

**SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING**

Tuesday, January 15, 2013

STLS, Painted Post, NY

2:00 pm

**MINUTES**

**TRUSTEES PRESENT:**

Bonnie Weber (presiding) – 2016

Sherry Collins - 2015

Judy Cross - 2014

Maija DeRoche – 2013

Cindy Emmer - 2017

Diana Figenschel – 2016

Patricia Finnerty - 2017

Martin Green - 2013

Denise King - 2014

Pat Selwood - 2013

Dale Wexell - 2015

Donna Wickham - 2014

Al Yanda - 2016

**TRUSTEES EXCUSED:**

Phil Archer - 2017

Guests:

Staff present: Ristiina Wigg, Lauren Moore, Nicole Hann, Linda Lewis

President Weber called the Board of Trustees meeting to order.

**AGENDA REVIEW**

Doc. #13-1 The December Agenda was approved.

Doc. #13-2 The December Minutes were approved with the following correction: Trustee Emmer suggested that a schedule of Committee meetings should be created for the entire coming year.

**FINANCIAL REPORTS**

Doc. #13-3 Treasurer's Report – December 2012

Doc. #13-4 Financial Clerk's Report – December 2012

Doc. #13-5 Budget Report – December 2012

Doc. #13-6 Warrant – December 2012

The Financial Reports were approved.

**STANDING COMMITTEE REPORTS**

**Executive**                      **Bonnie Weber, Chair**  
No Report

**Administration**              **Martin Green, Chair**  
No Report

**Operations**            **Al Yanda, Chair**  
No Report

**Finance & Audit**                                    **Chair**  
No Report

**Nominating**            **Judy Cross, Chair**  
No Report

**System Services**            **Pat Selwood, Chair**  
No Report

**Awards Committee**    **Cindy Emmer, Chair**  
No Report

**Policies Committee**   **Sherry Collins, Chair**  
No Report

## **FINANCIAL STRATEGIES TEAMS**

### **Revenue Enhancement Committee**

Doc. #13-7            Committee Meeting Minutes included in Board Packet, but were not discussed at this meeting.

### **Foundation Board Meeting**

Doc. #13-8            Committee Meeting Minutes included in Board Packet, but were not discussed at this meeting.

**Advocacy**            **Diana Figenscher, Chair**  
No Report

## **BOARD ACTIONS**

### **Appointment of Schuyler County Trustee**

Doc. #13-9            Donna Wickham was appointed as an STLS Trustee representing Schuyler County for an unexpired term ending in 2014.

\*\*\*\* Trustee Wexell made the motion to approve appointment of Donna Wickham as STLS Trustee. The motion was seconded and approved.

### **Trustee Oath of Office**

Doc. #13-11            President Weber administered the Oath of Office to Patricia Finnerty (Steuben County), Donna Wickham (Schuyler County), Philip Archer (Allegany County) and Cindy Emmer (Chemung County).

## **Election of Officers**

Doc. #13-10 Trustee Cross presented the proposed Slate of Officers for the 2013 STLS Board of Trustees:  
President – Dale Wexell  
Vice President – Denise King  
Secretary – Philip Archer  
Treasurer – Pat Finnerty

President Weber asked if there were nominations from the floor; none were made.

\*\*\*\*Trustee Cross made a motion to approve the Slate of Officers for the STLS Board of Trustees. The motion was seconded and approved.

## **Conflict of Interest Disclosure**

Doc. #13-12 Trustee Weber asked Trustees to review the Conflict of Interest Policy, sign and submit. President Wexell stated that the Foundation Board would be holding elections for a new President at their Annual Meeting in March 2013.

## **Guidelines for Trustee Travel Reimbursement**

Doc. #13-13 Guidelines for Trustee Travel Reimbursement were presented to the Board. Discussion was had on the subject. It was proposed to lower the Trustee mileage reimbursement rate to .35/mile. Trustee Emmer suggested that only members of the committee holding the meeting should be able to claim mileage for that meeting. President Wexell stated that other boards he has served on use the IRS current rate with little discussion. Trustee Weber commented that the STLS Board is discussing with the economic interest of STLS in mind. Trustee DeRoche suggested that it would be more cost effective for STLS Trustees to rent a car when traveling long distances. President Wexell commented that just using the current IRS rate would be much cleaner and easier. If a Trustee so chooses, they can donate their mileage back to STLS. Trustee DeRoche suggested that more committees schedule their committee meetings to fall either before or after the Board of Trustee meetings to save on mileage.

\*\*\*\*Trustee Cross proposed to approve using the current IRS rate of 56.5 cents/mile with the following wording added to the Mileage Guidelines Document: “attendance at assigned board committee meetings and their related activities”. The motion was seconded and approved. Three Board members abstained from the vote.

## **Organizational Actions**

Doc. #13-14 Trustee Weber presented the 2013 Organizational Actions to the Board. It was agreed that the Trustees read and reviewed the Actions prior to the meeting.

\*\*\*\*Trustee Cross made the motion to approve the Organizational Actions with the following change: add Trustee Weber’s name to item K. – Designation of the Authorized Signatories for Checks. The motion was seconded and approved.

### **Adult Literacy Grant**

Doc. #13-15 This is a \$5,000/year grant to be used to support adults with low or no literacy skills. If this grant is received, STLS will contract with Steve Caldwell (current JobLink trainer) to provide job coaching services to member libraries.

\*\*\*\*Trustee DeRoche made the motion to approve the application for the Adult Literacy Grant. The motion was seconded and approved.

### **Summer Reading Program Grant**

Doc. #13-16 This is a 1 year grant for \$6,000. Lorie Brown is applying for this grant. If received, this grant will tie into the statewide Summer Reading Program Grant.

\*\*\*\*Trustee Cross made the motion to approve the application for the Summer Reading Program Grant. The motion was seconded and approved.

## **BOARD INFORMATION**

### **Disaster Policy**

Doc. #13-17 Trustee Collins presented information regarding the Disaster Policy to the board. It was stated that STLS Staff will create a plan to deal with disasters at work. It was suggested that STLS Staff conduct disaster/fire drills for training purposes. It was recommended that STLS needs an updated inventory of furniture, carpeting, and office items for insurance claims in the event of a disaster. STLS will be purchasing a fire proof filing cabinet at the recommendation of the Board.

### **Internet Security Policy**

Doc. #13-18 Information regarding the Internet Security policy was presented to the Board. It was stated that STLS member libraries have stopped gathering patron Social Security Numbers for patron privacy and protection. The Board will vote on the approval of the Internet Security Policy at the March 2013 Board Meeting.

**Library Visits** No report.

### **Who have you talked to?**

President Wexell reported that he will be talking to the Corning Rotary next week regarding STLS.

### **President's Report**

It was suggested that the Board meet in February to discuss the search for a new Executive Director.

### **Director's Report**

Doc. #13-19 Director Wigg reported that the Jasper Library is now fully automated. The only member libraries who are currently not automated are Angelica and Little Genesee. It was reported that the Popular Reading rotating collection will cease to circulate. Director Wigg shared information with the Board regarding Library Day on March 5 and the STLS bus trip to Albany.

**Public Expression**

Trustee Collins reported that the Steele Friends organization has changed their name to "Friends of CCLD". The Horseheads and Big Flats Libraries still have their own Friends organizations who are unaffected by this name change.

**ADJOURNMENT**

The STLS Board meeting was adjourned at 3:14 p.m.

The next Board meeting will be held March 19, 2013 at The Dormann Library in Bath, NY.  
at 2:00 p.m.

Respectfully submitted,  
Nicole Hann