

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

**Trustees Attending:**

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

**Absent:**

Gail Bardhan\*  
Nogaye Ka-Tandia  
Kate Paterson  
Svetlana Short\*

**Guests:**

Pauline Emery, Library Director  
Brad Turner, Assistant Library Director  
Marshall Hyde, PR Coordinator

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:31 p.m.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the February 16, 2023 Regular Meeting  
February 2023 Financial Reports**

On a motion by Barry W. Nicholson, seconded by Lyndsie M. Guy, 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 February 2023.)

Noting it had been less than a week since the new Mary Lu Walker Children's Room was opened to the public, Library Director Pauline Emery said the department was back in action. Despite being closed five days in February for moving and setup, children's program attendance was up year-to-date, compared to the first two months last year. More than 18,500 visits to the library were recorded so far this year, an increase of nearly 4,000 compared to the same period in 2022. PC use was down slightly, but with more patrons carrying their own devices, Wi-Fi use was up by more than 25%. Circulation of physical items was up in February and for the year-to-date. Digital checkouts were up as well. Digital literacy coaching assisted 692 community members so far this year, and databases more than doubled last year's uptake. The library partnered with the Rockwell Museum for Black History Month programming. The library now circulates Blood Pressure cuffs and LED therapy lights. The library partnered with CareFirst in a public awareness initiative about the services they offer. CareFirst set up an information table in the library on February 7.

Upcoming later this month, the library will host a live-streamed author talk featuring *Southern Inspired* author Jernard A. Wells on March 21. On Saturday, March 25, we will host a "Cabin Fever" write-in session from 11:30 a.m. to 2 p.m. Local library advocates turned in more than 300 postcards calling for increased state support of libraries. We passed these on to Southern Tier Library System. STLS has collected advocacy postcards from member libraries and will present them to state officials. Ongoing programs have resumed in the new Mary Lu Walker Children's Room. They include Crafty Corner on Tuesdays; Artsy Kids on March 17, 24 and 31; Artful Storytime on Fridays, and Miss Sue's Preschool Storytime on Wednesdays at 10 a.m.

**Finance:**

(See financial reports for February 2023. See State Report for Public and Association Libraries - 2022)

The Finance Committee met on March 9, 2023.

Treasurer Jeffrey Scott said the Committee reviewed February's account balances and budget. Income beat budget projections for the month by \$20,586. For the year, we are better than budget by \$38,686. Kenneth and Janice Freeman will donate \$100,000 to the library, with half to fund the Mary Lu Walker Children's Room and half to go to the endowment. Jim Flaws and Marcia Weber will donate \$25,000 to the children's room project. Thanks to New York State Construction Aid, the facility's 2<sup>nd</sup> floor windows will be replaced in April. The annual independent audit of the library was coming soon. Barry W. Nicholson chairs the library's Audit Committee.

Barbara McLean thanked Pauline Emery for her involvement in encouraging new donations.

**Revision to 2022 End of Year Fund Transfer and Bank Transfer Resolution**

On the recommendation of the Finance Committee, trustees voted unanimously to approve the following resolution, correcting a prior error:

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

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.

### **2022 State Report Acceptance**

Pauline Emery said that compiling the *Southeast Steuben County Library Annual Report for Public and Association Libraries – 2022* was the most difficult in memory due to changes in reporting requirements. The report has been reviewed by the Finance Committee and submitted to STLS.

On the recommendation of the Finance Committee, trustees voted unanimously to approve the State Report with the provision that amendments may be made per STLS review before submission to NYS authorities.

### **Library Policy Votes:**

Barbara McLean said the amended and revised Health and Dental Insurance Policy below raises the buyout amount [in favor of employees who choose to decline employer health insurance with proof of alternate coverage]. The policy adds a Medicare requirement and defines compensation for employees who reach the age of 65.

In response to a question from Barry Nicholson, Pauline Emery affirmed that the changes were budgeted for this year.

### **Health and Dental Insurance Policy**

On the recommendation of the Policy and Personnel Committee, trustees voted unanimously to adopt the following Health and Dental Insurance Policy. A minor revision to Termination of Coverage provisions in the Staff Handbook was approved at the same time:

The Library participates in a healthcare and dental benefits plans. Specific information about dental and medical benefits can be obtained from the Library Business Manager or directly from the plan providers. Health benefits for full-time employees begin on the first day of the first month following the starting date of employment. The Library pays 80% of the single coverage premium. The Library pays 50% of the family coverage premium. Employees are responsible for all premium amounts in excess of the Library's contribution. If an employee opts not to participate in the Health Benefits Plan in a given year, the employee will receive a payment of Two Thousand dollars (\$2,000) from the Library in two payments of (\$1,000) in January and July of that year. The payment is prorated for the first year of employment. Proof of alternative insurance is required for a buy-out.

Part-time employees are not eligible for coverage. The Southeast Steuben County Library will offer eligible Full-Time employees, enrolled in the Library's health plan, a HSA (Health Savings Account). The employee HSA accounts will be held with Elmira Savings Bank, Corning, N.Y. The HSA plan is for the Excellus Eligible Deductible HSA Health Plan.

Library contributions to HSA accounts will be determined annually. An employee who reaches 65 years of age will be required to convert to the Federal Medicare Program and will be allotted a stipend of \$2,000 upon submission of their Medicare invoice.

#### **Termination of Coverage**

Benefits are terminated when an employee leaves the employ of the Library. State and Federal law may provide continuation rights. If possible an employee should meet with the Business Manager to discuss benefits.

### **Meeting Rooms Use Policy Revision**

Pauline Emery explained that the Policy & Personnel Committee updated the Meeting Rooms Use Policy to make it explicit that compliance to applicable laws was a requirement for meeting room use by the public.

On the call for discussion, there was none.

On the recommendation of the Policy & Personnel Committee, trustees voted unanimously to adopt the following revised Meeting Rooms Policy:

#### **SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOMS POLICY**

The Southeast Steuben County Library offers meeting spaces for use by the general public, community groups/organizations and individuals for the conducting of public meetings, conferences and workshops which are free and open to the general public.

The Southeast Steuben County Library recognizes its responsibility to provide access, and seeks to have its services, facilities, and programs accessible to persons with disabilities. All groups holding meetings in the library should allow handicap access.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations of those of the individuals belonging to the group.

It is important for the Library to be a welcoming space that encourages discourse and intellectual freedom. The Library does not advocate or endorse the viewpoints of any group or individual.

#### **Meeting Room Descriptions:**

**Laura Beer Community Room:** capacity 99

With room divider in place:

- Larger part of the Community Room: capacity 70
- Smaller part of the Community Room: capacity 30

**Conference Room:** capacity 25

#### **Meeting Room Use Rules & Regulations**

All organizations, groups and individuals wishing to use the Laura Beer Community Room or the Conference Room must abide by the following regulations:

1. All meeting/event participants and organizers must adhere to the Patron Code of Conduct.
2. Any programming must comply with Federal, State and/or Local laws.
3. Programs must comply with Health and Safety considerations as determined by Director.
4. Use of meeting room technology must be pre-arranged at time of booking room.
5. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.

6. Rooms are reserved on a first-come-first-served basis.
7. A Library Community/ Conference room Use Permit form must be filled out and returned to the library at least one week prior to a scheduled program. The completed permit will be reviewed by the Director. After review, a confirmation (or denial) notification will be given by e-mail or phone. \*Notification will be given within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved. Once a Use Permit has been submitted, it will be kept on file for a year.
8. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign the Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
9. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorization is given otherwise by the Director.
10. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual or organization is prohibited. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fundraising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.
11. An adult over 18 years of age must be present during meeting room use. Minor children under the age of 18 are not permitted to use the library meeting spaces unsupervised.
12. Group representatives must sign in/and out at the front desk before and after their community room use. You will be asked for the number of people attending your meeting or event. This information is used by the Library for reporting and funding purposes. When your event has ended, a staff member will check the space to make sure the room is left in good order.
13. Rooms may not be used for personal or family purposes (such as birthday and retirement parties). The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops which are free and open to the general public.
14. One (1) week notice must be provided in cases of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.
15. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
16. Copyrighted items (DVDs) may not be publicly shown at the library without the consent of the copyright owner. Users must acquire permission directly from the distribution company (we would need a copy) in order to show a video or movie. (Alternately: If the title appears on the library license section of this website, **Movlic.com** then the video may be shown at the library without special or additional permission.)
17. In general, the Community Rooms and the Conference Room are available for use only during the library's regular operating hours. Any after-hours special reservation request is subject to the Director's approval and staff availability. All approved after-hours event sponsors will be required to cover the cost of library staffing for the event. This amount will be discussed with event organizers prior to going ahead with the event.
18. Limited food and beverages are permitted in the meeting rooms. The person filling out the User Permit must indicate if food or beverages will be provided. **Alcoholic beverages are prohibited.** The meeting room user is responsible for providing all items necessary for the serving of food and beverages. Equipment for the purpose of reheating of food, such as toaster ovens, microwave ovens, hot plates, popcorn makers, and Sterno fuel, are prohibited.

19. Use of the room by a group must be in compliance with local codes and regulations.  
*Note:* Open flame sources and open heating elements are prohibited. Examples: toaster ovens, microwave ovens, hot plates, popcorn makers, Sternos, matches, candles and incense.
20. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Upon check-out, a staff member will inspect the room. Groups leaving excessive debris will be required to vacuum the room prior to vacating the space. (A vacuum cleaner is available on request from the circulation desk.) If the room requires professional cleaning, the group will be billed for this. Failure to leave the room clean and orderly will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.
21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.
22. The library reserves the right to close on short notice due to adverse conditions and will attempt to notify scheduled meeting room users. Please pay attention to local news sources for weather-related or emergency closings.
23. The use of the name, logo, address, or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only as the location of the event.  
Photos of the library's exterior or interior cannot be used for publicity. Any other mention or image use requires the express written approval of the Library Director.
24. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges.

For any questions, please call (607) 936-3713 x217.

– Adopted by the Southeast Steuben County Library  
Board of Trustees on June 18, 2020

– Revised by the Southeast Steuben County Library  
Board of Trustees on March 16, 2023

### **Programming Policy**

Barbara McLean said the proposed new Programming Policy was drawn up by the Policy & Personnel Committee in response to concerns raised; to clarify roles, and to protect the library and our staff.

“The library should be open to programming pursuant to the Library Bill of Rights and also able to say *no*. It protects the programming that we do.”

On the president's call for discussion, there was none.

On the recommendation of the Policy & Personnel Committee, trustees voted unanimously to adopt the following Program Policy:

#### **SOUTHEAST STEUBEN COUNTY LIBRARY PROGRAMMING POLICY**

**Purpose:**

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the library.

**Policy:**

SSCL is a core community service. We are dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We seek to create lifelong learners through high quality and relevant programs and materials for all.

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information; encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

Library programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator's views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children's access.

*Library staff may use, but are not limited to, the following criteria in program planning:*

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events
- Health and safety considerations
- Adherence to Federal, State, and/or local laws and codes

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Attendance may be limited to ensure the safety or success of a program. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. If a program requires pre-registration patrons need to provide the number of attendees.

Programs will be developed considering the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The library staff has the discretion to cancel programs, to be rescheduled or not.

Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. **These or other special requirements will be advertised in the program description.**

All library programs must be open to the public and offered free of charge. However, if necessary, a small fee to cover the cost of materials may be charged for art or craft programs. Also, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

Performers or presenters who offer specialized or unique expertise may be hired for library programs.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Programs can be advertised by press releases, radio stations, on the library's website, TV and social media accounts, with posters taken to local businesses, and with flyers taken to schools.

#### **Co-Sponsoring Programs:**

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for Co-Sponsored programs.

The library and the co-sponsoring organization will work together to ensure both agencies promote the event and that each has been given permission to use incorporated organizational names and logos.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the SSCL.

The library reserves the right to decline a collaborative program with an agency or organization.

*Exceptions* to this policy may include: Library donor recognition, fundraisers, or press conferences. Other exceptions to this policy can be made by a majority vote of the Board of Trustees.

The Library does not advocate or endorse the viewpoints of any group or individual. Program content and views expressed during programming do not constitute endorsement by SSCL, staff, or the Board of Trustees.

– Adopted by the Southeast Steuben County Library  
Board of Trustees on March 16, 2023

#### **Committee Updates:**

- **Facilities** – Pauline Emery noted that in addition to completion of the Mary Lu Walker Children's Room, cargo elevator renovations were completed as well.
- **Fund Development** – Chair Louise Richardson said the ribbon-cutting event on March 10 was a hit, and the butterfly-shaped donor recognition plaques were "just perfect." The Committee will concentrate on what's next,



when that question is answered.

- **Nominating** – Chair Barbara McLean made a motion to approve the following resolution:

Whereas Trustee Barry W. Nicholson represents the Town of Erwin in a term of office ending December 31, 2024;  
 And, Whereas Trustee Nicholson has relocated from the Town of Erwin to the City of Corning;  
 And, Whereas the Amended and Restated By-Laws require that a library trustee representing a designated municipality reside in the municipality represented;  
 And, Whereas Trustee Louise Richardson is a resident the Town of Erwin and serves an At Large term ending December 31, 2024;  
 And, Whereas Trustee Richardson has agreed to represent the Town of Erwin forthwith;  
 And, Whereas Trustee Nicholson has agreed to assume At Large representation forthwith;

Therefore, Let it be resolved that Trustee Louise Richardson is designated and elected hereby as Town of Erwin representative. And Trustee Barry W. Nicholson is designated and elected hereby as At Large representative.

On the call for discussion, there was none.  
 Trustees voted unanimously to approve the trustee designation changes specified.

- **Strategic Planning** – Barbara McLean said that a Strategic Plan draft should be finished soon, with help from Trustee Lyndsie Guy.
- **Scholarship** – Vice President Julie Fromer, chair of the Scholarship Committee, said the scholarship application form was live online. Completed applications typically accumulate closer to the deadline [May 5, 2023]. Two \$1,500 awards will be made.
- **Friends of the Library** – Liaison Julie Fromer reported that Nancy Doutt was honored by Corning Rotary with its Paul Harris Fellowship Award. Barbara McLean recalled the scene at the Radisson on March 2. “Nancy was thrilled.”

**Other business:**

There was no other business.

**Adjournment:**

Barbara McLean adjourned the meeting at 5:18 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for April 20, 2023 at 4:30 p.m. in the library.