

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
February 16, 2023**

Trustees Attending:

President: Barbara A. McLean
Vice President: Julie E. Fromer
Secretary: Jamie Curtis
Lyndsie M. Guy
Kathryn C. Mack
Barry W. Nicholson
Louise Richardson

Absent:

Treasurer: Jeffrey Scott*
Gail Bardhan*
Nogaye Ka-Tandia
Kate Paterson
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 4:36 p.m. and welcomed Lyndsie M. Guy to the board. Trustees introduced themselves all around. A resident of the City of Corning, Lyndsie M. Guy said she was very happy to serve on the Library Board of Trustees.

Public Comment:

There was no public comment.

Oath of Office:

Library Business Manager and Notary Public Lori Reenan administered the Oath of Office to Lyndsie M. Guy and Kathryn C. Mack. These trustees were duly sworn in.

Consent Agenda:

**Minutes of the January 19, 2023 Regular Meeting
January 2023 Financial Reports**

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

*These trustees observed the meeting via Zoom.

Director's Report:

(See Library Director's Report for January 2023.)

Library Director Pauline Emery said she was happy to see 8,973 visitors in January, an increase of more than 1,300 compared to January 2022. Children's program attendance was on the rise in January as well, with 1,403 participants, up from 991 this time last year. Young Adult programs recorded 85 participants. The Adult Services program count was not complete. The library circulated 10,483 physical items in January. Digital checkouts numbered 4,200, and 364 database sessions were recorded. Wi-Fi usage was up again, with 4,309 sessions. WENY TV News reported on the celebration of Lunar New Year in Children's Department. Crafting with Kimberly was back, with a Fabric Art Pin program schedule for March 13. Award winning author Grace M. Cho gave a live streamed talk earlier today. National Take Your Child to the Library Day, February 4, had positive outcomes, bringing families into libraries here and elsewhere. Library Legislative Advocacy Day is coming up February 28. Library advocates including Louise Richardson and Pauline Emery plan to travel to Albany on the Southern Tier Library System bus to lobby legislators. Louise Richardson noted that Books Sandwiched In concluded its season of book talks on February 15. "The talks were amazing," she said.

The Children's Department will close February 23 for its move into the new Mary Lu Walker Children's Room, with a ribbon cutting planned for March 10. The evening event will be followed by several Open House days, with tours of the new children's facilities.

Finance:

(See financial reports for January 2023.)

The Finance Committee met on February 13, 2023.

The Operational Budget was in good shape at the end of January, with income and expenses for the month both better than budget. Library Business Manager Lori Reenan noted that fund transfers were made, with New York State Construction Aid money and funds from CDs transferred to the Capital Reserve Account to pay for the Mary Lu Walker Children's Room.

2022 End of Year Fund Transfer and Bank Transfer:

Lori Reenan explained that the following 2022 End of Year Funds Transfer Resolution will move \$35,000 in surplus funds from the Operational Account at Chemung Canal Trust into the Capital Reserve Account at Community Bank. Also to be transferred are \$1,4561* in Capital funds deposited by mistake last year into the Operational Account. The transfers will allow the library to make payments on ongoing Capital projects and will resolve discovered transaction errors.

**See minutes of the March 2023 meeting for an anticipated correction in the 2nd transfer amount to \$1,478.61.*

Barbara McLean noted that the following resolution was reviewed and recommended for approval by the Finance Committee. She called for discussion or questions. Hearing none, the vote was called.

Trustees voted unanimously to approve the following:

2022 End of Year Fund Transfer and Bank Transfer

1. \$35,000 transferred from the Operational budget account held at Chemung Canal, Corning, NY to the Capital Reserve Account held at Community Bank, Corning, NY. This is part of the 2022 end of year budget surplus.
2. The differential of the FLX Gives funds (\$9,074.17) less the IMLS grant funds (\$7,595.56) in amount of \$1,451.61. These funds will be transferred from the Operation Account at Chemung Canal Trust to Capital Reserve Account held at Community Bank, Corning NY.*

**See minutes of the March 2023 meeting for an anticipated correction in the 2nd transfer amount to \$1,478.61.*

Library Disaster Plan Update:

(See Library Disaster Plan, revised January 2023)

Barbara McLean noted that trustees were sent copies of the updated Library Disaster Plan, a dynamic document. "The Policy Committee recommends that we adopt the updated plan."

..Trustees voted unanimously to adopt the revised Library Disaster Plan.

Committee Updates:

- **Facilities** – Pauline Emery said that renovations to the cargo elevator were underway, with connections to the Fire Panel and to library network services scheduled. The work was expected to be completed in March. The public elevator has passed inspection.
- **PR/Advocacy** – Barbara McLean urged trustees to sign Library Advocacy Postcards in time for Library Legislative Advocacy Day. She said the Committee considered aspects of the Mary Lu Walker Children’s Room ribbon cutting event and was working on an RFP for library website redesign.
- **Fund Development** – Chair Louise Richardson said the Committee was busy, acting as party planners for the Mary Lu Walker Children’s Room ribbon cutting. The Committee ordered butterfly plaques to honor major donors to the project. There will be refreshments, activities and a chorus of school children singing Mary Lu Walker songs at the opening event. The Ribbon Cutting will be by invitation due to capacity limitations.
- **Scholarship** – Vice President Julie Fromer, chair of the Scholarship Committee, said applications for 2023 library scholarships were "live on the website."

- **Friends of the Library** – Liaison Julie Fromer said she attended the February meeting. The Spring Book Sale will be held at the Local 1000 Union Hall. Hazel Russell is the new Friends of the Library president. The Friends will have a stand at the Corning Farmers Market this summer

Executive Session:

By consent, Trustees adjourned into Executive Session at 5:20 p.m. to discuss the Library Director's annual evaluation.

Reconvene Regular Meeting

Barbara McLean closed the Executive Session and trustees reconvened in Regular Session at 5:35 p.m.

On a motion by Louise Richardson, seconded by Kathy Mack, trustees voted unanimously to approve a new compensation package for the Library Director, retroactive to January 1, 2023.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:40 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for March 16, 2023 at 4:30 p.m. in the library.