

**Southeast Steuben County Library
Board of Trustees
Regular Meeting of the Board
October 19, 2017**

Trustees Attending:

President: Mary Ann Thomas
Treasurer Nancy Kirby Kurjakovic
Pro Bardhan
Emily J. Marino
Barbara A. McLean
Kate Paterson
Hatesh R. Radia
Louise Richardson
Don Spencer

Absent:

Vice President: Hazel Russell
Secretary: Mary H. Bacalles
Barry W. Nicholson

Guests:

Pauline Emery, Library Director
Brian Hildreth, STLS Executive Director
Brad Turner, Assistant Library Director

Call to Order:

President Mary Ann Thomas called the meeting to order at 4:33 p.m.

Public Comment:

There was no public comment.

Executive Session:

On a motion by Mary Ann Thomas, seconded by Kate Paterson and approved unanimously, the Library Board of Trustees went into Executive Session at 4:35 p.m. to plan for its annual evaluation of the Executive Director. The Executive Session was adjourned and the Regular Meeting resumed at 5:14 p.m.

September Minutes:

On a motion by Treasurer Nancy Kirby, seconded by Louise Richardson, the minutes of the September 21, 2017 regular Library Board of Trustees meeting were approved unanimously.

Director's Report:

(See Director's Report for September 2017)

Library Director Pauline Emery reported the library closed early on September 27 due to a water line repair. Children's program attendance was

down year-to-date, possibly due to outreach initiatives in Caton, Hornby and Lindley, which used staff time but typically drew fewer attendees than in-house programs. Library Wi-Fi use (4,380 sessions in September) continues to outpace use of the public PCs (1,833 sessions). "We will look into laptops replacing some PCs." Once adopted, the library's 2018 spending plan will be incorporated into longer range projections with the help of consultant Dan Wilhelm. Representatives of Williams Construction and Hunt Engineers will meet with Pauline Emery to formulate a plan of work for the upcoming public restrooms renovations. EDC and Three Rivers Development Corp. will oversee remediation of the sink holes in the staff parking area. Staff member Erica Unterman was commended by a patron for her Summer Theatre Camp program. Kayla Crane was acknowledged by a patron for her help in research. Linda Reimer was commended for one-on-one digital literacy assistance. Lori Reenan was recognized for her management of the library's Books-on-Wheels service, which works with Corning Meals-on-Wheels to deliver library materials to homebound individuals.

Financial Report:

(See Financial Report for September 2017)

The Finance Committee met on October 10, 2017.

Pauline Emery reported that income and expenses for September were close to budget targets. Income for the year was above budget. Total expenses for the year-to-date were \$919,909, somewhat below budget. The library received Library Service Funds this year, boosting the NYS Grants income line (4111). "It was a pretty straightforward month."

2018 Library Budget:

(See 2018 Financial Plan)

Nancy Kirby introduced the 2018 Library Budget as proposed by the Finance Committee. The \$1,293,096 spending plan includes a voter-approved \$17,401 levy increase allowed under New York's 2% Tax Cap. "The good news is we don't have any radical changes in this budget." The Annual Appeal income projection (line 4155) was increased by \$15,000 to more closely match recent actuals. Also, the High School Learning Center Reimbursement (income line 4401) was increased. The planned Endowment Earnings take-down was increased slightly. It "reflects the growth in our budget and is sufficient to cover our needs." Turning to expenses, a \$6,000 paid Family Leave line item (5145) was added. Mileage expenses were moved from the Payroll, Taxes, Benefits & Insurance category (5100s) to Library Programs expenses (7200s). Anticipated third-party book processing fees added \$4,000 to projected expenses. "We are not adding staff, and we are increasing turnaround speed so books get to patrons faster." STLS cost sharing fees are projected to rise to \$43,397, exclusive of digital collections fees, Pauline Emery indicated.

Following the Treasurer's summary, Louise Richardson seconded the Finance Committee's 2018 library budget recommendation. Trustees voted to adopt the 2018 budget unanimously.

Tax Cap Resolution:

Pauline Emery introduced the following Tax Cap Override Resolution, noting it was a precaution recommended for libraries by the Southern Tier Library System. Adoption of the resolution safeguards the Library Board from miscalculations under New York's complex 2% Tax Cap legislation. It does not mean the library will actually exceed the tax cap. On a motion by Barbara A. McLean, seconded by Louise Richardson, the following resolution was approved unanimously:

Southeast Steuben County Library Tax Cap Override Resolution 10/19/2017

Whereas, the adoption of this 2018 budget for the Southeast Steuben County Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in general Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Southeast Steuben County Library voted and approved to exceed the tax levy limit for 2018 by at least the sixty percent of the board of trustees as required by state law on October 19, 2017.

Committee Updates:

- **Task Force** – Mary Ann Thomas indicated the Committee was in the process of recruiting community members and plans to set a meeting date soon.
- **Nominating Committee** – Mary Ann Thomas said the Committee plans to meet during the second week in November. “We will be looking at one or two trustee candidates.” Hazel Russell will work with the Committee to recommend the 2018 slate of officers.
- **Friends of the Library** – Mary Ann Thomas noted the Book Sale Committee was scheduled to meet on October 20 at Christ Church. She thanked Hatesh R. Radia for recruiting CCC student volunteers to transport books to the sale and to handle remainders afterwards

Adjournment:

With no further business pending, Mary Ann Thomas adjourned the meeting at 5:49 p.m.

The next regular meeting of the Library Board of Trustees will be held in the library on November 16, 2017 at 4:30 p.m.