

SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING
Tuesday, January 18, 2011
STLS, Painted Post
2:00 pm

MINUTES

TRUSTEES PRESENT:

Mrs. Bonnie Weber (presiding)	- 2011	Mr. Martin Green	- 2013
Mrs. Sherry Collins	- 2015	Mrs. Pat Selwood	- 2013
Mrs. Judith Cross	- 2014	Mr. Jerry Smyder	- 2014
Mrs. Maija DeRoche	- 2013	Mrs. Ruth Sprague	- 2012
Mrs. Diana Figenschel	- 2011	Mr. Dale Wexell	- 2015

TRUSTEES ABSENT (excused)

Mr. Philip Archer - 2012

Staff present: Ristiina Wigg, Linda Lewis, Shelley MacFeiggan, Joyce Houck

Guests present: Lynn Brewer, Denise King, Al Yanda

President Weber called the Board of Trustees meeting to order. She presented new Trustees: Pat Selwood serving Yates County and Dale Wexell serving Steuben County. She administered the Oath of Office to Sherry Collins (serving Chemung County term renewing); Pat Selwood and Dale Wexell.

AGENDA REVIEW

Doc. #11-1 The January Agenda was approved.

Doc. #11-2 Board of Trustees December 21, 2010 Minutes. President Weber mentioned on the first page, under Agenda Review Doc. #10-122 - the word "mention" should be included. On page 2, under Revenue Enhancement Doc. #19-129 - the word "with" after November 30th should be removed.

President Weber said the December 21, 2010 Minutes were approved with changes.

FINANCIAL REPORTS

Doc. #11-3	Treasurer's Report - December
Doc. #11-4	Financial Clerk's Report - December
Doc. #11-5	Budget Report - December
Doc. #11-6	Warrants - December

Questions were raised on page 5 of the Expense Budget Report for the following items: Books 225%; Member Equipment 473% and Professional Fees 232%. Director Wigg referred Trustees to page 4 explaining each item.

STANDING COMMITTEE REPORTS

- Executive** **Bonnie Weber, Chair**
No report
- Personnel** **Martin Green, Chair**
Trustee Green reported that the Personnel Committee is working on the policy for Evaluation of the Executive Director and the Employee Handbook.
- Facilities** **Judy Cross, Chair**
Trustee Cross referred the Board to Director Wigg who reported that the STLS Barracuda SPAM Firewall failed in the past week leaving stls.org e-mail accounts without an incoming SPAM and Virus blocking device. A temporary solution is in place. She said that STLS can provide @stls.org email accounts for trustees who are having trouble emailing STLS.
- Finance & Audit** **Ruth Sprague, Chair**
Trustee Sprague reported the auditor's target date for the audit is April.
- Nominating** No report
- System Services Committee - Sherry Collins, Chair**
No report.

AD-HOC COMMITTEE REPORTS

Ad-hoc Policies Committee

- Doc. #11-7 Trustee Collins reported the Policies Committee met on January 11, 2011.
The Committee is still working on the Evaluation of the Executive Director policy.

FINANCIAL STRATEGIES TEAMS

- Revenue Enhancement** Trustee Wexell mentioned the Revenue Enhancement Committee
Doc. #11-8 needs to consider what kind of programs they would like to have
Foundation Steering Committee funded. The Steering Committee for the Library Foundation has
Doc. #11-9 had its ups and downs. The Committee is reviewing By-laws and
plans to file for incorporation in March.

President Weber urged Trustees to submit names to serve on the Foundation Board.

BOARD ACTIONS

New Trustee Oath of Office

- Doc. #11-10 Completed in the first part of the Board meeting.

Conflict of Interest Disclosure

Doc. #11-11 President Weber asked Trustees to review the Conflict of Interest Policy, sign and submit back at end of meeting.

Trustee Wexell committed on sentence one, paragraph two, on page one of the Conflict of Interest Policy suggesting that the statement be revised in include a dollar amount; for example:.....or favors of any kind over \$75.00.

Trustee Collins responded the Policies Committee would take the suggestion under advisement.

Election of Officers

Doc. #11-12 Trustee Cross presented the slate of officers for 2011:

- President – Bonnie Weber
- Vice-President – Martin Green
- Secretary – Phil Archer
- Treasurer – Ruth Sprague

**Trustee Collins made the motion to accept the Election of Officers. The motion was seconded and approved.

Proposal to designate official STLS newsletter

Doc. #11-13 The Corning Leader was designated as the official newspaper.

Proposal to increase STLS crime coverage insurance

Doc. #11-14 Discussion was had to increase the STLS crime (Employee Theft) coverage limit from \$250,000 to \$750,000 for an additional annual cost of \$235.

*Trustee Collins made the motion to accept the increase of additional coverage for STLS’s crime coverage insurance. The motion was seconded and approved.

BOARD INFORMATION

STLS Policy on Authority of the Board

Doc. #11-15 Trustee Collins referred Trustees to a draft of the Authority of the Board Policy. She indicated a change on page one, paragraph six – The Executive Director may authorize the purchase of an item or service up to \$3,500 – previous draft of document stated \$2,000.

2011 Board Committee Assignments

Doc. #11-16 President Weber directed Trustees to the 2011 STLS Board Committees document. She asked Trustees to review and comment if the committee(s) they were placed on was not acceptable.

12 Ways Libraries are Good for the Country

Doc. #11-17

Director Wigg referred Trustees to the document included in their packet from the American Libraries Association on the value of libraries. She mentioned new Legislators representing the STLS region have been elected : Senator Tom O'Mara, Assemblyman Phil Palmesano and Assemblyman Chris Friend.

Director Wigg said that March 1st is Library day in Albany. On March 1st STLSlibrary supporters will take a bus will leaving the STLS Headquarters at 6:00 am. They will meet with Legislators about library services and the importance of library funding.

Library Visits

President Weber encouraged Trustees to visit Member Libraries.

Who have you talked to?

President Weber asked Trustees to continue to talk up the STLS Library System.

President's Report

President Weber thanked the Board for a 100% participation in making donations to STLS.

President Weber asked Trustees if they understand how STLS operates and what is expected from them as Trustees. Jerry Smyder had suggested that a training workshop could be set up for them. A discussion proceeded with no decision. President Weber asked Trustees to think it over and make suggestions at the March board meeting.

President Weber thanked the Board for their contributions to the employee luncheon.

Director's Report

Doc. #11-18

Director Wigg reported that Al Oliveras hosted an online organization meeting for a regional online book discussion group. This is an activity of the South Central Regional Library Council in Ithaca and is intended to give library participants a chance to experiment with ways to make online book discussions available to their patrons.

Director Wigg mentioned that Alison Miller, consultant for the LSTA-funded STLS Innovation Libraries grant is presenting two webinars this month.

Trustee Green and Director Wigg referred Trustees to a line graph representing "Sources of STLS Operating Funds – 2001 through 2011". The comparison was made on funds from NY Legislative grants (STLS portion), member library fees, one time NY State aid and NY State operating aid.

Trustee Green presented a pie chart entitled "STLS Expenditures in 2010" which includes NY State pass-through funding to member libraries

ADJOURNMENT

Meeting adjourned at 3:44 pm. The next meeting will be held on March 15th at the Dormann Library in Bath at 2:00 pm.

Respectfully submitted,
Joyce Houck