

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
June 16, 2016**

Trustees Attending:

President: Sarah Collins
Vice President: Mary Ann Thomas
Secretary: Mary H. Bacalles
Pro Bardhan
Barry W. Nicholson
Kate Paterson
Douglas V. Porter
Hazel Russell

Absent:

Treasurer Nancy Kirby Kurjakovic
Don Spencer
Emily J. Marino

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

Call to Order:

President Sarah Collins called the meeting to order at 4:35 p.m.

Public Comment:

There was no public comment.

May Minutes:

On a motion by Barry W. Nicholson, seconded by Secretary Mary H. Bacalles, the minutes of the May 19, 2016 Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for May 2016)

Library Director Pauline Emery noted the library was closed for a continuing education conference on May 13, closed for carpet cleaning on May 28th, and closed on Memorial Day. Even so we had 16,160 visitors, compared to 15,281 in May 2015. Workflows and StarCat were offline from May 29 to June 1 due to technical difficulties at STLS. Consequently, circulation dropped slightly in May, compared to May 2015. Year-over-year, circulation was up. The annual volunteer and staff picnic was held Saturday, June 11. Compliance work on the library's 403b retirement plan will be completed soon. The Board of Regents was in the process of reviewing the library's absolute charter application. Staff members will promote the Summer Reading Program on 97.7 Magic FM tomorrow morning, June 17.

Financial Report:

(See Financial Report for May 2016)

The Finance Committee reviewed the May 2016 Financial Report on June 7, 2016.

Pauline Emery noted income for May was \$4,723 under budget. However, income from the library levy (line 4000) exceeded expectations due to the receipt of \$1,165 in late fees collected. The library tax was collected by the Corning-Painted Post Area School District and passed on to the library. Late fees, charged according to the school district's schedule, were not anticipated in the 2016 budget. Expenses for May were \$15,798 under budget. Looking ahead, programming expenses are expected to rise as "the bulk of our programming funds are spent during summer months."

990:

(See 2015 Exempt Organization Return - Form 990 Return - prepared by EFPR Group, CPAs, PLLC)

The Finance Committee and Insero & Co. CPA Nick Kelley reviewed the library's 2015 Form 990 Return earlier in June.

Sarah Collins explained the 990 is a tax return for nonprofits. "Everything is in line with the ... [2015] ... audited reports and financial statements."

On a motion by Kate Paterson, seconded by Douglas V. Porter the 990 Return was accepted, unanimously.

Election of Officers:

Secretary Mary H. Bacalles introduced the proposed slate of officers of the Board of Trustees. If approved, current officers would retain their positions through 2016.

Slate of Officers:

President: Sarah Collins
 Vice President: Mary Ann Thomas
 Treasurer Nancy Kirby Kurjakovic
 Secretary: Mary H. Bacalles

A motion to approve the slate of officers was made by Mary Bacalles, seconded by Kate Paterson. There was no discussion. Trustees voted to approve the slate unanimously.

Sarah Collins indicated the board would vote on its officers next year in January.

Strategic Planning:

Strategic Planning Committee Chair Douglas V. Porter said with the support of its members, Hazel Russell, Mary Ann Thomas, Sarah Collins and Margo Gustina, the committee had its first meeting June 15. The committee is slated to meet again next week, when it plans to "assess community input and see what we can do to meet the needs and desires of the community. Also, we want to set a timeline for achieving the goals we establish."

Sarah Collins said, "For next week we need to ... identify what we can do to fill the community objectives, many of which do not apply to libraries in particular."

Referring to surveys used to assess community concerns, Pro Bardhan said "It doesn't pop out at you how the survey defines community." He called for the committee to distinguish between "what the community wants and what the community needs."

Vice President Mary Ann Thomas said it was important to find new ways to encourage senior citizens to come to the library. One possibility was to enlist seniors as mentors.

Committee Updates:

- **Scholarship Committee:** Chair Mary Bacalles indicated she received a thank you letter from one of the scholarship winners. She and Nancy Douth presented the \$500 awards to the two winners on June 2.
- **Nominating Committee:** Chair Hazel Russell reported there was one applicant for library trustee under consideration. The committee will meet to consider the application prior to the next board meeting.

Update:

Sarah Collins indicated she received a letter objecting to the library's one-day *Food for Fines* promotion. Delinquent borrowers were encouraged to return overdue materials on May 31. Fines would be forgiven if they brought with them canned or boxed foods for donation to a local food pantry. The letter-writer stated he was "venomously opposed" to that practice. Sarah Collins said she explained in her response that the goal of food for fines was to see that library materials were returned. It is less costly to forgive a fine than to replace library materials. Pauline Emery added that it has been common practice for libraries to offer such programs.

Adjournment:

Acting on a motion by Kate Paterson, seconded by Barry W. Nicholson, Sarah Collins adjourned the meeting at 5:29 p.m. The Annual Meeting of the Membership followed at 6 p.m. in the Laura Beer Community Room.

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