

SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING
Tuesday, June 21, 2011
Fred & Harriet Taylor Memorial Library, Hammondspport
2:00 pm

MINUTES

TRUSTEES PRESENT:

Bonnie Weber (presiding)	- 2011	Denise King	- 2014
Philip Archer	- 2012	Pat Selwood	- 2013
Sherry Collins	- 2015	Jerry Smyder	- 2014
Judith Cross	- 2014	Dale Wexell	- 2015
Maija DeRoche	- 2013		
Diana Figenscher	- 2011		
Martin Green	- 2013		

TRUSTEES ABSENT (excused)

Ruth Sprague	- 2012
Alfred Yanda	- 2015

Staff present: Ken Behn, Linda Lewis, Joyce Houck, Ristiina Wigg

President Weber called the Board of Trustees meeting to order. She mentioned that she was adding the appointment of Cindy Emmer to the STLS Board of Trustees to the agenda. Ristiina Wigg asked that information about a proposal from SirsiDynix be added to the agenda under Board Information.

President Weber introduced Kathy Stickler, Auditor from Mengel, Metzger & Barr. Ms. Stickler presented the 2010 STLS audit.

AGENDA REVIEW

Doc. #11-76 The June Agenda was approved.

FINANCIAL REPORTS

Doc. #11-77	Treasurer's Report – May 2011
Doc. #11-78	Financial Clerk's Report – May 2011
Doc. #11-79	Budget Report – May 2011

Trustee DeRoche asked what the expenditures for Travel included. Director Wigg answered that travel expenditures include training and conferences, and mileage reimbursement for 1) an employee who is pregnant and driving her own vehicle temporarily instead of the JobLink van (covered by the JobLink grant), 2) STLS trustees, and 3) other STLS employees who drive their own vehicles. STLS policy is that employees drive a System vehicle when it is available, and that the person driving the farthest uses

the most fuel efficient vehicle. Now that STLS has hired an IT technician to work each week in the Alfred, Corning and Wayland libraries, STLS vehicles are being used a lot more. Trustee Smyder asked if STLS had a process in place to ensure gas expenditures are for STLS vehicles only. Business manager Lewis described the travel log kept in each vehicle, and the review of gas slips attached to each bill.

Doc. #11-80 Warrants – May 2011

Trustee Smyder asked if the Sanyo projector had been competitively bid. On reviewing documentation attached to the bill, he saw that it was.

The Financial Reports for May were approved.

STANDING COMMITTEE REPORTS

Executive **Bonnie Weber, Chair**
No Report

Administration **Martin Green, Chair**
No Report

Facilities **Judy Cross, Chair**
Trustee Cross reported flowers have been planted in the flower pots at STLS.

Finance & Audit **Ruth Sprague, Chair**
Doc. #11-81 Trustee Sprague reported a new procedure has been developed for the process of signing checks for STLS. The following individuals are authorized to sign checks: President of the Board (Bonnie Weber, Treasurer (Ruth Sprague) and Trustee Cross at present time. Chase Bank has notified STLS that as the person who is authorized to review the online account, the System Director must also be authorized to sign checks.

**Trustee Cross made the motion to revise the list of authorized signatures on checks for STLS. The signatures at this time would include: President Bonnie Weber, Treasurer Ruth Sprague and Trustee Judy Cross and Director Wigg. The motion was seconded and approved.

Nominating No report

System Services Committee - Sherry Collins, Chair
No report.

AD-HOC COMMITTEE REPORTS

Ad-hoc Policies Committee

President Weber mentioned the Policy Committee minutes for May 23rd need correction in that she was not included in attendees. Trustee Collins mentioned the Committee is researching information that could be included in the Trustees Manual, such as the correct procedure for motions.

FINANCIAL STRATEGIES TEAMS

Revenue Enhancement

Doc. #11-83

Foundation Steering Committee

Doc. #11-84

Foundation Board Meeting

Doc. #11-85

Trustee Wexell reported the Foundation held its first meeting on June 1st. Trustee Wexell mentioned that the Foundation has eight members. Through the Revenue Enhancement Committee, STLS will approach the Corning Foundation for funds. The Board of Trustees thanked Trustee Wexell for his leadership.

Advocacy

Trustee Figenschel brought Trustees attention to the STLS brochure included in their Board packet entitled "Southern Tier Library System and Your Library," a new more appealing and easier to read version. The Committee is researching pricing for 2,500 copies of the brochure, estimated to be around \$500. Board members suggested that the committee obtain quotes for 5,000 copies. When the brochure is ready, the committee will ask STLS trustees to deliver copies to their local libraries, and plans to distribute copies through places such as restaurants, grocery stores, and schools. Trustee Figenschel and Director Wigg met Senator Young and Assemblyman Giglio to discuss how the tax cap could affect libraries in the STLS region and to advocate for changes in the legislation to enable libraries to have a separate tax cap.

BOARD ACTIONS

President Weber presented the resume of Cindy Emmer and asked that the Board appoint her as a member of the STLS Board of Trustees.

**Trustee Collins made the motion to accept Cindy Emmer as Trustee of the Board to represent Chemung County. The motion was seconded and approved.

Central Library Application for State Aid

Doc. #11-87

Director Wigg presented the Central Library Application for State Aid to the Board.

**Trustee Collins made the motion to approve the Central Library Application for State Aid. The motion was seconded and approved.

STLS Application for State Aid

Doc. #11-88

Director Wigg presented the STLS Application for State Aid to the Board.

**Trustee Collins made the motion to approve the STLS Application for State Aid. The motion was seconded and approved.

Organizational Meeting Policy

Doc. #11-89

Trustee Collins presented the Organizational Meeting Policy, a procedure for the annual January organizational meeting.

**Chairman Collins mentioned the Policies Committee approves the Organizational Meeting Policy. The acceptance of the policy was seconded and approved.

Revisions to Conflict of Interest Policy

Doc. #11-90 Trustee Collins presented the Revisions to Conflict of Interest Policy.

**Chairman Collins mentioned the Policies Committee approves the revised Conflict of Interest Policy. The acceptance of the policy was seconded and approved.

BOARD INFORMATION

Director Wigg described a proposal from SirsiDynix for SirsiDynix Enterprise® 4.1 software to upgrade the System's STARCat database. She asked STLS Information Technology Consultant Ken Behn to present information about the upgrade. He discussed how the upgrade would make it easier to search for books, DVDs, etc. Mr. Behn mentioned this new software would: refine search by availability, include or exclude facets, have expanded faceting capabilities, stylish cover flow and browsing, fully customizable look and feel and seamless user experience.

Director Wigg reported that STLS has \$27,400 in grant monies which could be used for this project.

**Trustee Cross made the motion to authorize Ken Behn, Information Technology Consultant to negotiate with SirsiDynix for the purchase of Enterprise and sign a contract if Ken deems appropriate. The motion was seconded and approved. Trustee Green abstained, Trustee Smyder voted No.

Nominations of Trustees whose Terms expire in 2011

Doc. #11-91 After discussion of the process for involving members libraries in nominations for STLS trustees, President Weber tabled further discussion of the Nominations of Trustees whose Terms expire in 2011 until the July 19th Board of Trustees meeting.

Outstanding Advocate Award

Doc. #11-92 Director Wigg directed Trustees to the memo and form included in their Board packet regarding the Outstanding Advocate Award. This memo and form will be sent to STLS Member Library Directors and Board Presidents to submit name(s) of an individual(s) who made extraordinary contributions to the development, improvement, or expansion of public library service to the residents of the Southern Tier Library System. The award committee will make a selection in September and notify nominators and recipients. The Award will be announced and the recipient introduced during the STLS Annual Meeting on Tuesday evening, October 18th at the Bath Country Club, Bath, New York.

STLS Award for Library Promotion Video

Doc. #11-93 Director Wigg directed Trustees to the memo included in their Board packet regarding the STLS Award for Library Promotion Video. This memo will be sent to STLS Member Library Directors and Board Presidents.

STLS Brochure

Doc. #11-94 Discussed under Advocacy Committee. Trustees commented that it was a nice job.

Natural Gas Contract

Doc. #11-95 Director Wigg directed Trustees to the Natural Gas Contract included in the Trustees Board packet. The agreement is with Empire Natural Gas Corporation for a term of one year. It will become effective on October 1, 2011 and terminate September 30, 2012. STLS is a member of an educational consortium which annually bids out the gas contract, enabling STLS to reduce costs.

Library Visits

President Weber urged the Trustees to visit libraries when possible. Trustee Archer reported that the wall façade of the new Cohocton Library building had fallen. Many trustees said how impressive the Taylor Memorial Library, Hammondsport is. Trustee Green reported on his visit to the Savona Library, where he talked with staff.

Who have you talked to? President Weber asked Trustees to continue to talk up the STLS Library System.

President's Report No Report

Director's Report

Doc. #11-96 Director Wigg reported receiving a letter from Julie Monahan, Perry & Carroll Insurance Company. This letter serves as a written response to a letter dated April 12, 2011 with regards to the STLS Crime coverage. The letter stated our current policy provides coverage in the event of a financial loss as a result of stolen or fraudulent written checks. The coverage extends to all employees, including Trustees when performing duties as employees.

ADJOURNMENT

The Board meeting adjourned at 4:48 P.M.

The next Board meeting will be held on July 19th at the Branchport Public Library, Branchport at 2:00 p.m.

Respectfully submitted,
Joyce Houck