

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
March 17, 2016**

Trustees Attending:

President: Sarah Collins
Vice President: Mary Ann Thomas
Treasurer Nancy Kirby Kurjakovic
Secretary: Mary H. Bacalles
Barry W. Nicholson
Kate Paterson
Douglas V. Porter
Hazel Russell
Don Spencer

Absent:

Pro Bardhan
Emily J. Marino

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager & Notary Public

Call to Order:

President Sarah Collins called the meeting to order at 4:33 p.m.

Public Comment:

There was no public comment.

February Minutes:

On a motion by Barry Nicholson, seconded by Secretary Mary Bacalles, the minutes of the February 18, 2016 Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for February 2016)

Library Director Pauline Emery reported an increase in recorded patron visits in February and year-to-date, compared to the same periods in 2015. That, even though the library's people counter was not in service for five days. Children's program participation, circulation and public access computer use also increased for the month and year. Adult and Young Adult program attendance figures were down. A direct fiber-optic connection to the Southern Tier Network has been strung and spliced and will be lighted soon. The library is now using new scheduling software. The library is performing a compliance review of its 403b Retirement Plan Provider, TIAA CREF.

Charter Petition/resolutions:

Sarah Collins said the library was ready to petition the state to change the library's provisional charter to a permanent charter. Pauline Emery indicated two resolutions, provided by the state, required board approval. On a motion by Treasurer Nancy Kirby, seconded by Mary Bacalles, the following resolution was approved unanimously:

**PETITION
TO AMEND AND MAKE ABSOLUTE A PROVISIONAL CHARTER
SOUTHEAST STEUBEN COUNTY LIBRARY**

TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

We the undersigned, being the president and secretary of the Southeast Steuben County Library do hereby apply to the Regents of the University of the State of New York for an amendment to the provisional charter of such corporation and, as so amended, to make the provisional charter absolute, and do make, sign and acknowledge the following statements:

1. The name of the corporation is Southeast Steuben County Library.

2. A provisional charter was granted to this corporation on July 14, 2000 which provisional charter was extended on September 10, 2007 and September 11, 2012.

3. The trustees wish to amend the provisional charter of Southeast Steuben County Library to state that the current number of twelve trustees as stated in the provisional charter be changed to a range of trustees which shall not be less than five nor more than fifteen with the current number being fifteen; to add the Internal Revenue Service dissolution language necessary for tax exempt status under section 501(c) (3); and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served.

4. The Southeast Steuben County Library is an association library that, until December 2015, relied on municipal funding through contracts with city municipalities.

The library's funding has now been stabilized with a vote approving an annual tax levy from the Corning-Painted Post School District to support the library.

5. The trustees hereby request that the provisional charter of the Southeast Steuben County Library, as so amended, be made absolute.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the 17th day of March 2016.

Sarah Collins, President
Southeast Steuben County Library

Mary Bacalles, Secretary
Southeast Steuben County Library

On a motion by Douglas Porter, seconded by Kate Paterson, the following resolution was approved unanimously:

**RESOLUTION OF A SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
SOUTHEAST STEUBEN COUNTY LIBRARY**

We the undersigned, being the president and secretary of the Southeast Steuben County Library, a corporation organized and existing pursuant to a provisional charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the 17th day of March 2016 and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Southeast Steuben County Library hereby requests that the Board of Regents of the University of the State of New York amend the provisional charter of Southeast Steuben County Library to state that the current number of twelve trustees as stated in the provisional charter be changed to a range of trustees which shall not be less than five nor more than fifteen with the current number being fifteen; to add the Internal Revenue Service dissolution language necessary for tax exempt status under section 501(c) (3); to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served; and that such provisional charter, as so amended, be made absolute; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the 17th day of March_2016.

Sarah Collins, President
Southeast Steuben County Library

Mary Bacalles, Secretary
Southeast Steuben County Library

February Financial Report and 2016 Budget Adjustments:

(See Financial Report for February 2016)

The Finance Committee reviewed the February 2016 Financial Report on March 8, 2016.

Nancy Kirby explained budget adjustment were necessary because the library received county cost-sharing money that wasn't anticipated in the approved spending plan. "We now had significant revenue that we didn't anticipate and had to show the county it would be used for operations." Also, \$4,000 in grant funding was added to the 2016 budget, plus Learning Center funding. The additional revenues totaled \$37,236. The originally approved endowment drawdown was not changed. On the expense side, the adjusted budget shows increases in staffing costs to cover employee leaves and wage increases for the library director and business manager. Additional one-time

expenses were also included in the adjusted budget and certain costs were reclassified to better reflect anticipated spending.

A motion to accept the budget adjustments was made by Vice President Mary Ann Thomas and seconded by Mary Bacalles.

Following discussion, the budget adjustments were approved unanimously.

For the month of February 2016, total income was \$38,063. Expenses totaled \$78,749.

Updates:

Mary Bacalles and Marcia Weber have served as co-chairs of the library's Annual Campaign for several years. At the suggestion of the co-chairs and in lieu of an honorarium, this year the library purchased a number of children's books with bookplates honoring the co-chairs and highlighting the fund drive. Mary Bacalles thanked the library and said, "Marcia and I feel it is truly our honor to sign the [campaign] letters."

Sarah Collins thanked Kate Paterson and Pauline Emery for lobbying legislators in Albany during Library Advocacy Day, and thanked Nancy Kirby for agreeing to represent the library before Steuben County legislators at an upcoming meeting.

Adjournment:

Sarah Collins adjourned the meeting at 5:08 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on Thursday, April 21, 2016 at 4:30 p.m.