnel, when appropriate.
- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of SSCL Confidentiality Policy.
- Not represent postings as official SSCL opinion or policy, unless this has been clearly approved by the Director of SSCL.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

- Adopted by the Southeast Steuben County Library  
Board of Trustees on September 22, 2022

Social Media Response Decision Tree from the American Alliance of Museums:



Comments that contain hate speech should be **deleted** immediately upon discovery.  
 Comments with profanity, advertisements, political endorsements, and spam/links should be **hidden** immediately upon discovery.

**Troll/Trolling:** A social media troll is someone who purposely says something controversial in order to get a rise out of other users. Trolling is defined as creating discord on the Internet by starting quarrels or upsetting people by posting inflammatory or off-topic messages in an online community.

**Dedicated complainer:** a dedicated complainer is someone who is chronically angry and posts on social media with the intent to gain popularity or fame often through satirical, false, or crude criticism of another individual or organization.

List your organization's focus areas, mission, and values here for quick reference.

**Facilities Report:**

Facilities Committee Chair Kate Paterson said the Committee did not meet since the last report. The Children's Department has moved upstairs temporarily. Streeter Associates is expected to start construction of the Mary Lu Walker Children's Room on October 10. The Library Board of Trustees must declare itself Lead Agency for environmental review and give specific Assurances to New York State in order for its grant application for that project to proceed.

**Declaration of Lead Agency**

On a motion by Louise Richardson, seconded by Kate Paterson, trustees voted unanimously to declare the Southeast Steuben County Library Board of Trustees as



Lead Agency for the State Environmental Quality Review of the library's 2022-23 NYS Construction Aid for Libraries Program grant project: The Mary Lu Walker Children's Room renovations, Project #0386-23-0021.

### **Assurances**

On a motion by Geoffrey Steenberge, seconded by Svetlana Short, trustees voted unanimously to a) assure that the Mary Lu Walker Children's Room grant application complies with State Education Law section 273-A and Commissioner's Regulations section 90.12 and b) to adopt the application.

### **Committee Updates:**

- **PR Advocacy** – Barbara McLean said, "We a very lively meeting with lots of good ideas and brainstorming." The Committee discussed meeting in person, facility and financial needs, and ways to increase the visibility of the library in the community, including fundraising. The Committee plans to continue the discussion at its next meeting.
- **Fund Development** – Chair Louise Richardson said the Committee met twice during the summer. A Case Statement was completed that will be used in fundraising and in pursuit of sponsorships. "We identified other organizations and businesses that we will be pursuing." The Fund Development Committee is asking board members to give, collectively, \$1,000 for the Mary Lu Walker Children's Room.
- **Scholarship** – Chair Julie Fromer noted that both of the two scholarship recipients attended the Friends of the Library meeting in June.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Friends were gearing up for the Fall Book Sale at the East Corning Fire Hall October 1 – 8. The next book sale will be held in the Local 1000 Union Hall. Books Sandwiched In was coming up in January 2023. The book talks will be held live, in person at the First Congregational Church for the first time in two years.
- **Strategic Planning** – Barbara McLean distributed a template for committees to use in the planning process.

### **Other business:**

Louise Richardson noted that the Foundation for Southern Tier Libraries was holding an online auction. Trustees were urged to visit the auction site.

### **Adjournment:**

Barbara McLean adjourned the regular meeting at 5:37p.m.

The next regular meeting of the Library Board of Trustees was scheduled for October 20, 2022 at 4:30 p.m. in the library.