

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
March 16, 2017**

Trustees Attending:

President: Mary Ann Thomas
Vice President: Hazel Russell
Treasurer Nancy Kirby Kurjakovic
Secretary: Mary H. Bacalles
Emily J. Marino
Barbara A. McLean
Kate Paterson

Absent:

Pro Bardhan
Barry W. Nicholson
Louise Richardson
Don Spencer

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

Call to Order:

President Mary Ann Thomas called the meeting to order at 4:35 p.m.

Public Comment:

There was no public comment.

Audit Engagement/EFPR approval:

On a motion by Barbara A. McLean, seconded by Secretary Mary H. Bacalles trustees voted unanimously to authorize Library Director Pauline Emery to contract with EFPR Group CPAs. The accounting firm will perform the FY2016 independent audit.

Nominating Committee:

Vice President Hazel Russell said the Nominating Committee recommended the appointment of Hatesh R. Radia to a vacant three-year term ending December 31, 2019 as Trustee At Large. Kate Paterson seconded the committee nomination. On discussion, Mary Ann Thomas said the Village of South Corning resident, an assistant professor at Corning Community College, was a strong library supporter who canvassed local residents enthusiastically during the library's successful public funding campaign. He volunteers at Friends of the Library book sales and recruited some of his students to help move thousands of books from the library garage to the sale site at the East Corning Fire Hall. Following discussion, trustees made the appointment unanimously.

February Minutes:

On a motion by Emily J. Marino, seconded by Mary Bacalles, the minutes of the February 16, 2017 regular Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for February 2017)

Library Director Pauline Emery reported 16,934 patron visits to the library in February, an increase over visits in February 2016. Visits increased year-over-year as well, but circulation was down slightly owing to a four-day outage of Workflows and StarCat due to technical difficulties at the Southern Tier Library System (STLS). Digital literacy participation numbers were down due to changes in counting criterion. "The state report has specified certain criteria for digital literacy, different from how we were counting it last year. This year's digital literacy will appear lower because of the specifications." Monthly Wi-Fi usage reports will be available for the first time next month. A grant application that would have funded a seed bank at the library was not secured. Erica Unterman obtained funding via The ARTS Council of the Southern Finger Lakes to offer new Crystal City Creators art classes. The Annual Report will come out in April. A regional "Maker Faire" will be held Saturday, March 25 at the Arnot Mall with several staff members participating. The event was organized by Chemung County Library District in collaboration with our library and other partners. Trustees were encouraged to attend the "O.OK Race" fundraiser for Corning Rotary Literacy Committee programs on March 31 at the library. Funds raised provide take-home books for young children at Winfield Elementary School. Trustee Louise Richardson was praised for organizing a postcard-writing campaign advocating for increased NYS funding for libraries.

Financial Report:

(See preliminary Financial Report for February 2017)

The Finance Committee was unable to meet to review the February Financial Report and will do so at a later date. A motion to table discussion of the report was made by Kate Paterson, seconded by Emily J. Marino and approved unanimously.

Committee Updates:

- **Friends of the Library** – Co-Liaison Mary Bacalles said the Friends of the Southeast Steuben County Library met on March 8. During the meeting, a letter of thanks for the organization's annual gift to the library signed by Mary Ann Thomas and Pauline Emery was read. The Spring Book Sale will be held from April 29 through May 6, 2017. There will be construction at the sale site, the East Corning Fire Hall, during the sale. The Friends board discussed issues related to the library's \$17,401 levy increase proposition. There will be a Friends of

the Library membership drive in the library April 17-21.

- **Facilities** – Mary Ann Thomas said the committee met with representatives of STREAM Collaborative Architecture + Landscape Architecture DPC in February. Results of their survey of library staff members were presented. Various library design concepts were considered. The firm is expected to present its library plan with options and costs at the next Library Board of Trustees meeting.
- **K-T Update** –Mary Ann Thomas said consultant Steve Castellana has been hired to facilitate the decision-making phase of the Kepner Tregoe process meetings to develop an overarching facilities plan. Meetings will be scheduled accordingly.
- **Personnel/Policy Committee** – The committee met Monday, March 13 to begin to devise a contract proposal for the Library Director. STLS Trustee Denise King showed the committee contract examples and described the evaluation process. Denise King also suggested that the Library Board begin to conduct self-evaluations.
- **Finance** – Treasurer Nancy Kirby reported the Finance Committee meeting had been canceled due to the severe snow storm on March 14 and 15.

Other Business:

Emily Marino reported that Corning Area Young Professionals (CAYP) would like to explore the possibility of “shadowing” a future Library Board meeting. The group, an initiative of the Corning Area Chamber of Commerce, has 63 members and 11 sponsoring organizations. Emily Marino serves as chair of the CAYP board.

Adjournment:

With no further business, on motion by Mary Bacalles, seconded by Kate Paterson, Mary Ann Thomas adjourned the meeting at 5:35 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on April 20, 2017 at 4:30 p.m.