

**Southeast Steuben County Library  
Board of Trustees  
Regular Meeting of the Board  
September 15, 2016**

**Trustees Attending:**

President: Sarah Collins  
Vice President: Mary Ann Thomas  
Treasurer Nancy Kirby Kurjakovic  
Secretary: Mary H. Bacalles  
Pro Bardhan  
Kate Paterson  
Douglas V. Porter  
Louise Richardson  
Hazel Russell

**Absent:**

Emily J. Marino  
Barry W. Nicholson  
Don Spencer

**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.

**July Minutes:**

On a motion by Secretary Mary H. Bacalles, seconded by Vice President Mary Ann Thomas, the minutes of the July 21, 2016 regular Library Board of Trustees meeting were approved unanimously. The Library Board of Trustees did not meet in August 2016.

**Director's Reports:**

(See Director's Reports for July 2016 and August 2016)

Library Director Pauline Emery reported very favorable library use statistics for August and year-to-date. "Our stats are really great, including circulation," she said. Overall, there were increases in program attendance, circulation, number of visitors and use of public access PCs. Digital literacy staff served 170 patrons in August and 2,296 year-to-date. Summer Reading Program statistics will be available next month. In partnership with the City of Corning and Workforce NY, the library will host a job fair on Saturday, September 17. The library has hired a new Public Relations Coordinator,

Marnie Lersch. The library and the League of Women Voters will host voter registration signup in the library.

### **Financial Reports:**

(See Financial Reports for July 2016 and August 2016)

The Finance Committee reviewed the July 2016 and August 2016 Financial Reports on September 13, 2016.

Pauline Emery reported year-to-date expenses fell slightly under budget expectations, while income was slightly up. Looking ahead, proceeds from the Annual Appeal are expected to generate the largest chunk of income through the end of the year. President Sarah Collins opined the library was "right on target," with respect to finances. The Finance Committee has been working on next year's budget. "We'll see more next time."

### **Strategic Plan:**

(See Southeast Steuben County Library Strategic Plan September 2016 – June 2018)

Strategic Planning Committee Chair Douglas V. Porter briefly described the plan. The first section of the plan calls for outreach to the outlying areas of the library's service area, with a prescribed timetable for program and services. The library will collaborate proactively with diverse community organizations to promote library resources and enhance diversity programs and activities. The second section of the plan sets viable funding goals that are supported by the community and sustain a robust library program. The remaining section sets goals and a timetable for developing a facilities plan that supports the library's programmatic goals.

Sarah Collins called for a motion to approve the plan. Kate Paterson made the motion, seconded by Louise Richardson.

After brief discussion, trustees voted to approve the plan unanimously.

### **Retirement Resolution:**

Treasurer Nancy Kirby said consideration of a new retirement plan for library employees was triggered in Early 2016 when the library identified certain compliance issues with the existing plans. "We engaged Insero & Co. CPAs to get our filings up to date and compliant." It was determined that TIAA-CREF [now TIAA] did not provide compliance support. The Finance Committee solicited retirement plan proposals from Wells Fargo and Chemung Canal Trust. "The recommendation of the Finance Committee is that we go with Chemung Canal Trust because they do offer compliance assistance and services, and because they provide on-the-ground assistance to employees." If the recommendation is adopted, the new plan would be effective October 1, 2016. The recommended plan would be available to all employees, including part-time employees over age 18. The library would match employee contributions up to 4 percent. "There are quite a few things that were not clearly defined in our current plans that are well defined in the proposed Chemung Canal Trust plan. We really hope that more employees will participate."

Douglas V. Porter seconded the Finance Committee's recommendation. With no further discussion, the following resolution was approved unanimously:

**RESOLUTION  
SOUTHEAST STEUBEN COUNTY LIBRARY**

A meeting of the Board of Trustees for the Southeast Steuben County Library (herein referred to as "Institution") was held on September 15, 2016 in accordance with the Institution's bylaws. The Southeast Steuben County Library's Board of Trustees (the "Board") certify and adopt the following resolutions.

**WHEREAS**, the Institution originally adopted the Southeast Steuben County Library 403(b) TDA Plan (the "TDA Plan") effective December 20, 2000 and the Southeast Steuben County Library 403(b) DC Plan (the "DC Plan") effective December 20, 2000; and

**WHEREAS**, the Institution and Board desire to engage Chemung Canal Trust Company as the Service Provider and Trustee effective October 1, 2016.

**WHEREAS**, the Institution and Board approve the merger of the DC Plan and the TDA plan effective October 1, 2016 and to rename the merged plan as the Southeast Steuben County Library 403(b) Plan (the "Plan"); and

In addition, the Institution and Board will engage Chemung Canal Trust Company to draft the document for the Plan which will comply with the Pension Protection Act of 2006 and subsequent regulations.

**NOW THEREFORE**, be it resolved, that the Institution and Board hereby adopts a 403(b) plan in the form of the 403(b) Plan and the accompanying Adoption Agreement filed with the minutes of this meeting, effective October 1, 2016; and

**RESOLVED**, that Chemung Canal Trust Company be engaged as Service Provider, Vendor, Custodian, and Trustee effective October 1, 2016;

**RESOLVED**, that the listed individuals below are hereby directed to execute and deliver the Adoption Agreement and to do all other things, including the execution of any other documents which is deemed necessary or appropriate to implement the foregoing resolution or otherwise pertaining to the Plan;

Sarah Collins  
Pauline Emery

**RESOLVED**, that the Board hereby authorizes the Chemung Canal Trust Company to release information regarding the Plan to the following representatives of the Company; and authorizes the following representatives of the Company to approve Plan transactions such as enrollments, distributions, withdrawals, and rollovers into the Plan;

Pauline Emery  
Lori Reenan

**RESOLVED**, that the individuals named above are hereby directed to remit to the Plan such sums in accordance with the terms of the Plan from year to year.

Dated this 15th day of September, 2016.

### **Hilbert Walsh McCabe Portrait:**

Sarah Collins indicated that subsequent to review by legal counsel, trustees may be asked to authorize the loan of the library's 1976 full-length portrait by Thomas S. Buechner depicting Hilbert Walsh McCabe, a former Corning librarian, for display in the lobby of the World War Memorial Library building at 149 Pine Street in Corning, NY. The portrait would be entrusted to the care of building owners John and Velva Vine.

### **Policy Revisions:**

Policy and Personnel Committee Chair Mary Ann Thomas said the committee recommends updating the library's Whistleblower Policy to designate the new Audit Committee Compliance Officer, Don Spencer, and to list the library's current Business Manager, Lori Reenan. Nancy Kirby seconded the committee's recommendation. The updates were approved unanimously.

Mary Ann Thomas indicated the Policy and Personnel Committee recommends passage of revisions to the Health/Dental Insurance provisions of the library's Human Resources Policy. Louise Richardson seconded the committee's recommendation. Trustees approved the following revised Health/Dental Insurance provisions unanimously:

#### **HEALTH/DENTAL INSURANCE**

The Library participates in a healthcare and dental benefits plans. Specific information about dental and medical benefits can be obtained from the Library Business Manager or directly from the plan providers. Health benefits for full-time employees begin on the first day of the first month following the starting date of employment. The Library pays 80% of the single coverage premium for all employees who elect to participate in the Health Plan. The Library pays 50% of the family coverage premium. Employees are responsible for any excess premium for single and family coverage. If an employee opts not to participate in the Health Benefits Plan in a given year, the employee will receive a payment of One Thousand dollars (\$1,000) from the Library in two payments of (\$500) in January and July of that year. The payment is prorated for the first year of employment. Part-time employees are not eligible for coverage. The Southeast Steuben County Library will offer eligible full-Time employees, enrolled in the library's health plan, a HSA (Health Savings Account). The employee HSA accounts will be held with Elmira Savings Bank, Corning, N.Y. The HSA plan is for the Excellus Eligible Deductible HSA Health Plan. Library contributions to HSA accounts will be determined annually.

- Approved by the Southeast Steuben County Library Board of Trustees on November 8, 2012
- Revised by the Board Sept. 15, 2016

The Policy and Personnel Committee intends to begin work on revisions to the Staff Handbook at its next meeting.

**Friends of the Library Update:**

Friends of the Library Co-Liaison Mary H. Bacalles said the Friends board met September 14. A letter from Olivia Allen, a past Nancy Douth and Friends of the Southeast Steuben County Library Honorary Scholarship winner was warmly received. Looking ahead, the Spring Book Sale will be held from April 29, 2017 to May 6, 2017. The speaker schedule for Books Sandwiched In 2017 is nearly ready. Library trustees were urged not to forget the Fall Book Sale (2016), which starts with Members Day on October 1. Sale days continue through October 8.

**Other Updates:**

Sarah Collins noted painting the library interior has been put on hold "because we need new furniture and a new interior design first." The Facilities Committee plans to meet with an architectural design firm soon.

The Southern Tier Library System will hold its Annual Meeting on October 13.

**Adjournment:**

On a motion by Douglas V. Porter, seconded by Kate Paterson, Sarah Collins adjourned the meeting at 5:15 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on October 20, 2016 at 4:30 p.m.