

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
September 21, 2023**

Trustees Attending:

President: Barbara A. McLean
Vice President: Julie E. Fromer
Gail Bardhan*
Lyndsie M. Guy
Nogaye Ka-Tandia
Barry W. Nicholson
Kathryn C. Mack
Louise Richardson

Absent:

Treasurer: Jeffrey Scott*
Secretary: Jamie Curtis
Kate Paterson
Svetlana Short

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Business Manager*
Kathy Stickler, Mengel Metzger Barr & Co.*

Call to Order:

President Barbara A. McLean called the meeting to order at 4:34 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the June 15, 2023 Regular Meeting
Minutes of the June 15, 2023 Annual Meeting
June, July & August 2023 Financial Reports**

On a motion by Kathryn C. Mack, seconded by Nogaye Ka-Tandia, trustees voted unanimously to accept all items on the Consent Agenda.

*Trustee Gail Bardhan attended via Zoom. Treasurer Jeffrey Scott observed via Zoom, but did not vote. Business Manager Lori Reenan observed via Zoom. Audit Partner Kathy Stickler made her presentation via Zoom.

990 Review:

Auditor Kathy Stickler, Mengel Metzger Barr & Co., reviewed the library's draft 2022 Return of Organization Exempt From Income Tax (IRS Form 990) with trustees.

There were no questions from trustees.

..On the recommendation of the Finance Committee to accept the 990, Barbara McLean called for a vote.

Trustees present voted unanimously to accept the 990.

Director's Report:

"This was a really, no kidding, amazing summer," said Pauline Emery. In August children's programs drew 3,253 participants. Summer 2023 usage statistics showed increases in patron visits, circulation, program participation, Wi-Fi use, Patron PC use, visits to the library website, Reference questions and Tech Coaching sessions. "It's very wonderful to see."

Summer programming highlights included story-walks in Fallbrook Park, arts and crafts programs in the Mary Lu Walker Children's Room, Movies Under the Stars, Life Size Candy Land, the End of Summer Dance Party with Doc Possum, lively teen programs including an improvisation class and writing workshop, hula-hoop training, flower arranging, Creation Station how-tos, and much more. "The Kids' Farmers Market was truly amazing," Pauline Emery said.

The library teamed up with the Rockwell Museum to present artist Shasti O'leary Soudant's outdoor augmented reality experience: Burden of Conquest. The interactive exhibit in Fallbrook Park continues, free of charge, in October. Indoor children's movies will return this fall on Saturdays.

Finance:

The Finance committee met on August 10 and on September 18. The Committee will review the draft 2024 budget in October. The Committee recommends approval of the following resolutions:

- **RESOLVED**, that the Southeast Steuben County Library transfer \$276,733.80 in bequest funds temporarily held in the Capital Reserve Account at Community Bank, Corning NY to the library's endowment held by Schwab Investments and managed by Fischer Investments in Rochester, NY. Trustees voted unanimously to approve the resolution.
- **RESOLVED**, that the Southeast Steuben County Library will draw the budgeted \$252,659 endowment funds invested with Schwab Investments managed by Fischer Investments in Rochester, N.Y. These funds will be transferred into the SSCL'S Operational Account held at Chemung Canal, Corning, NY.
Barbara McLean noted that trustees voted previously by email to approve the resolution. Trustees voted again, unanimously, to affirm the budgeted draw into the library's operational account.
- **RESOLVED**: The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of the following funds. \$35,000 transferred from the Capital Reserve Account held at Community Bank, Corning, NY to the Operational Reserve Account held at Chemung Canal, Corning NY. These funds are the 2022 end of year budget surplus that was used as a stop gap to cover capital project costs. We have

received New York State grant funding and can now move the funding to the Operational Reserve.

Trustees voted unanimously to approve the resolution.

The Finance Committee recommended approval of the library's application for New York State Construction Aid in the amount of \$58,462 to partially fund a \$77,950 project to install a natural gas powered 35Kw emergency generator to power critical loads during power outages.

Trustees voted unanimously to move ahead with the application. The Library Board of Trustees will act as Lead Agency for the project.

Policy Update:

Barbara McLean noted the Policy and Personnel Committee reviewed proposed changes to the library's Health/Dental Insurance Plan benefits for staff members. The changes, recommended by the Committee, increase the payment in lieu of joining the plan from \$2,000 to \$2,500. The associated Termination of Coverage policy was not changed. Trustees voted unanimously to approve the following amended Health and Dental Plan policy for inclusion in the Staff Handbook:

Health and Dental Plan

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-Five Hundred dollars (\$2,500) from the Library in two equal payments of (\$1,250) 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 buyout.

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 upon submission of their Medicare invoice. It will be made in one payment and prorated in the quarter according to when they turn 65 years old.

i.e.	Paid in the quarter they turn 65.
Q.1	Jan-March \$2,500
Q.2	Apr-June \$1,875
Q.3	Jul-Sept \$1,250
Q.4	Oct-Dec \$625

Committee Updates:

- **Facilities** –Chair Barry W. Nicholson said the Committee continued to await a report on the condition of the library building façade. The Committee discussed the emergency generator proposal. The Committee

will discuss options for use of the vacant space upstairs.

- **PR/Advocacy** –The Committee will meet in October.
- **Fund Development** – Chair Louise Richardson said the committee did some initial planning in advance of FLXGives. Also, the Committee considered ideas for using the vacant upstairs space. “The idea is to look at converting that into a teen space.” The Committee plans a field trip to Steele Memorial Library in Elmira to look at its teen facilities and maker-space.
- **Policy** – Barbara McLean said the Committee expects to review and make recommendations on more policies before the full Board’s meeting next month.
- **Friends of the Library** – Liaison Julie Fromer reported the Fall Book Sale will be held in the East Corning Fire Hall from September 30 - October 9. The Friends of the Library board worked on maximizing use of the Red Bookshelves program. Library Director Pauline Emery outlined to Friends board members how the annual monetary gift from the Friends would be spent.
- **Strategic Planning** – Barbara McLean noted she included Strategic Plan sections for the third and fourth quarter of 2023 in the Board packet “so that trustees would be up to date on what is going on now.”

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:21 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for October 19, 2023 at 4:30 p.m. in the library.