

SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING

Tuesday, May 17, 2011

Watkins Glen Public Library, Watkins Glen

2:00 pm

MINUTES

TRUSTEES PRESENT:

Mrs. Bonnie Weber (presiding)	- 2011	Mrs. Denise King	- 2014
Mr. Philip Archer	- 2012	Mrs. Ruth Sprague	- 2012
Mrs. Sherry Collins	- 2015	Dr. Dale Wexell	- 2015
Ms. Judith Cross	- 2014	Mr. Alfred Yanda	- 2015
Mrs. Maija DeRoche	- 2013		
Mrs. Diana Figenschel	- 2011		
Mr. Martin Green	- 2013		

TRUSTEES ABSENT (excused)

Mrs. Pat Selwood	-2013
Mr. Jerry Smyder	-2014

Guest: Cindy Emmer

Staff present: Shelley MacFeiggan, Joyce Houck, Ristiina Wigg

President Weber called the Board of Trustees meeting to order. She mentioned that she has one item to add under Board Actions which is the appointment of an auditor.

AGENDA REVIEW

Doc. #11-62 The May Agenda was approved.

Doc. #11-63 Trustee Green asked that a change on page two under the Administration Committee be made to the April Minutes. The Minutes read: A draft report will be presented at the next Board meeting. Then a one-on-one meeting will be scheduled with the Executive Director. The Minutes should read: A final report will be presented at the next Board meeting following a one-on-one meeting between the Board President and the Executive Director.

The April Minutes were approved subject to the change.

FINANCIAL REPORTS

Doc. #11-64 Treasurer's Report – April 2011
Doc. #11-65 Financial Clerk's Report – April 2011
Doc. #11-66 Budget Report – April 2011
Doc. #11-67 Warrants – April 2011

President Weber asked why the Library Service telephone payment on the Report of the Financial Clerk was \$4,456. Director Wigg stated the figure included both long distance and telecommunications costs.

Trustee DeRoche questioned bills paid with JobLink grant funds. Director Wigg explained the mileage amount paid to staff driving their own vehicles, and explained that a runner board had been purchased for the van. These expenditures are covered by grant monies.

The Financial Reports for April were approved.

STANDING COMMITTEE REPORTS

Executive **Bonnie Weber, Chair**
No Report

Administration **Martin Green, Chair**
Doc. #11-68 Trustee Green reported the Administration Committee has finalized the Executive Director's evaluation. It will be presented to the Board in an executive session after the Board meeting.

Facilities **Judy Cross, Chair**
No Report

Finance & Audit **Ruth Sprague, Chair**
Doc. #11-69 Trustee Sprague reported that the committee will be meeting with the auditor, Kathy Stickler from Mengel, Metzger & Barr. The committee plans to meet with three insurance companies to investigate what additional coverage might be needed and estimates for the insurance package.

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.

**Trustee Sprague made the motion to accept the procedure of authorized signatures on checks for STLS. The signatures at this time would include: President Bonnie Weber, Treasurer Ruth Sprague and Trustee Judy Cross. 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

No report. Trustee Collins mentioned that the next meeting for the Policies Committee is May 23rd at 1:00 P.M. held at STLS.

Trustee Green asked if Perry & Carroll, Insurance Agency has been contacted regarding their answer to clarification and understanding of STLS insurance coverage written on our letterhead sent to their agency. Director Wigg responded Linda Lewis, Business Manager is taking care of the issue.

FINANCIAL STRATEGIES TEAMS

Revenue Enhancement

Doc. #11-70

Foundation Steering Committee

Doc. #11-71

Trustee Wexell reported the Foundation Steering Committee will file for incorporation at the beginning of July with the Division of Library Development. The By-Laws are in the final draft. The committee will continue to recruit members.

Advocacy

Doc. #11-72

Trustee Figenschel reported on contacts with state legislators. She recommended that each STLS Trustee sign up for Email notifications from their state legislators. Trustee Figenschel mentioned the committee will focus on attracting legislators to the STLS annual meeting. She mentioned the committee is working on producing a brochure describing STLS services. Trustee Figenschel reported at a future meeting the committee will focus on the shared services aspect of library service. The next meeting will be held at STLS on May 27th at 11:00 A.M.

BOARD ACTIONS

Appointing Auditor President Weber announced Trustee Wexell has been selected as STLS Auditor and Trustee Smyder as alternative Auditor.

**President Weber made the motion to approve Trustee Wexell as STLS Auditor and Trustee Smyder as alternative Auditor. The effective date of appointments is July 1, 2011. The motion was seconded and approved.

BOARD INFORMATION

Committee Motions

Doc. #11-73

Trustee Green reported to the Board regarding questions concerning the correct procedure at meetings of the Board of Trustees when a committee brings a motion before the Board. Trustee Green referred the Board to Robert's Rules of Order (75th Anniversary Edition) Sections 53 and 54.

Library Visits

Trustee DeRoche visited the Wayland and Atlanta Libraries. Trustee Green attended the Chemung County Bookmobile Open House

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. #11-74

Director Wigg mentioned she traveled to Washington D.C. on May 9th and 10th to support 2011 National Library Legislative Day. Director Wigg talked with Assistants for Congressman Tom Reed, and Senators Gillibrand and Schumer regarding library issues. The key issues were: Funding for Library Service and Technology Act funds, support for USA Patriot Act Sunset Extension Act S193, oppose S.J. Resolution 6 and support for eRate telecommunication discounts for schools and libraries.

Director Wigg reported Michael McKeegan has been hired as a Technology Technician on a temporary part-time basis to provide technical support for three Federal ARRA funded Public Computing Centers in Alfred, Corning and Wayland libraries.

Director Wigg mentioned that Amazon and OverDrive announced the Kindle Library Lending Program, which will enable Kindle customers to borrow and enjoy eBooks from our library, school, and college partners in the United States. The program is scheduled for launch later this year.

ADJOURNMENT

The Board meeting adjourned at 3:15 P.M. to enter into executive session. Trustee Green made the motion to adjourn to executive session. At 4:25P.M. Trustee Cross made the motion to leave executive session. Meeting adjourned at 4:27P.M.

The next Board meeting will be held on June 21th at the Fred & Harriet Taylor Memorial Library, Hammondsport at 2:00 p.m.

Respectfully submitted,
Joyce Houck