

**Southeast Steuben County Library  
Board of Trustees  
Regular Monthly Meeting  
November 17, 2022**

**Trustees Attending:**

President: Barbara A. McLean  
Treasurer: Jeffrey Scott  
Secretary: Jamie Curtis  
Nogaye Ka-Tandia  
Kate Paterson  
Louise Richardson

**Absent:**

Vice President: Julie E. Fromer  
Gail Bardhan\*  
Kathryn C. Mack\*  
Barry W. Nicholson  
Svetlana Short\*

**Guests:**

Pauline Emery, Library Director  
Brad Turner, Assistant Library Director  
Hannah Baghdadi

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:35 p.m.

**Public Comment:**

Barbara McLean welcomed guest Hannah Baghdadi to the meeting. Hannah Baghdadi is an Environmental and Sustainability Analyst at Corning Incorporated. Trustees present introduced themselves. Hannah Baghdadi said she was observing the library board meeting as part of her training for service on local boards.

**Consent Agenda:**

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

On a motion by Kate Paterson, seconded by Nogaye Ka-Tandia, trustees voted unanimously to accept all items on the Consent Agenda.

\*These trustees observed the live in-person meeting online. Also observing online was Library Business Manager Lori Reenan.

**Director's Report:**

(See Library Director's Report for October 2022)

Referring to October's patron usage numbers, Library Director Pauline Emery said 9,128 visitors were welcomed during the month, with 102,745 visits so far this year. There was an 85% increase in visits compared to the same period in 2021. The library hired a new Children's Department employee, filling a staff vacancy. Children's program attendance was up in October month-over-month, but down about 3,000 for the year so far. With new Children's Assistant Amy Dewing on the job, Children's program attendance was expected to rise. Circulation of physical items was on par with circulation last year, and 2022 digital circulation increased substantially. Fundraising for the Mary Lu Walker Children's Room project will be part of this year's FLX Gives event. Thanks were extended to Fund Development Committee Chair Louise Richardson, who authored the project's FLX Gives page.

On November 3, the library hosted an opening reception for "The Tradition Bearers," a showcase of portraits by photo-artist Chris Walters. The exhibit was on display in our library and in two other libraries. Walters photos celebrate "those who seek to create community" in the Southern Tier. Also in November, the library live-streamed author talks. A November 10 talk featured Bonnie Garrmus, author of *Lessons in Chemistry*. Author Kwame Christian, *How to Have Difficult Conversations about Race*, was featured on Nov. 15. The library's popular Happy Tales program, which encourages reluctant young readers to read aloud to attentive canines, returned in November. A new program, ATLAS, which stands for At The Library After School, was launched earlier this month. GATLAS, or Gay At The Library After School, a program designed for LGBTQ+ young adults, was also launched in November.

**Finance:**

The Finance Committee met on November 10, 2022.

Treasurer Jeffrey Scott said the Finance Committee will recommend that trustees approve the 2023 Southeast Steuben County Library Operating Budget. The \$1.43 million draft budget under consideration includes a \$60,413 increase in projected operating expenses. The budget does not exceed the New York State Tax Cap. The Treasurer went through key elements of the draft spending plan. Speaking for the Finance Committee, Jeffrey Scott said, "We recommend this to the Board."

Turning to the monthly budget report for October 2022, Jeffrey Scott said the library was "better than budget" on both income and expenses sides.

**2023 Library Operational/Building Budgets**

Pauline Emery noted that the Finance Committee recommended passage of the 2023 Library Budget and Building Budget. Discussion was opened on the plans, although the vote will be tabled until the December meeting. Unknowns include possible funding from Steuben County, not yet determined by county legislators. If necessary, operational reserves held at Corning Credit Union would be used in lieu of county funding. Other factors impacting the budget include utilities increases and a vacant office suite upstairs.

### **Resolution for Change Orders**

On the recommendation of the Finance Committee, trustees present voted unanimously (6-0) to approve the following resolution:

Upon the recommendation of the Facilities and Finance committee, the Library Director has permission to sign change orders for the Mary Lu Walker Project and 2022/2023 NYS Construction Aid projects up to \$6,000.

Change orders over \$6,000 and up to \$12,000 will be reviewed and recommended by the Facilities committee. Committee review and recommendation can take place virtually or if needed by email. Any change order over \$12,000 will be reviewed and recommended by the library board.

Collectively change orders for the Mary Lu Walker Project are not to exceed \$68,000.

### **Committee Updates:**

- **Facilities** – Chair Kate Paterson said the committee did not meet in October. She noted the Committee received detailed progress reports on the Mary Lu Walker Children’s Room project from Bob Drew. “The RDE reports were very detailed and it was good to see the progress.”
- **PR/Advocacy** – The Committee did not meet in October.
- **Fund Development** – Chair Louise Richardson said the Committee discussed ways to recognize project sponsors of the Mary Lu Walker Children’s Room. Pauline Emery submitted a grant proposal to the Corning Incorporated Foundation. “The Committee recognized that a lot of people want to be a part of the MLW project, so we decided to participate in FLX Gives.” The board has committed to match FLX Gives donations for the project up to \$1,000. FLX Gives starts at 6 p.m. this evening [11/17] and ends Friday [11/18] at 6 p.m.
- **Friends of the Library** – Pauline Emery noted that the Friends of the Library will participate in Sparkle.

### **Other business:**

Following the Regular Meeting, Trustees will adjourn into a work session to complete statewide mandatory Sexual Harassment Prevention Training.

### **Adjournment:**

Barbara McLean adjourned the meeting at 5:29 p.m.

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