

**SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING**

Tuesday, March 15, 2011

Dormann Library, Bath

2:00 pm

**Notes**

**Because there was not a quorum, no official action was taken**

**TRUSTEES PRESENT:**

Mrs. Bonnie Weber (presiding)	- 2011	Mrs. Ruth Sprague	- 2012
Mrs. Sherry Collins	- 2010	Mr. Dale Wexell	- 2015
Mrs. Maija DeRoche	- 2013		
Mrs. Pat Selwood	- 2013		

**TRUSTEES ABSENT (excused)**

Mr. Philip Archer	- 2012	Mr. Martin Green	- 2013
Mrs. Judy Cross	- 2014	Mr. Jerry Smyder	- 2014
Mrs. Diana Figenscher	- 2011		

Guests Present: Denise King and Al Yanda

Staff present: Ristiina Wigg, Linda Lewis, Al Oliveras, Anna Ezzolo, Joyce Houck

President Weber called the Board of Trustees meeting to order. She announced the Board of Trustees does not have a quorum so no action will be taken at the meeting. All Board Actions will be presented at the next board meeting on April 19<sup>th</sup>.

**AGENDA REVIEW**

Doc. #11-19            March Agenda

Doc. #11-20            Board of Trustees January 18, 2011 Minutes.

**No Action Taken**

**FINANCIAL REPORTS**

Doc. #11-21	Treasurer's Report – January
Doc. #11-22	Financial Clerk's Report - January
Doc. #11-23	Budget Report – January
Doc. #11-24	Warrants – January
Doc. #11-25	Treasurer's Report - February
Doc. #11-26	Financial Clerk's Report - February
Doc. #11-27	Budget Report – February
Doc. #11-28	Warrant - February

Director Wigg explained the financial reports to Trustees. She explained STLS has three accounts: reserve, payroll and payable.

## **No Action Taken on Financial Reports**

### **STANDING COMMITTEE REPORTS**

**Executive**                      **Bonnie Weber, Chair**  
No report

**Administration**            **Martin Green, Chair**  
Doc. #11-29                      President Weber referred Trustees to Administration Committee minutes for meetings of January 24 and February 24, 2011. The Committee is working on the evaluation of the Executive Director. Trustee DeRoche mentioned questionnaires have been sent to the Directors of Member Libraries and STLS Board Members for their comments on the Executive Director's performance.

**Facilities**                      **Judy Cross, Chair**

**Finance & Audit**            **Ruth Sprague, Chair**  
Trustee Sprague reported a meeting is scheduled with the auditors, Mengel, Metzger & Barr for April 13<sup>th</sup>.

**Nominating**                      No report

**System Services Committee - Sherry Collins, Chair**  
No report.

### **AD-HOC COMMITTEE REPORTS**

#### **Ad-hoc Policies Committee**

Doc. #11-30                      Trustee Collins reported the Policies Committee met on February 10, 2011. The Committee is still working on the Evaluation of the Executive Director policy.

The Committee has been working on the Authority of the Board Policy regarding what the STLS Board is required to do and how they are required to do it. Policy is based on NYS law. They are required to oversee the disbursement of funds for the System, to hire the Executive Director and other responsibilities. The policy also includes recommendation for Board behavior toward public, STLS staff and member libraries.

Trustee Wexell commented on page five, second paragraph from the end of policy statement "Every STLS Trustee has an ethical obligation to publicly support....." should read "Every STLS Trustee has an expected obligation to publicly support....". Trustee Collins agreed and would take suggestion to the Committee and revise.

Trustee Collins mentioned regarding the bonding issue the Committee decided in terms of the Authority of the Board Policy, our crime coverage was suitable.

### **JobLink**

Anna Ezzolo, JobLink Project Coordinator presented a presentation on JobLink. Anna said that more and more companies are requiring on-line job applications. It may be a convenient way to organize and find the most qualified person for the job but where does it leave someone without a computer? Or high speed internet access? Or even the computer skills to navigate the application? JobLink offers classes on resume creation, on-line job searching, basic computer skills and Microsoft Word.

Trustee Wexell mentioned it may be a good idea to list JobLink with the new 2-1-1 Call Service. You can call 2-1-1 for help with food, housing, employment, health, counseling and more.

## **FINANCIAL STRATEGIES TEAMS**

### **Revenue Enhancement**

Doc. #11-31

Trustee Wexell mentioned the Revenue Enhancement Committee needs to consider what kind of programs they would like to pursue. He indicated the Foundation structure is almost finished, only the by-laws remain to be completed.

### **Foundation Steering Committee**

Doc. #11-32

Director Wigg mentioned that the Steering Committee is holding a dinner meeting on April 13<sup>th</sup> at 4:30 pm at STLS.

The Steering Committee is in the process of recruiting people to serve on the Board of Directors of the Foundation. President Weber mentioned there is a suggestion to advertise for Foundation Board members.

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

### **Advocacy**

Trustee Figenschel mentioned some ways to advocacy are: Trustees sending letters to "Letters to Editor"; meeting with Legislators at the district office in teams; constant presence. President Weber mentioned attending Library Advocacy Day.

## **BOARD ACTIONS PROPOSED**

### **Appointment of Denise King**

Doc. #11-33

### **Appointment of Al Yanda**

Doc. #11-34

### **Application for Summer Reading Grant**

Doc. #11-35

**Authority of the Board Policy**

Doc. #11-36

**STLS Policy on Removal of a Board Member**

Doc. #11-37

**STLS Policy on Evaluation of Executive Director**

Doc. #11-38            President Weber remarked the STLS Policy on Evaluation of the Executive Director will be revised.

**Revision of Conflict of Interest Policy**

Doc. #11-39            Trustee Collins mentioned the first word in the fifth paragraph of the Conflict of Interest Policy is misspelled. It should be without.

**No action was taken on Board Actions**

**BOARD INFORMATION**

**STLS Library Advocates in Albany, March 1<sup>st</sup>**

Doc. #11-40            Director Wigg mentioned nine advocates traveled to Albany on March 1<sup>st</sup> to rally the Legislators on library budget cuts. They met with Senator Tom O'Mara, Senator Catharine Young, Assemblyman Daniel Burling, Assemblyman Chris Friend, Assemblyman Joe Giglio and Assemblyman Phil Palmesano.

**Revised Committee Appoints Chart**

Doc. #11-41            President Weber asked Trustees to review the revised 2011 STLS Board Committees spreadsheet. She mentioned if Trustees want to switch committees to let her know. She also asked Trustees think about Trustee orientation for discussion at the next meeting.

**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.

Director Wigg mentioned Trustees were given business cards to present to people to bring attention to STLS. Cards will be made for Denise King and Al Yanda

**President's Report**

**Director's Report**

Doc. #11-42            Director Wigg reported 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 reported Harper Collins advised they will be limiting eBooks to only 26 circulations per purchased title.

Director Wigg reported STLS was the only library awarded a grant as part of the FCC's "Learning-on-the-Go" wireless pilot program. STLS was heavily involved in the Gates Foundation Opportunity Online Hardware grants, as well as the Gates current Broadband Grant program. STLS is also part of the NY State Library's BTOP PCC grant - developing one of the 5 E-Mobiles. The FCC grant will extend the services offered in their BTOP grant project - JobLink. Director Wigg will send Trustees the press release in regard to the award.

## **ADJOURNMENT**

Meeting adjourned at 4:45 pm. The next meeting will be held on April 19th at the Steele Memorial Library in Elmira at 2:00 pm.

Respectfully submitted,  
Joyce Houck