

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
April 18, 2024**

Trustees Attending:

President: Barbara A. McLean
Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott
Gail Bardhan*
Nogaye Ka-Tandia
Kathryn C. Mack
Harry A. Merritt
Kate Paterson
Louise Richardson
Svetlana Short*

Absent:

Barry W. Nicholson
Julie E. Fromer

Guests:

Pauline Emery, Library Director
Lori Reenan, Library Business Manager

Call to Order:

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

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the March 14, 2024, Regular Meeting
March 2024 Financial Reports**

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

*Attended the meeting via Zoom.

Director's Report:

Library Director Pauline Emery presented a power point highlighting the March circulation, program, and usage statistics. The numbers show healthy patron attendance, digital circulation and Wi-Fi usage, material circulation and data base usage were down a bit. Pauline also shared program highlights: the Eclipse program received great press exposure and had 154 attendees. The Local Authors Day had 4 authors who presented their books and then provided activities for participants to do while visiting with them. Community gardens series continues in partnership with Cornell Cooperative Extension, and the vetted Pen Pals program has gotten lots of publicity and interest. Upcoming programs include Exploring Owls with Tanglewood and Fairytale Castle Making. Pauline said WETM visited the Friends of the Library book sale; they interviewed both volunteers and attendees who did a great job promoting the library.

Finance:

(See Financial Reports for March 2024.)

The finance committee met on April 11, 2024.

Treasurer Jeffrey Scott reported that we are waiting to receive the 2nd tax levy installment check from the school district. The monthly financial reports show we are currently operating under budget. The Auditors finished on-site work, the shortest on-site time ever. Kathy Stickler, from MMB, will present the audit report at the May Board meeting. The Finance Committee is scheduled to meet with Fischer Investments at the May finance meeting to get an update on the investments. The committee is working on additional information to provide taxpayers regarding the tax levy vote.

Sustainability Update:

Barbara McLean said there is a lot to fill everyone in on. Pauline began by showing the long adult video created by Rochelle Media. The video has been presented at several community meetings and was enthusiastically received. Four other videos have been produced. Pauline is working with Randy Reid of Reid Media Group to develop a package for advertising spots on TV. The plan is to show the videos as informational for 2 weeks, and then include the vote message 1 week prior to the vote.

The first video has been put on YouTube, Facebook, TikTok, and Twitter. Individuals are encouraged to share the videos on their social media pages.

Louise Richardson designed yard signs for the Friends of the Library to have made for yard posting. Discussion ensued regarding the language around trustees sharing information about the impending vote. Trustees can encourage people to vote, just not how to vote.

Barbara and Pauline have had many meetings with key players in the community with more to come to garner library support. Barbara stated, "this is talking campaign time", time to share your library enthusiasm to get people out to vote. The library is working in collaboration with the school district for a unified presence. There was discussion on who can vote, where they can vote, and the rules on absentee voting.

Barbara and Louise attended the school board meeting the previous night, which was well attended. NY State has not settled on a budget, which makes it difficult

for the district to plan what their need will be. The school budget still must be voted on in May with or without the knowledge of the state budget. They are currently looking at a 4.97% increase overall which is 2% over the tax cap.

Committee Updates:

- **Facilities** – Pauline said NYS construction aid requests and the date to send in intention letters is coming up. The committee is reviewing possible projects to submit. In the meantime, quotes for the parking lot are almost secured, and preparations are being made to do the first phase of the façade.
- **PR/Advocacy** – Barbara McLean said in addition to what’s happening with the sustainability campaign, the committee received 2 proposals for the website. The committee will do interviews the week of April 29th, with hopes the work will start the beginning of June and be completed in October.
- **Fund Development** – Chair Louise Richardson will be scheduling a meeting soon. Business Manager, Lori Reenan stated the Annual Appeal raised just under \$84,000.
- **Nominating** – no report
- **Policy** – no report
- **Scholarship** – Barbara said some applications have been received. Selections will be made in May.
- **Friends of the Library** – Pauline shared that as of the close of sales on Wednesday the book sale had made \$25,000; \$12,000 was raised the first day. Several trustees who attended the sale said there was a steady stream of people. They hope to raise \$32,000.
- **Strategic Planning** – Lyndsie said the first step will be to conduct a brief community survey. She asked that each trustee interview 5 people in the community and return the surveys at the next meeting. After adjournment trustees will participate in a breakout session to roll play conducting the surveys and strategies to use to encourage responses. The survey information will be reviewed in May to see what the next steps will be.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:17 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for May 16, 2024, at 4:30 p.m. in the library conference room.