

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
April 20, 2023**

Trustees Attending:

President: Barbara A. McLean
Vice President: Julie E. Fromer
Treasurer: Jeffrey Scott
Secretary: Jamie Curtis
Lyndsie M. Guy
Barry W. Nicholson
Kate Paterson
Louise Richardson
Svetlana Short

Absent:

Gail Bardhan
Kathryn C. Mack
Nogaye Ka-Tandia*

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Marshall Hyde, Public Relations Coordinator

Call to Order:

President Barbara A. McLean called the meeting to order at 4:40 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

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

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

Director's Report:

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

Library Director Pauline Emery called attention to March 2023 usage increases, compared to March 2022. There were more library visitors, more checkouts of materials and digital items, and more wireless broadband sessions last month than in March 2022, with year-to-date comparisons equally good. The library is busy,

*This trustee observed the meeting via Zoom.

like it used to be," she said. "It is definitely feeling more like the good old days."

Yesterday's Old Books Crafts Class with Anne Drake drew nearly a dozen makers to the small Community Room, and the Friends of the Library's gift-wrapped holiday book bundles were "flying off the shelf."

Looking ahead, the Friends of the Library's Spring Book Sale will be held starting May 6 in the Local 1000 Union Hall in Nasser Civic Center Plaza, adjacent to the library. Required public announcements prior to the May 16 library levy proposition on the school district ballot were made. A question & answer page explaining the levy request has been posted on the library website.

Meanwhile, young-adult programs here, including ATLAS (At The Library After School) and GATLAS (Gay At The Library After School) were growing. On Wednesday afternoons, the Reading Room has been filled with American Mah Jongg players, and our Seed Library has attracted interest. The library partnered with the Red Cross for a blood drive in the Community Room. The Steuben County Board of Elections will use the Community Room as one of its polling locations in November. The Rockwell Museum of Art and Artist Shasti O'Leary Soudant have partnered with the library to mount a unique outdoor art exhibit in Fallbrook Park later this year, with details to come. The Children's Department in the new Mary Lu Walker Children's Room has been "very busy." Programs including Crafty Corner on Tuesdays, Artful Storytime and Artsy Kids on Fridays and Miss Sue's Storytimes have been very popular.

June 9 Continuing Education Day closure:

Pauline Emery requested approval to close the library on June 9, 2023 to let staff participate in a continuing education conference at Corning Community College. The day-long conference was being organized by Southern Tier Library System and Chemung County Library District.

On a motion by Louise Richardson, seconded by Svetlana Short, trustees approved the one-day closure.

Finance:

(See financial reports for March 2023.)

The Finance Committee met on April 12, 2023.

Treasurer Jeffrey Scott said the Committee reviewed the March Account Balances sheet as well as the library's Operational and Capital budgets. Library income for the month was under budget "due to an early arrival of a county grant *last* month." Income at the end of March was on target year-to-date. On the expense side, payroll and benefits year-to-date were about \$36,000 under budget. Facilities expenses came in under budgeted costs by about \$20,000, with another \$2,000 not spent on cleaning, as had been expected. The drop in costs was illusory, due to billing errors that were corrected by EDC Management, Inc.

Summing up, Jeffrey Scott assessed, "Everything looks good. We are trending in the right direction." He noted that the library's annual independent audit was in process.

Donor Resolution

On the recommendation of the Finance Committee, trustees voted unanimously to approve the following resolution allocating a large donation in accord with donor wishes:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the following allocation of funds donated by Kenneth and Janice Freeman.

\$50,000 (Fifty-Thousand dollars) will be designated for furniture for the Mary Lu Walker Children's Room. Funds will be deposited in the Capital Reserve account held at Community Bank, Corning, N.Y.

\$50,000 (Fifty-Thousand dollars) will be allocated to the library's Endowment. The yearly interest drawn from this allocation is approximately \$2,000. Annually, these funds will be used for teen programming.

Strategic Plan:

Barbara McLean said that with the assistance of Lyndsie M. Guy, work on the library's 2022-24 Strategic Plan was nearing completion.

Lyndsie Guy noted a third draft had been distributed to trustees, and said she would distribute a fourth draft, already prepared, for discussion by board committees.

Trustees discussed various aspect of the plan, with no actions taken.

Barbara McLean thanked Lyndsie Guy for "pulling this together" and said "We will come back next month and see if we can finish it."

Committee Updates:

- **Facilities** – Pauline Emery thanked Barry Nicholson for agreeing to chair the Facilities Committee. Barbara McLean said the Committee was hoping to recruit a new member from the community - rather than from the board - with expertise in facilities management.
- **PR/Advocacy** – Barbara McLean said the Committee met in March and is developing a Request For Proposals for a new library website. The Committee sees a need for a library sustainability campaign, which would include raising funds for facilities upgrades and other projects.
- **Scholarship** – Vice President Julie Fromer, chair of the Scholarship Committee, said applications for two \$1,500 scholarships for graduating seniors were due May 5. Trustee Gail Bardhan has stepped down from the Committee. New Committee recruits are Trustee Svetlana Short and Friends of the Library board member Karen Swan.
- **Friends of the Library** – Liaison Julie Fromer said the Friends organization was gearing up for its Spring Book Sale at the Local 1000 Union Hall. The

Friends Board voted to thank the union for use of the hall, with a donation.

Other business:

The Annual Meeting of the Library was set, tentatively, for June 15, 2023.

Adjournment:

Barbara McLean adjourned the meeting at 5:28 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for May 18, 2023 at 4:30 p.m. in the library.