

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
May 18, 2017**

Trustees Attending:

President: Mary Ann Thomas
Treasurer Nancy Kirby Kurjakovic
Secretary: Mary H. Bacalles
Pro Bardhan
Kate Paterson
Hatesh R. Radia
Louise Richardson

Absent:

Vice President: Hazel Russell
Emily J. Marino
Barbara A. McLean
Barry W. Nicholson
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 4:37 p.m.

Public Comment:

There was no public comment.

March, April Minutes:

On a motion by Secretary Mary H. Bacalles, seconded by Treasurer Nancy Kirby, the minutes of the March 16, 2017 regular Library Board of Trustees meeting were approved unanimously.

On a motion by Kate Paterson, seconded by Pro Bardhan, the minutes of the April 20, 2017 regular Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for April 2017)

Library Director Pauline Emery reported slight declines in library visitors and circulation, with 16,534 visitors in April and 18,212 items circulated. Program attendance declined as well, in part due to the introduction of Pop-up Libraries in Caton, Lindley and Hornby. These programs bring library services to the outlying municipalities in our service area in accordance with the Strategic Plan but sometimes attract fewer attendees than in-house programming. "Quality is important, as well as quantity."

Changes in state reporting requirements will be reflected in next month's Director's Report, including breaking out maker space attendees from the adult program attendance total. Celebrating National Preservation month, Heritage Village of the Southern Finger Lakes has partnered with the library and Corning's Gaffer District to highlight local history with a series of displays in the library and on Market Street starting May 11. A workshop on preservation of photos and family items will be held in the library on May 25.

The library levy increase proposition won the approval of 63 percent of voters on May 16; 824 – Yes to 486 – No. A simple majority was all that was needed to pass the \$17,401 increase. Singer-songwriter and long-time library volunteer Mary Lu Walker was honored with the Jefferson Award earlier today during an awards luncheon at Glenora Wine Cellars. She will represent our region at the national awards ceremony in Washington D.C. in June.

Financial Report:

(See Financial Report for April 2017)

Pauline Emery noted income exceeded but was close to projections year-to-date, while expenses came in below budget projections. The library received the second half of the tax levy (\$393,000). About \$1,600 in penalties incurred by taxpayers will be added to that when received. Future budget reports will include some changes to line items to make reporting more transparent.

2016 Audit:

(See 2016 Southeast Steuben County Library Financial Statements)

Treasurer Nancy Kirby reported the Finance Committee reviewed the 2016 Financial Statements with auditors EFPR Group, CPAs on May 9. "The good news is there were no negative comments" and the library received an unmodified opinion. There will be breakdown of certain line items in future to distinguish payroll supporting administration and payroll supporting programs and service delivery. There were no significant audit adjustments. We had a surplus in 2016. "There are no warning signs in this report for us." Nancy Kirby highlighted a "really positive change in going from six employees participating in retirement plans to 12." The Finance Committee recommends acceptance and approval of the 2016 Financial Statements.

The committee's motion to accept and approve was seconded by Mary Bacalles. With no further discussion, trustees approved the motion unanimously.

Resolution of Intent:

Pauline Emery said trustees will be asked to approve a Resolution of Intent needed to supplement a New York State Construction Aid for Libraries grant application in June, "when we have the engineering report and cost estimates."

Committee Updates:

- **Friends of the Library** – Co-Liaison Mary Bacalles reported final gross sales of \$32,372 from the Spring 2017 Book Sale, with an anticipated profit of nearly \$29,000 once total expenses are booked. The Friends of the Library partners with ProAction and other organizations in the Bright Red Bookshelves program. “They need more bright red bookshelves placed in the community.” The library’s Scholarship Committee met on May 17 to judge applicants for the Nancy Doutt and Friends of the Southeast Steuben County Library Honorary Scholarships. “We had 17 applicants this year.” Award recipients will be announced. Referring to the book sale cleanup effort, Mary Ann Thomas noted there was concern over whether more cleanup volunteers should be recruited next time. She asked trustees to consider, “What other groups can we ask to help with this?”
- **Facilities Update** – Mary Ann Thomas said committee representatives met with representatives of Three Rivers Development Corporation recently. “We have everything we need for a facilities plan.”
- **K-T Update:** - Mary Ann Thomas indicated the Kepner-Tregoe decision analysis group met on May 16. “We think one more meeting will do it.”
- **Finance** – Nancy Kirby said the Finance Committee was working on plans to use the 2016 surplus to fund library matching costs for anticipated New York State Construction Aid for Libraries grant projects.
- **Personnel/Policy:** Mary Ann Thomas reported the committee met on May 11 to work on revising and updating the Staff Handbook. “One more issue needs a legal opinion. Then, hopefully, we will be able to submit it to the full board next time.”

Other Business:

A letter from Chemung County Library District was received thanking Southeast Steuben County Library for participating in the March 25 regional Maker Faire.

Adjournment:

With no further business, Mary Ann Thomas adjourned the meeting at 5:27 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on June 15, 2017 at 4:30 p.m.

The Annual Meeting will follow at 5 p.m.