

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

Trustees Attending:

President: Mary Ann Thomas
Vice President: Hazel Russell
Secretary: Mary H. Bacalles
Pro Bardhan
Barry W. Nicholson
Kate Paterson
Louise Richardson

Absent:

Treasurer Nancy Kirby Kurjakovic
Don Spencer
Barbara A. McLean
Emily J. Marino
Hatesh R. Radia

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

Call to Order:

President Mary Ann Thomas called the meeting to order at 4:32 p.m. Kate Paterson was congratulated on her election to the Corning City Council representing the 2nd Ward.

Public Comment:

There was no public comment.

October Minutes:

On a motion by Vice President Hazel Russell, seconded by Louise Richardson, the minutes of the October 19, 2017 regular Library Board of Trustees meeting were approved unanimously.

Nominating:

Nominating Committee Chair Hazel Russell said the committee met several times recently and will be interviewing four candidates to fill current and anticipated vacancies on the Library Board of Trustees. Candidates will be interviewed starting next week. "There will probably be more interviews to come."

Trustee Training:

Mary Ann Thomas introduced a trustee training video recommended by Southern Tier Library System Deputy Director Margo Gustina. *Libraries Out*

Loud | Building Communities, was produced by Kansas City Public Library (KCPL). The 6.5 minute video explores innovative ways KCPL serves its community in today's rapidly changing environment. Other short videos in the KCPL series will be viewed at future Library Board meetings.

Director's Report:

(See Director's Report for October 2017)

Library Director Pauline Emery reported usage statistics for the year-to-date were comparable to last year's data, with some categories higher and some lower than last year. She alerted trustees to anticipate lower usage numbers during construction. The library will renovate its four public restrooms. Work is expected to start later in November or December. Service interruptions are possible, and many regularly scheduled programs will be moved off-site during the construction period, possibly through January 2018. The sink holes in the staff parking lot, along with underground piping, have been repaired, with final paving work expected in the spring. Young Adult Coordinator Kayla Crane was praised by Mary Ann Thomas and Secretary Mary H. Bacalles for her Creation Station programs for middle school and high school students. In another programming highlight, the Coffee, Tea and English (CTE) conversation group toured Corning Community College recently. Group leader Mary Alice Little is working on developing future collaborations between CTE and the college. Linda Reimer was praised for her ongoing collaboration with the League of Women Voters in holding candidate forums for City of Corning elected offices and a forum on the proposed statewide Constitutional Convention. The last Happy Tales program of the season will be held November 28, with Winfield Elementary School students and their families invited. The children will be encouraged to read books to the always attentive dogs. The books were given to students, thanks to a Corning Rotary early literacy program. Earlier this month, Pauline Emery, Hannah Waschezyn, Linda Reimer and Kayla Crane attended New York Library Association's 2017 conference in Saratoga Springs.

Financial Report:

(See Financial Report for October 2017)

The Finance Committee met on November 14, 2017.

Pauline Emery reported that income and expenses were tracking very close to budget projections. "We are striving to get where we need to be by the end of the year." The library's 2017-18 fundraising campaign has kicked off, with the first batch of letters mailed earlier this week. The Finance Committee has looked at various independent auditing firms and hopes to make its recommendation for the 2017 audit in December.

Tax Levy Discussion:

(See 2018 Financial Plan)

Pauline Emery reported that New York's 2% Tax Cap formula permits the library to ask voters for a levy increase of approximately \$14,000 to be applied to the 2019 budget. The increase would not exceed the tax cap. In December 2017 or January 2018, trustees will be asked to approve a

resolution requiring the Corning-Painted Post Area School District (CPPASD) to place the library tax increase proposition on its May 15, 2018 ballot.

Task Force:

Mary Ann Thomas reported that the Task Force for facilities-related financial planning met on November 2. CPPASD Superintendent Michael Ginalski attended along with consultant Dan Wilhelm. Treasurer Nancy Kirby, Pauline Emery and Dan Wilhelm plan to meet on Monday, November 20 to further the committee's work.

Committee Updates:

- **Friends of the Library** – Secretary Mary H. Bacalles, co-liaison to the Friends of the Library, said the Friends board met on November 8. There was \$21,832.39 profit from the Fall Book Sale. The Friends organization will determine its annual gift to the library at its next meeting. The Annual Meeting of the Friends membership has been bumped back to Jan 17, 2018, following Books Sandwiched In. Due to construction in the library, Books Sandwiched In talks will be held at the First Congregational Church on Pulteney Street.

New Business:

Louise Richardson said she wants to begin work on forming a Development Committee and she encouraged trustees to get involved in fundraising for the library.

Adjournment:

With no further business pending, Mary Ann Thomas adjourned the meeting at 5:12 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on December 21, 2017 at 4:30 p.m.