

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
October 19, 2023**

Trustees Attending:

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

Absent:

Nogaye Ka-Tandia
Svetlana Short

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Business Manager*

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 September 21, 2023 Regular Meeting
September 2023 Financial Reports**

On a motion by Lyndsie M. Guy, seconded by Vice President Julie E. Fromer, trustees voted unanimously to accept all items on the Consent Agenda.

Director's Report:

Library Director Pauline Emery compared year-to-date library usage statistics with figures from the same period in 2022. There were substantial usage gains in circulation, in patron visits, in attendance at library programs, in public PC & Wi-Fi use, in digital literacy sessions, Creation Station sign-ins, and in circulation of digital items. "The wonderful thing to see is that year-to-date verses 2022, the Children's Department was getting even closer to pre-Covid-19 days, and circulation of digital content just keeps growing."

*Trustee Gail Bardhan attended via Zoom.

Free movies returned Saturday, October 13 with a Disney Halloween feature film for kids. The library is a participant in The Great Give Back. We are collecting donations of mittens, winter socks, hats and gloves to be distributed by ProAction of Steuben and Yates, Inc. "The Great Give Back is going fantastically. We think ProAction may be overwhelmed with winter clothing items," Pauline Emery said.

On October 17, the library celebrated Black Poetry Day with a Zoom event: Readings by Akua Lezli Hope, Bryant O'Hara, Linda Addison and Miguel O. Mitchell. Coffee Tea and English now has a book club where speakers of English as a second language share cultures, make friends and talk about books. Crafting with Kimberly, October 9, was especially popular with patrons. The project was Scarecrow Shelf Sitters. The library recently hosted an information table with representatives from Arnot Health. They distributed pamphlets on ways to prevent injuries from falls. The League of Women Voters set up a voter registration station in the library last month, with a local Candidates Forum to come. The Friends of the Library reported that its Fall Book Sale brought in about \$25,000. A banned Books display was featured in the library lobby throughout October. A Teen Banned Books storytelling event was held as well.

Finance:

(See Financial Reports for September 2023.)

The Finance Committee met on October 12.

Treasurer Jeffrey Scott presented budget highlights. He said actual expenses were in line with expectations. Utility billing has been slow. The Finance Committee recommends acceptance of the September Budget Report and adoption of two resolutions: a revision to a prior transfer resolution, and the following Fund Transfer resolution.

IMLS Grant Funds Transfer

Barbara McLean said the purpose of the resolution was to transfer funds held in reserve to cover grant expenses, back into the operational account, now that the grantor, the Institute for Museum and Library Services (IMLS), had reimbursed the library

With no questions or comments from the floor, 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.

\$6,791.57 transferred from the Capital Reserve Account held at Community Bank, Corning, NY to the Operational Account held at Chemung Canal Trust Company, Corning NY. This funding came from the IMLS technology grant, and it is the final reimbursement for the cost of the hot spots.

Transfer Resolution Revision

Barbara McLean explained that the following transfer resolution was approved last month “with the wrong bank named for depository.” This resolution corrects the error.

With no discussion, trustees voted unanimously, 10 Yes, 0 No, 2 absent, 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.

\$35,000 transferred from the Capital Reserve Account held at Community Bank, Corning, NY to the Operational Reserve Account held at Corning Credit Union, 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.

Tax Cap Override Resolution

Barbara McLean explained, “As we do every year at this time, we give ourselves an insurance policy in case we need to go over the tax cap.” Approval of a Tax Cap Override Resolutions each year is a legal safeguard.

Trustee Barry Nicholson asked when the next vote would be held. The library levy request amount - not yet determined – goes to voters of the Corning-Painted Post School District in May 2024.

Trustees voted unanimously to approve the following resolution:

Whereas, the adoption of the 2024 budget for the Southeast Steuben County Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in general Municipal Law Section 3-c adopted in 2011: and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it

Resolved, that the Board of Trustees of the Southeast Steuben County Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law, on October 19, 2023.

2024 Budget Update:

Barbara McLean said the Finance Committee “did a first pass review of the [draft 2024] budget and will do a second review at the next Finance Committee meeting.” She advised trustees to anticipate a projected 2024 Operational Budget shortfall of \$107,701. She noted that the shortfall “can be covered in 2024” with Capital and Operational reserves.

“If we are going to override we have to understand why, and we will have to educate ourselves.” said Pauline Emery.

Barbara McLean said that a workshop with Brian Hildreth, Executive Director of Southern Tier Library System, was being organized.

Committee Updates:

- **Facilities** –Chair Barry W. Nicholson said the Committee was waiting on the building façade report. Bob Drew provided a parking lot report, which notes the emergency generator work should be done at the same time as

parking lot renovation. The Committee will meet in November.

- **Fund Development** – Chair Louise Richardson said the Committee was working on participation in FLX Gives, the online fundraiser. “We had such a success last year focusing FLX Gives on the Mary Lu Walker Room project.” This time, the Committee will focus on a creating a multifaceted teen space in a vacant office suite on the 2nd floor. Youth Coordinator Kayla Crane has done a terrific job coming up with ideas. Pauline Emery submitted a grant application to Corning Incorporated Foundation to fund a design concept for that space.
- **Policy & Personnel** – Barbara McLean said the Committee will meet in November
- **Scholarship** – Vice President and Committee Chair Julie E. Fromer said **no update**
- **Friends of the Library** – Library Vice President and Friends of the Library Liaison Julie Fromer said she was pleased that the Fall Book Sale proceeds were “on par with before the pandemic.” Louise Richardson, Chair of the Friends’ Book Sandwiched In Committee, said progress on that annual series of book talks by local notables was moving forward.
- **Strategic Planning** – Barbara McLean said she will send out a prospective on plan objectives for the fourth quarter of 2023 and the first quarter of 2024.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:04 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for November 16, 2023 at 4:30 p.m. in the library. The regular meeting will follow NYS mandated Sexual Harassment Prevention Training, at 4 p.m.