

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

**Trustees Attending:**

President: Sarah Collins  
Vice President: Mary Ann Thomas  
Treasurer Nancy Kirby Kurjakovic  
Secretary: Mary H. Bacalles  
Pro Bardhan  
Emily J. Marino  
Hazel Russell  
Don Spencer  
Barry W. Nicholson

**Absent:**

Kate Paterson  
Douglas V. Porter  
Louise Richardson

**Guests:**

Barbara McLean  
Pauline Emery, Library Director  
Brad Turner, Assistant Library Director  
Lori Reenan, Business Manager/Notary Public

**Call to Order:**

President Sarah Collins called the meeting to order at 4:38 p.m.

**Public Comment/Introduction of New Trustee:**

There was no public comment. Sarah Collins noted this would be her last regular Library Board of Trustees meeting. She will continue to serve on the Facilities Committee. Sarah Collins has served nine years on the Board, and has been its president since 2013.

Sarah Collins introduced incoming Trustee Barbara McLean, who will take office in January. She will bring to the Library Board experience in marketing, management and leadership. Barbara McLean has been a Corning resident since 2001 and has written a book on fundraising for nonprofit organizations.

**Bank Signature Changes/Endowment Signature Changes:**

Trustees designated signatories for the library's checks and endowment transactions. Those designated as signatories going forward were:

Nancy Kirby Kurjakovic  
Don Spencer  
Kate Paterson  
Pauline Emery

### **Annual Campaign Interim Report:**

Assistant Library Director Brad Turner reported on progress in the 2016-17 fundraising campaign. The fund drive, which began in early November 2016 and was set to end in spring of 2017, had raised \$40,727 to date, including \$38,197 in private donations and \$2,530 in corporate matching funds.

### **November Minutes:**

On a motion by Treasurer Nancy Kirby, seconded by Barry W. Nicholson, the minutes of the November 17, 2016 regular Library Board of Trustees meeting were approved unanimously.

### **Director's Report:**

(See Director's Report for November 2016)

Library Director Pauline Emery said the library will be closed from December 23 through 26 because Christmas Eve and Christmas Day fall on Saturday and Sunday this year. Year-to-date patron usage statistics were "looking very good." Circulation, program attendance, library visitors and Internet use all showed increases compared to 2015 numbers. In 2017, the library will make a push on social media "to get our collection out there." Also next year, cataloging of new acquisitions will be expedited, with reduced processing costs. Books will arrive pre-cataloged, and that will put them into circulation sooner.

Library Youth Services Specialist Erica Unterman was a recipient of The ARTS Council of the Southern Finger Lakes' Arts Partnership Award. She accepted the award at a ceremony December 9 at The Rockwell Museum. In collaboration with Corning-Painted Post Middle School, Kayla Crane, the library's Young Adult Coordinator, gave 3D printer demonstrations in six classroom sessions, with a total of 151 attendees. Students transformed 2D designs created using Adobe Photoshop into 3D-printable models. The library was open extended hours during the Gaffer District's Sparkle event on December 2, drawing nearly 2,000 library visitors.

Southeast Steuben County Library circulates more downloadable digital items using Overdrive, Freegal and Zinio services than any other individual library in the Southern Tier Library System. Sarah Collins remarked, "That says a lot about the way we promote our collections to patrons."

### **Financial Report:**

(See Financial Report for November 2016)

The Finance Committee reviewed the November 2016 Financial Report on December 15, 2016.

Pauline Emery reported income so far this year had exceeded expectations, with grants and donations \$21,051 over budget. Expenses year-to-date were \$9,186 under budget but will be very close to budget by the end of the year.

Nancy Kirby noted the library had not yet been charged for a facilities consultant and for repair and replacement parts ordered for the library's ADA compliant doors. If there is a surplus at the end of the year, it will be applied to the 2017 Capital Budget.

**Director's Evaluation:**

Vice President Mary Ann Thomas asked trustees to turn in their director's evaluations by January 6.

**Committee Updates:**

- **Friends of the Library** –Pauline Emery reported the Friends of the Library approved a \$50,000 gift to the library, with \$2,000 of that to be applied to the library's Continuing Education budget, line (8086). The Friends of the Library Annual Meeting will be held on January 4 at 1 p.m., directly after the first Books Sandwiched In talk of the season.
- **Facilities Update/Statement** – Barry W. Nicholson reported the Facilities Committee met recently to choose an architectural consultant. After reviewing proposals from two firms, the committee picked STREAM Collaborative Architecture + Landscape Architecture DPC. "STREAM will discover the potential of what we can do with our space." Meanwhile, the facilitated K-T decisions analysis process continued with two extra meetings added to the schedule. An explanatory message to the community was read. "The Southeast Steuben County Library recently adopted a new strategic plan, which includes assessing our facilities needs and determining how we will create a space that best serves our communities - today and into the future."

**Tax Levy Vote:**

Sarah Collins urged library trustees to consider placing a tax levy increase request on the Corning-Painted Post School District ballot in 2017. The current \$786,000 levy "doesn't meet our needs." In keeping within New York's 2 percent tax cap, the library is able to request up to \$17,000 next year due to carryover from 2016 when no levy increase was sought. If voters approve the increase, it would be applied to the library's 2018 budget. "Otherwise, we will be at flat funding for two more years."

Trustees congratulated Sarah Collins on her nine years of service on the Library Board and thanked her for her hard work. "It has been a really wonderful experience," she said.

**Adjournment:**

Sarah Collins adjourned the meeting at 5:18 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on January 19, 2017 at 4:30 p.m.