

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
June 15, 2023**

Trustees Attending:

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

Absent:

Gail Bardhan*
Nogaye Ka-Tandia*
Barry W. Nicholson
Kate Paterson

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager*
Katherine E. Stickler, CPA - Mengel Metzger Barr & Co. LLP*
Hannah Waschezyn*

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 May 18, 2023 Regular Meeting
May 2023 Financial Reports**

On a motion by Svetlana Short, seconded by Kathryn C. Mack, trustees voted unanimously to accept all items on the Consent Agenda.

Director's Comments:

Library Director Pauline Emery noted a full report would be given next month. The library was gearing up for the Summer Reading Program. Erik House has been hired as the new Circulation Supervisor. He will start full time in late July or early August.

*These trustee's and guests observed the meeting via Zoom.

Audit Report:

(See 2022 Audited Financial Statement and Independent Auditor's Report)

Auditor Kathy Stickler, Mengel Metzger Barr & Co. LLP summarized the annual independent audit of the library, speaking with trustees via Zoom interactive platform. "We haven't identified material weaknesses," she said. The full report was reviewed by the Audit Committee and the Finance Committee. The two committees recommended acceptance of the report by the full Board of Trustees.

After brief discussion, Barbara McLean called for a vote to accept the Audited Financial Statement and Independent Auditor's Report. Trustees voted unanimously to accept the report.

Finance:

(See financial reports for May 2023.)

The Finance Committee met on June 8.

Treasurer Jeffrey Scott noted the end-of-year 2022 budget for EDC Management and Building Services had a \$30,000 shortfall due to an office suite vacancy on the second floor. To make up the shortfall, the Finance Committee recommended using funds from the Operational Reserve. The Finance Committee discussed grant options for New York State Construction Aid. The Committee discussed funding possibilities for an engineering study of the library building's veneer and recommended that the study be done.

Turning to the Operational Budget, Jeffrey Scott said income and expenses continued to trend well. "On income we are over budget and we are under budget on expenses."

Building Budget Transfer Resolution:

Barbara McLean called for discussion on the Building Budget Transfer Resolution recommended by Finance Committee. There being none, trustees voted unanimously to approve the following resolution:

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

The library approves the transfer of \$30,000 from the SSCL library's Operational Reserve account held at Corning Credit Union, Corning NY to the Library's Building account held at Chemung Canal, Corning NY. The funds transferred are for anticipated operational building costs.

NYS Construction Aid for Libraries Letter of Intent:

(See Bouille Electric and RDE Engineering and Construction Management, PLLC proposals. See HUNT E|A|S Engineering Study proposal.)

Barbara McLean said the library plans to apply for New York State Construction Aid to fund an emergency generator that will power sump pumps, the library's fire alarm panel and other emergency services during power outages. The application will also request funds for an engineering study of the library parking lot [off Pear Street], which floods during high water events. The library sits a mere 600 feet from the Chemung River. The Finance Committee recommends authorizing the library to submit a Letter of Intent to begin the NYS grant application process. Trustees signaled consent informally.

Barbara McLean noted that the library obtained a proposal for a library building veneer study from HUNT E|A|S. The quote was “low enough that we can do it without a vote,” she said.

Policy Committee:

Barbara McLean noted the Policy & Personnel Committee recommends a universal wording change to existing library policies related to collaborative programming and events. In several places, library policies refer to “partnerships” with community organizations. There is a liability issue, since the relevant policies more accurately refer to *collaborations* in organizing or hosting programs and events. The policies did not intend to refer to legal partnerships.

On the recommendation of the Policy & Personnel Committee, trustees voted unanimously to authorize the proposed changes as indicated by the Committee.

Committee Updates:

- **Facilities** – On behalf of Committee Chair Barry W. Nicholson, Barbara McLean noted the Facilities Committee will look into veneer panel work done on Corning City Hall. “We have a field trip planned.”
- **Scholarship** – Vice President and Committee Chair Julie E. Fromer said two \$1,500 scholarships were awarded to two graduating seniors. Awardee Ashti Tiwari will attend the University of Pennsylvania, concentrating on Economics. Awardee Joshua Beres will attend the University of Pittsburgh, taking classes in Engineering. The award winners attended a recent Friends of the Library meeting. “They were very appreciative. The money goes directly to their schools.”
- **Friends of the Library** – Liaison Julie Fromer said the Friends of the Library Board of Directors decided that the organization will give \$25,000 to the library, representing its first gift installment for the year. The Fall Book Sale will be held in the East Corning Fire Hall from September 30 - October 9.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:09 p.m. The Annual Meeting of the Membership was set to follow after a short break.

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