

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
September 21, 2017**

Trustees Attending:

Vice President: Hazel Russell
Treasurer Nancy Kirby Kurjakovic
Pro Bardhan
Emily J. Marino
Barbara A. McLean
Kate Paterson
Hatesh R. Radia
Louise Richardson

Absent:

President: Mary Ann Thomas
Secretary: Mary H. Bacalles
Barry W. Nicholson
Don Spencer

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director

Call to Order:

Vice President Hazel Russell called the meeting to order at 4:33 p.m.

Public Comment:

There was no public comment.

July Minutes:

On a motion by Barbara A. McLean, seconded by Emily J. Marino, the minutes of the July 20, 2017 regular Library Board of Trustees meeting were approved unanimously. The Library Board of Trustees did not meet in August.

Director's Report:

(See Director's Reports for July 2017 and August 2017)

Library Director Pauline Emery reported 21,740 patron visits in July, an uptick of more than 600 visits compared to July 2016. In August, 20,444 patron visits were recorded, an increase compared to August 2016. Year-to-date, there were 146,010 visits recorded, a slight increase over the same period in 2016. Circulation was down slightly so far this year, with 154,511 items tallied. Program participation was strong year-to-date, with 23,051 attendees. In line with a recent trend, there were 4,402 library Wi-Fi sessions in August, about double the number of public PC sessions. The library is working with the City of Corning Department of Parks & Recreation and the

Corning-Painted Post Area School District in a partnership to facilitate summer programming in 2018. Nasser Civic Center Arena will be closed for repairs.

Hannah Waschezyn will be awarded the Southern Tier Library System's Outstanding Library Advocate Award, recognizing her work to extend library services to better include three of our library's outlying rural communities - the towns of Caton, Hornby and Lindley. Her pre-launch research for our Pop-Up Library programs included interviews, networking and documentation. Her efforts helped advance the Library's 2016-18 Strategic Plan. Pop-Up Library events began during the first half of 2017 in each of the targeted towns. Hannah will accept her award on October 10 during the STLS Annual Meeting and Conference at Watson Homestead.

Interior painting of public areas in the library will begin later this month.

Financial Report:

(See Financial Reports for July 2017 and August 2017)

The Finance Committee met on September 19, 2017.

Pauline Emery reported income was above budget projections for the month of August and for the year-to-date. Expenses came in under projections for the month and for the year through August.

Family Leave/Check Signing:

Pauline Emery said that as of January 1, 2018 the library, along with all Association libraries in New York, will be required to provide paid family leave benefits. The library will amend its current Maternity/Family Leave Policy to conform to the new regulations. The Family Leave program was designed to be employee funded through payroll deductions, similar to NYS Disability benefits. A payment plan, capping employee contributions at \$1.65 per week initially, will be implemented.

The Finance Committee requests that the Library Board of Trustees add Mary Ann Thomas to the list of authorized check signers for the library at Chemung Canal Trust, Treasurer Nancy Kirby indicated. A resolution to that effect was proposed by Nancy Kirby, seconded by Emily Marino and approved unanimously.

State of New York Construction Aid Resolution:

Assistant Library Director Brad Turner requested formal Board of Trustees approval for the library's revised application for State of New York Construction Aid to fund renovation of four public restrooms. He said in order to move forward, the Board of Trustees must also declare itself Lead Agency in the environmental review process for the project and make a Negative Declaration, asserting that there are no adverse environmental impacts anticipated.

Nancy Kirby made a motion to approve a Resolution Endorsing a Modified Grant Request, Declaring Lead Agency, and Making a Negative Declaration (see below). On a second by Louise Richardson, the motion was opened for discussion.

Brad Turner explained that the library had based its original request for \$106,875 on Project Manager Hunt Engineering's estimate of \$150,000 for contracted construction costs. In early July, Hunt received two bids on the project, each of which exceeded its estimate. The low bid, from Williams Construction totaled \$227,583. With Hunt's fees added to that, total project cost will be \$237,083. The library's revised grant request is for \$155,775. The library will contribute \$81,308 in matching funds for the project. The entire project is within the building footprint and no adverse environmental impacts are anticipated.

Nancy Kirby noted the library will need to use some of its Capital Reserve to fund the project.

With no further discussion, Trustees voted unanimously to approve the following resolution:

**RESOLUTION ENDORSING A MODIFIED GRANT REQUEST, DECLARING
LEAD AGENCY, AND MAKING A NEGATIVE DECLARATION**

1. RESOLVED that the Board of Trustees of the Southeast Steuben County Library hereby affirms that it endorses and will proceed with its application for New York State Construction Aid in the revised amount of \$155,775 to fund 65.7% of the total cost of the planned \$237,083 Renovation of Four Public Restrooms project.
2. RESOLVED that the Southeast Steuben County Library Board of Trustees hereby declares itself Lead Agency for its Renovation of Four Public Restrooms project: Project # 0386-18-7448.
3. RESOLVED that having reviewed potential environmental impacts of its Renovation of Four Public Restrooms project (Project # 0386-18-7448), the Southeast Steuben County Library Board of Trustees, as Lead agency for said project, hereby makes a Negative Declaration: The project will have no significant adverse environmental impacts.

Endowment Transfer:

Treasurer Nancy Kirby said it was time to transfer \$223, 713 in funds from the endowment as approved in the 2017 budget. "The Finance committee has recommended that we do that."

Task Force:

Pauline Emery reported the library hired a consultant to help with future facilities projections. The Finance Committee met with financial consultant Dan Wilhelm on September 19 to review the projections process. The objective was to prioritize, schedule and determine financial obligations related to infrastructure projects and other facilities improvements. Nancy Kirby said infrastructure deficiencies and needed improvements were identified in a Hunt Engineering study of the building. Forming a facilities task force to determine the priorities to best serve our patrons, including the financial implications, will be the next step. The task force should include the Finance Committee, other library trustees, and experts. Nancy Kirby suggested the library ask persons familiar with the management of public facilities to assist the task force. Kate Paterson made a motion to authorize

formation of a Facilities Task Force. On a second by Barbara A. McLean, the motion was approved unanimously.

Committee Updates:

- **Nominating Committee** – Chair Hazel Russel said the Committee had its first meeting last week and will meet again in October. Trustee vacancies representing the towns of Lindley and Campbell need to be filled. The Committee requests that trustees solicit applicants.
- **Friends of the Library** – Co-Liaison Pro Bardhan said the library garage was filled with the full complement of donated books for the Fall Book Sale. “It is a good time to see the garage to see how many books we get.”

Adjournment:

With no further business pending, Hazel Russell adjourned the meeting at 5:09 p.m.

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