

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
October 20, 2016**

Trustees Attending:

President: Sarah Collins
Vice President: Mary Ann Thomas
Secretary: Mary H. Bacalles
Emily J. Marino
Kate Paterson
Louise Richardson
Hazel Russell
Barry W. Nicholson

Absent:

Treasurer Nancy Kirby Kurjakovic
Pro Bardhan
Douglas V. Porter
Don Spencer

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

Call to Order:

President Sarah Collins called the meeting to order at 4:36 p.m.

Public Comment:

There was no public comment.

September Minutes:

On a motion by Barry W. Nicholson, seconded by Louise Richardson, the minutes of the September 15, 2016 regular Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for September 2016)

Library Director Pauline Emery reported year-to-date increases in library visits, circulation, overall program attendance and public access computing, compared to the same period in 2015. The library's telephone service panels failed and were replaced in October. Staff education and sign up for the 403b retirement plan took place on September 21 and 27. Chemung Canal Trust will complete the required 5330 forms after employee enrollment has been processed. A total of 12 employees signed up. The library has seen an increase in positive press coverage from *The Leader* newspaper. Looking ahead, staff members are in the midst of outreach planning for 2017. The library will participate in the annual Gaffer District Sparkle event on

December 3. The library will be open extended hours during the evening event, with a number of family-friendly programs planned. CASA of the Southern Tier, Inc. will feature its Elf Shop in the Laura Beer Community Room during the event.

Financial Report:

(See Financial Report for September 2016)

The Finance Committee reviewed the September 2016 Financial Report on October 14, 2016.

Pauline Emery reported the September financial statement showed income above budget expectations and expenses below budget. Year-to-date, total income was \$676 under budget. Expenses were significantly under budget, leaving a net income that was \$61,001 above expectations.

Endowment Transfer Resolution:

Representing the Finance Committee, Trustee Kate Paterson noted the library's Endowment and Spending Policy promotes continued endowment growth and allows for a 2016 withdrawal of \$223,713. "The Committee determined we should take out what the budget predicted [\$197,585] and that is what we are proposing." Vice President Mary Ann Thomas seconded the Finance Committee proposal. The following resolution was approved unanimously:

RESOLVED, that the Southeast Steuben County Library will draw a 2016 transfer of \$197,585 from the SSCL's endowment. This is the 2016 budgeted amount needed to cover anticipated expenses.

Tax Cap Resolution:

Sarah Collins noted the Executive Committee has proposed a resolution allowing the library to override New York's Tax Cap in 2017. "The proposed resolution is a protective measure for the library. It does not mean we will actually exceed the tax cap." Hazel Russell seconded the motion. Trustees approved the following resolution unanimously (8-0):

Southeast Steuben County Library Tax Cap Override Resolution 10/20/2016

Whereas, the adoption of this 2017 budget for the Southeast Steuben County Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in general Municipal Law Section 3-c adopted in 2011: and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it

Resolved, that the Board of Trustees of the Southeast Steuben County Library voted and approved to exceed the tax levy limit for 2017 by at least the sixty percent of the board of trustees as required by state law on October 20, 2016.

Draft 2017 Budget:

Kate Paterson noted the Finance Committee recommends the draft 2017 budget for approval. The draft 2017 library budget allows for a 3 percent raise for full time staff members. "Part-timers will be raised to \$12 per hour or \$14 per hour, depending on duties." A separate Capital Budget will be established in 2017. Any funds awarded through New York State Construction Aid for Libraries will be included in the Capital Budget. The complete 2017 budget will be voted on by the Library Board of Trustees in November.

Gift Acceptance Resolution:

Louise Richardson reported that Maisie Houghton approached her with the idea of making a gift of artwork to the library for public display consisting of 15 original caricatures by David Levine depicting women authors of the 19th and 20th centuries. They were birthday presents to Mrs. Houghton from her husband James (Jaimie) Houghton, retired chairman of Corning Incorporated. The Houghtons recently sold their house on Spencer Hill Road and will move to Boston.

After brief discussion, on a motion by Secretary Mary H. Bacalles, seconded by Emily J. Marino, the following resolution was approved unanimously:

RESOLUTION SOUTHEAST STEUBEN COUNTY LIBRARY

WHEREAS Maisie Houghton wishes to make a gift to the Southeast Steuben County Library of 15 original caricatures by David Levine depicting women authors of the 19th and 20th centuries; and

WHEREAS artist David Levine (1926-2009) was best known for his caricatures appearing in *The New York Review of Books*, where these drawings were originally published; and

WHEREAS the donor has expressed her desire for the Southeast Steuben County Library to display these drawings in the library on an ongoing basis for the benefit of the public; and

WHEREAS the Library Board of Trustees finds that display of these drawings is in keeping with the library Mission and Vision and may serve as a source of inspiration and encouragement to aspiring authors;

NOW THEREFORE, be it resolved, that the Library Board of Trustees gratefully accepts this gift and hereby states its intention to maintain and display these drawings in the library for public view.

Committee Updates:

Friends of the Library Co-Liaison Mary Bacalles reported the Friends board met on October 12. Tentative net profit from the Fall Book Sale was \$23,720. Books Sandwiched In will have an extra Wednesday session in February. Corning-Painted Post High School students will participate in that session. The next Friends of the Library meeting, the 2017 budget workshop, will be held on November 9. The Spring Book Sale will be open from April 29 to May

6, 2017. Maisie and James Houghton recently donated many books to the Friends of the Library and to the library's collection.

Facilities Update:

Sarah Collins reported she met earlier this month met with the board of Three Rivers Development Corporation, owner of 300 Nasser Civic Center Plaza, the library building, to discuss a variety of facilities issues. Louise Richardson volunteered to join those participating in a two-session facilitated K-T decisions analysis process. Participants will attend morning meetings in the library on November 10 and 21. "The problem to solve is that the status quo is not sustainable financially," Collins said.

Trustee Updates:

President Sarah Collins, whose term ends December 31, 2016, said she will not seek another term on the Board of Trustees. "I believe strongly in term limits and my nine years on the board is long enough. I have agreed to stay on to chair the Facilities Committee as we work through the facilities planning process. I am thrilled that I have been part of this wonderful organization."

Sarah Collins reported that Trustee Douglas V. Porter, whose term ends December 31, 2016, said he will not seek another term. Sarah Collins will step down from Nominating Committee.

Emily J. Marino noted that a Ted X event will be held November 12 at the Corning Museum of Glass.

Vice President Mary Ann Thomas thanked Sarah Collins for her service and hard work on the board.

Adjournment:

Sarah Collins adjourned the meeting at 5:32 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on November 17, 2016 at 4:30 p.m.