

**SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 21, 2024**

Trustees Attending:

President: Barbara A. McLean
Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott

Julie Fromer
Kathryn C. Mack
Louise Richardson
Svetlana Short
Kate Paterson
Harry A. Merritt

Absent:

Barry W. Nicholson
Nogaye Ka-Tandia
Gail Bardhan

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 4:35 PM. She welcomed new trustee Harry A. Merritt back to the board. Trustees introduced themselves and stated their committee assignments.

Public Comment:

There was no public comment.

Oath of Office: Library Business Manager and Notary Public, Lori Reenan administered the Oath of Office to trustee Harry Merritt. Harry was also given a copy of the library's conflict of interest annual statement to complete and return.

Consent Agenda:

**Minutes of the February 15, 2024 Regular Meeting
February 2024 Financial Reports**

On a motion by Kate Paterson, seconded by Kathy Mack, trustees voted unanimously to accept all items on the Consent Agenda.

Director's report:

Pauline Emery presented a power point presentation with slides emphasizing the stats for the month of February with monthly and annual comparisons. Numbers across the board continue to rise. She also highlighted programs in children's, YA and Adult departments that happened during February, as well as programs scheduled for today and those coming up soon.

Finance:

(See financial reports for February 2024)

Brad presented the annual appeal total to date: \$80,602, 3rd highest of all appeals.

Treasurer Jeffrey Scott said the finance committee met on March 14, 2024. He highlighted financial results from the last month and anticipated revenues and expenses for the next couple of months. He explained discrepancies with budget expectations were due to the timing of receiving invoices and remittances.

Jeff reviewed the state report prior to the meeting and reported all looks in order. He shared that the annual audit is underway, and Inero & Co. has been very helpful, and timely with their responses.

Building budget transfer Resolution

The finance committee recommends that we transfer funds to the building account quarterly rather than annually, as has been done in the past, as the building account needs funds.

Barbara McLean stated under the recommendation of the Finance Committee they are requesting approval of the following funds transfer 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 \$8,250 from the SSCL library's Capital Reserve account held at Community Bank, Corning NY. to the Library's Building account held at Chemung Canal, Corning NY. The funds transferred are for anticipated operational building costs.

Trustees voted unanimously to approve the above resolution.

Annual Report for Public and Association Libraries:

Pauline Emery stated that the state report has been submitted. STLS requested some additional information, which only required notes of explanation. Treasurer Jeff Scott reviewed the financial items, and all information is accounted for.

Pauline presented the state report showing the comparisons to last year. Errors were discussed regarding trustee information. A motion to accept the report was given by Jamie Curtis and 2nd by Kate Patterson. The trustees voted unanimously to accept the report with suggested errors corrected.

Sustainability Update:

Barbara McLean reported that the PR/Advocacy committee met several times over the past month. They finished the RFP for the website and identified recipients for the project. The committee is hoping to hear back by the end of March. A time frame for questions was posted, with several responders requesting further information. Proposals will be reviewed and then interviews will be scheduled with prospective designers at the end of April. The expectation is that the project will start in May and go live in the fall. The current web site will remain active while the new site is being worked on.

The committee met with Dave Rochelle, local videographer, and worked with him to get ideas of testimonials to be used to advertise the benefits/services of the library.

The committee is also working on a media package for the Tax Levy vote. They are discussing the use of letters to the editor, and other media opportunities. Lyndsie brought a post card as a template for the library to use to send a reminder for individuals to vote, and where and when to do so. Discussion continued about possible times the postcards should be distributed.

The committee has identified important stakeholders including NYS Senator Tom Omara and NYS Assembly member Phil Palmesano to get their support and get the word out.

A tax levy public statement was presented. Discussion ensued regarding the wording and understanding.

The school district will send out the resolution to all households with the facts. The library will be distributing additional information for clarification.

Committee Updates

- **Facilities-** Pauline Emery said the committee is looking at possible grant projects: YA space, parking lot/generator, building façade. They will need to get quotes for NYS Construction Aid. The committee continues to try to rectify the issues with the HVAC system.
- **Fund Development-** Chair Louise Richardson stated that the committee did not meet in February. They have been involved in the Hunt Engineering teen space presentations and are discussing what opportunities there will be to support the project.
- **Nominating-** Committee representative Barbara McLean has nothing new to report.
- **Policy-** Committee representative Barbara McLean stated the committee is working on a staff starting salary and benefits matrix.

- **Scholarship-** Chair Julie Fromer stated the deadline for scholarship applications is May 10th. She will send a request to the school guidance office to post and publicize the scholarship.
- **Friends-** FOL liaison Julie Fromer said the friends are busy preparing for the next book sale that will be held April 13-20, 2024, at the fire hall. The friends have made many book bundles which have been a big hit. Kathy Mack shared that a red bookshelf in Caton was refurbished and stocked with children's books as well as adult books on gardening and cooking.
- **Strategic Planning-** Chair Lyndsie Guy stated there will be updates in April.

Other Business:

Barbara McLean recognized Assistant Director, Brad Turner and thanked him for his years of service and dedication to the library. He was given a card and plaque in appreciation.

Adjournment:

President Barbara A. McLean adjourned the meeting at 5:39 PM

The next regular board meeting of the Board of Trustees is scheduled for APRIL 18TH
4:30-5:30PM
in the library conference room.