

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
January 19, 2023**

Trustees Attending:

President: Barbara A. McLean
Vice President: Julie E. Fromer
Treasurer: Jeffrey Scott
Secretary: Jamie Curtis
Nogaye Ka-Tandia
Barry W. Nicholson
Kate Paterson
Louise Richardson
Svetlana Short

Absent:

Gail Bardhan
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 4:31 p.m.

Public Comment:

There was no public comment.

Oath of Office:

Library Business Manager Lori Reenan administered the Oath of Office to trustees present. Barbara A. McLean, Julie E. Fromer, Jeffrey Scott, Jamie Curtis, Nogaye Ka-Tandia, Barry W. Nicholson, Kate Paterson, Louise Richardson, and Svetlana Short were duly sworn in.

Consent Agenda:

**Minutes of the November 17, 2022 Regular Meeting
November 2022 and December 2022 Financial Reports**

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

*This trustee observed the meeting via Zoom.

Director's Report:

(See Library Director's Reports for November 2022 and December 2022)

Library Director Pauline Emery noted that end-of-year statistics recorded in the monthly reports were preliminary. "The good news is steady [use] increases in most areas." The library welcomed 119,221 visitors in 2022, up more than 73% from visitors in 2021. Increases year over year were also realized in Young adult program attendance, PC use, Digital Literacy, Wi-Fi use, makerspace sessions and database uses. Circulation of physical items was down slightly, but an increase in digital circulation more than compensated. Total circulation including physical and digital checkouts rose to 179,356, up 7,249 from the total in 2021. Children's program attendance totaled 17,240, down significantly due to a staff vacancy that was filled recently. Adult program attendance was down slightly. Renovations to the Children's Room were going well.

Programs starting off the year included Crafting with Kimberly on January 9; Artsy Kids and Artful Storytime on Fridays in January; a Junior Chef Drive-through take & make event on Jan. 14; BOOKOPOLY, a daily children's reading game with prizes; also, an interactive author talk series, with Hugo Award nominee Randall Munroe on January 31, and much more.

Books Sandwiched In, the Friends of the Library's annual book talk series at the First Congregational Church, has had three outstanding presenters so far, with more to come. The live book talks are taped and available on the library's YouTube Channel.

Louise Richardson, chair of the board's Fund Development Committee, reported that FLX Gives 2022 raised more than \$10,000 for the Mary Lu Walker Children's Room.

Finance:

(See financial reports for December 2022 and see 2023 Operations & Building budgets.)

The Finance Committee met on December 8, 2022. The Committee reviewed additional documents in January 2023.

Treasurer Jeffrey Scott noted "We didn't have an actual finance meeting [in January] due to scheduling." For the month of December, the library was \$6,386 over budget on income and also better than budget on expenses. For the year, the library came out ahead of budget by \$93,144 in net income, mostly due to Friends of the Library Book Sale proceeds.

The Finance Committee, whose members were in attendance, affirmed that the proposed 2023 Operational Budget and the 2023 Building Budget, as well as the following tax levy resolution and funds transfer resolutions were reviewed and recommended for approval by the Committee.

1. 2023 Library Operational & Building Budgets

Jeffrey Scott reviewed the \$1,430,771 Operational Budget with trustees. Library Business Manager Lori Reenan noted that the 2022 surplus would "give the library flexibility" in covering projected deficits at the end of 2023. Library Director Pauline Emery said that the Building Budget projects a substantial deficit due to a tenant vacancy. Should the space remain vacant the entire year, the deficit would be covered by capital funds or building reserves.

After discussion, Barbara McLean said that the Finance Committee “feels confident we will be able to cover both budgets.” She called for a vote on the budgets.

Trustees voted unanimously to approve the 2023 Operational and Building budgets.

2. Resolution for the Levy Amount

The following resolution calls for a proposed library levy of \$911,119 to be placed on the Corning-Painted Post Area School District ballot for the May 16, 2023 vote. The resolution calls for an increase of \$22,000, allowable under New York’s Tax Cap. If approved by district voters, the new levy would fund library operations in 2024.

After brief discussion, trustees voted unanimously to approve the following resolution:

WHEREAS, the Board wishes to raise funds pursuant to New York State Education Law Section 259(1); and

WHEREAS, the Board would like the following resolution to be placed upon the ballot at a special election of the Corning-Painted Post Area School District:

“Shall the sum of (\$911,119) Nine Hundred and Eleven Thousand One Hundred and Nineteen Dollars be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

NOW, THEREFORE, BE IT RESOLVED, that the Board requests that the Corning-Painted Post Area School District place the following resolution before the voters of the District at a special election on May 16, 2023:

“Shall the sum of (\$911,119) Nine Hundred and Eleven Thousand One Hundred and Nineteen Dollars be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

RESOLVED, FURTHER, that the Board authorizes and directs the Director of the Southeast Steuben County Library to complete the aforementioned resolution by providing a special election date at the time of submission to the District administration.

3. Resolution for Transfer of Funds

The following resolution approves transfer of recently received grant funds into the library’s Capital Reserves. Trustees voted unanimously to approve the following transfer:

The Southeast Steuben County Library’s Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of the following funds.

Construction Aid Grant funds of \$86,332.00 being held at Community Bank be transferred into the Capital Reserve Account also held at Community Bank.

4. Resolution for CDARS Funds transfer 2023

This resolution approves transfer of federal Economic Injury Disaster Loan funds held in a CDARS interest-bearing account into Capital Reserves. Trustees voted unanimously to approve the following transfer:

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

On Jan. 26, 2023 funds in the anticipated amount of \$251,382.50 will be transferred from the CDARS interest bearing account held at Chemung Canal Trust Company, Corning, N.Y. to the library's Capital Reserve account held at Community Bank, Corning, N.Y.

Tax Levy Explainer

(See Q & A for the 2023 Levy Vote)

Trustees reviewed a document prepared by staff to answer voter questions about the May 16, 2023 library levy proposition. Kate Paterson suggested one editorial change that will be made.

Slate of Officers for 2023

On behalf of the Nominating Committee, Barbara McLean presented its recommended Slate of Officers for 2023, with no changes in offices proposed. She called for nominations from the floor.

There being none, trustees voted unanimously to appoint the Slate of Officers as follows:

President: Barbara A. McLean
 Vice President: Julie E. Fromer
 Treasurer: Jeffrey Scott
 Secretary: Jamie Curtis

Conflict of Interest Forms

Conflict of Interest statement forms were distributed to trustees.

Committee Updates:

- **Facilities** – Chair Kate Paterson said she was stepping down as Chair due to having taken on full time employment. Barbara McLean thanked her for “all the work you have done, through COVID, HVAC construction and the Mary Lu Walker Children’s Room.” Pauline Emery reported that Otis Elevator was scheduled to deliver the cargo elevator renovation components on January 23. New window glass for the second floor offices will be delivered January 24. The Children’s Department, temporarily located in vacant space on the second floor, will be closed from February 23 to March 10.
- **PR/Advocacy** – Barbara McLean said committee members met several times recently. The Committee was working toward a revamp of the library website. Staff feedback was obtained. The Committee was also looking at

upcoming advocacy alternatives. Louise Richardson noted that on Tuesday February 28, a busload of library advocates from Southern Tier Library System libraries will lobby state legislators in Albany, seeking increased funding statewide. The Committee was looking for ideas on how to celebrate the 100th anniversary this year of the first lending library in Corning.

- **Fund Development** – Chair Louise Richardson noted the library was rewarded by its participation in FLX Gives. Committee members were in the process of organizing a Mary Lu Walker Children’s Room ribbon-cutting event. Looking ahead, the Committee wants to explore ways to work with the community towards a bond issue to fund much needed building improvements. According to Assistant Director Brad Turner, the library’s Annual Appeal has raised \$62,204 to date. The campaign ends March 31.
- **Nominating** – Barbara McLean said she received a library trustee candidate application from Lyndsie M. Guy, a librarian, former teacher, and former STLS resource consultant. Lyndsie has been volunteering in the Children’s Department and has worked with Louise Richardson at STLS. The Committee nominates Lyndsie Guy to fill a vacant At Large position on the Library Board of Trustees. Trustees voted unanimously to appoint Lyndsie M. Guy to the remainder of a vacant At Large term expiring December 31, 2023.
- **Scholarship** – Vice President Julie Fromer, chair of the Scholarship Committee, said May 5 was this year’s scholarship application deadline. Online applications will be live soon.
- **Friends of the Library** – Liaison Julie Fromer said she attended the Friends of the Library organization’s Annual Meeting. Hazel Russell will be the new president, succeeding Bev Stevens.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:42 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for February 16 at 4:30 p.m. in the library.