

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

**Trustees Attending:**

President: Barbara A. McLean  
Vice President: Lyndsie M. Guy  
Secretary: Jamie Curtis  
Treasurer: Jeffrey Scott  
Gail Bardhan\*  
Julie E. Fromer  
Nogaye Ka-Tandia\*  
Harry A. Merritt  
Louise Richardson

**Absent:**

Kathryn C. Mack  
Barry W. Nicholson  
Kate Paterson  
Svetlana Short

**Guests:**

Pauline Emery, Library Director  
Lori Reenan, Library Business Manager

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:32 p.m.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the June 20, 2024, Regular Meeting and Annual Meeting  
June 2024 Financial Reports**

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

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\*Attended the meeting via Zoom.

**Director's Report:**

Library Director Pauline Emery reported looking at the statistics, the YA numbers are up likely due to middle school visits by staff. Digital increased as well perhaps the commercials assisted with these numbers.

Summer reading is off to a great start with many great programs scheduled for all ages. Daily free lunches are being served to kids under 18, and on Tuesdays children can receive produce from the food bank.

On July 1<sup>st</sup> STLS launched StarQuest, an initiative for patrons to visit libraries throughout the library system. Patrons receive rewards for visiting 5, 10, 24, and 48 libraries.

It was posted on social media and the website that the library is a NYS cooling center. Pauline encouraged board members to check out the Ground News platform from Libby to flush out disinformation in the news.

**Finance:**

(See Financial Reports for June 2024.)

The Finance Committee met on July 11, 2024.

Treasurer Jeffrey Scott shared that the committee reviewed budgets and are considering possible ways to assist EDC with financial solvency. The Income and Expenses for June were consistent with previous months.

In preparation of the parking lot project, it will be necessary to have some spending flexibility with change orders. The Finance and Facilities committees recommend the following resolution.

**Parking Lot and Drainage Project Resolution**

Upon the recommendation of the Facilities and Finance committees:

- the Library Director has permission to sign change orders and contracts for services for the Parking Lot and Drainage Project up to \$6,000.
- change orders or contracted services over \$6,000 and up to \$12,000 will be reviewed and recommended by the Facilities committee. Committee review and recommendation can take place virtually or if needed by email.
- any change order or service contract over \$12,000 will be reviewed and recommended by the library board.
- collectively, change orders are not to exceed \$120,000.

Trustees voted unanimously to approve the above resolution.

**Committee Updates:**

- **Facilities** – Pauline shared the Hunt proposal for the design for the parking lot project. Bob Drew found a few things that needed to be added which added approximately \$5,000 to the overall cost. The design proposal will be submitted with the grant.

Upon recommendation of the facilities committee the trustees unanimously accepted the proposal from Hunt.

The grant will be submitted at the end of August

- **PR/Advocacy** –Chair Barbara McLean said there is nothing to report this month.
- **Fund Development** – Chair Louise Richardson said the committee met and discussed the annual appeal and how they can best assist the new Assistant Director with it. They also discussed FLX gives and are developing a creative way to market the parking lot as this year’s project.
- **Nominating** – Chair Barbara McLean said there is nothing to report this month.
- **Policy** – Chair Barbara McLean said there is nothing to report this month.
- **Scholarship** – Chair Julie E. Fromer said the committee is looking for a way to encourage students who may not be eligible for other scholarships so more students receive awards. The committee is also reviewing the application as it was evident that the essays submitted were AI produced and not consistent with the responses to short answer questions.
- **Friends of the Library** –Friends of the Library Liaison Julie Fromer said the group is not meeting in the summer. The members are busy working at the farmer’s market each Thursday. They are handing out free books and sharing library programming information.
- **Strategic planning** – Chair Lyndsie Guy requested if trustees have any completed questionnaires to please turn them in. Several committee members plan to be at the farmer’s market with the Friends of the Library to get feedback from market attendees.

#### **Other Business:**

Barbara McLean adjourned to executive session at 4:59 p.m.

Upon return to regular session on a motion by Louise Richardson and seconded by Lyndsie Guy, the trustees voted to accept the job share arrangement with STLS as recommended by the Policy and Personnel Committee with retroactive pay to July 1, 2024. The trustees voted unanimously to accept the agreement.

#### **Adjournment:**

President Barbara McLean said there will be no meeting next month and adjourned the regular meeting at 5:14PM.

The next regular meeting of the Library Board of Trustees is scheduled for September 19, 2024, at 4:30 p.m. in the Library Conference Room.