

STLS TRUSTEE MEETING
Tuesday, June 16th, 2015 - 2:00 pm
Southern Tier Library System, Painted Post, NY

AGENDA

- 1. Agenda Doc. #15-56
- 2. Approval of Minutes – May 2015 *FOR APPROVAL Doc. #15-57
- 3. Treasurer’s Report – May 2015 *FOR APPROVAL Doc. #15-58
- 4. Financial Clerk’s Report – May 2015 *FOR APPROVAL Doc. #15-59
- 5. 2014 Financial Auditor’s Report (Mengel, Metzger Barr & Co. – Kathy Stickler)
- Subject to corrections, above items may be approved without motion.

COMMITTEE REPORTS

- 6. Executive Committee – Denise King Doc. #15-60 (Minutes)
- 7. Personnel & Policies Committee – Sherry Collins Doc. #15-61 (Meeting Room Policy - Draft)
Doc. #15-62 (Reading Center Background)
Doc. #15-63 (Chartered Libraries Policy –Draft)
- 8. Finance & Facilities Committee – Pat Finnerty Doc. #15-64 (Minutes)
- 9. Public Relations Committee – Lynnette Decker Doc. #15-65 (Minutes)
- 10. Foundation for Southern Tier Libraries – Dale Wexell Doc. #15-66 (Minutes)
- 11. Negotiations Committee (Ad Hoc) – Maija DeRoche

BOARD ACTIONS

- 12. 2014 Independent Financial Auditor’s Report * FOR APPROVAL Doc. Provided at Meeting

Finance & Facilities Committee Recommendation: Accept the 2014 Independent Financial Auditor’s Report as presented by Mengel, Metzger, Barr & Co.

Move: _____ Second _____
Aye _____ Nay _____ Abstain _____ Absent _____
Approved/Failed

Discussion:

- 13. Approval of Trustee Selection Policy * FOR APPROVAL Doc. #15-67
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the Trustee Selection Policy as presented May 19, 2015.

Move: _____ Second _____
Aye _____ Nay _____ Abstain _____ Absent _____
Approved/Failed

Discussion:

14. **Capital Reserves Commitment for Dark Fiber Connectivity** * FOR APPROVAL

Doc. #15-68 (Provided at June’s Board Meeting)

Executive Director recommends: The STLS Board of Trustees Commits Capital Reserves to Dark Fiber Connectivity for STLS IT Infrastructure Improvements.

Move: _____ Second _____
Aye _____ Nay _____ Abstain _____ Absent _____
Approved/Failed

Discussion:

BOARD INFORMATION

- 15. Old Business
- 16. New Business
- 17. Library Networking
- 18. President’s Report
- 19. Monthly System Management Team & Divisional Reports

Doc. #15-69

Public Expression (15 minutes)

Adjournment

Next meeting to be held: Tuesday, July 21, 2015 at 2:00 pm – Dundee Library, Yates County

STLS TRUSTEE MEETING
Tuesday, May 19, 2015 - 2:00 pm
Horseheads Free Library, Horseheads, NY
MINUTES

TRUSTEES PRESENT:

Richard Ahola	- 2017	Gaile Felli	- 2019
Sarah Collins	- 2019	Patricia Finnerty	- 2017
Sherry Collins	- 2015	Denise King	- 2019
Maija DeRoche	- 2018	Bonnie Weber	- 2016
Lynnette Decker	- 2016	Dale Wexell	- 2015
Melodie Farwell	- 2015		

TRUSTEES EXCUSED:

Cindy Emmer	- 2017
Pat Selwood	- 2019
Al Yanda	- 2016

Staff present – Brian Hildreth, Executive Director and Margo Gustina, Member Services Consultant

President D. King called the meeting to order at 2:00 pm.

AGENDA REVIEW

May Agenda	Doc. #15-43
President D. King asked for review and approval of agenda. The Agenda was accepted.	

APPROVAL OF MINUTES

April Board Minutes	Doc. #15-44
Under Library Networking, the STLS “pins” refer to STLS branded badges. Minutes approved as amended.	

APPROVAL OF FINANCIAL REPORTS

Treasurer’s Report – Pat Finnerty	Received and filed	Doc. #15-45
The relationship of this document to our payables sometimes shows a discord based on when the report is printed compared to when the checks are cut.		
B. Hildreth spoke to hardware prepaid expenses like the \$60,000 paid for ILS to Sirsi Dynix.		

Financial Clerk’s Report – Brian M. Hildreth	Received and filed	Doc. #15-46
Expenditures from March to April are simple. The biggest bill coming up is the annual Sirsi Dynix bill expected to be around \$62,000.		

STANDING COMMITTEE REPORTS

Executive Committee – D. King
Met by email this month. Reviewed and amended the agenda. No new trustee orientation.

Personnel & Policies Committee –Sherry Collins & Bonnie Weber, Co-Chairs Doc. #15-47, Doc. #15-48, Doc. #15-49

Sherry Collins began with the Trustee Job Description policy and the Trustee Selection and Election policy. Both policies have been revised and submitted to the Board for review. The action to approve these policies will be on the June Board meeting agenda.

In the Committee minutes, there is also reference to a STLS Reading Center policy. This policy, currently in process, will provide a pathway to charter for our reading centers. The Reading Center policy will reflect the current STLS Board thinking on Reading Centers and include a timeline for chartering or dissolution. This policy will be completed for review at the June meeting (along with historical information) and for approval at the July meeting.

The existing meeting room policy is cumbersome. A new policy will be more concise and clear and will be in June's packet for approval in July.

The updated Purchasing policy is with the Finance and Facilities Committee.

B. Weber indicated there were no personnel issues other than negotiations which will be spoken about later.

Finance and Facilities Committee – Pat Finnerty

Doc. #15-50, Doc. #15-51

P. Finnerty shared that the Committee met May 6 and discussed the recent external audit. The formal report from the auditor will be presented to the committee in June. The LTA meeting was a huge success and everyone learned a lot. P. Finnerty spoke to the Nonprofit Revitalization Act of 2013 Client Checklist. Spoke to the possible need of a separate audit committee (not part of the Finance Committee), an audit expanded beyond merely financial including oversight of the Conflict of Interest Policy and other policies. A discussion about whose responsibility oversight is – a committee or the whole board.

D. King came back from LTA with a list of important policies with necessary wording. D. Wexell recommended a monthly report from the internal auditor to the whole board. Sherry: Authority of the Board Policy to require the internal auditor or alternate to present monthly. D. Wexell further recommended that we collect our current policies with LTA recommendation and submit them to the STLS lawyer. STLS is currently in excellent shape among library systems in the policies we have in place.

P. Finnerty stated that the Committee has reviewed the Purchasing Policy and will offer recommendations in the

Public Relations Committee – Lynette Decker, Chair

Doc. #15-52

Met today. Brian met with Senators Young and O'Mara and asked that STLS be helped through bullet aid for wireless access devices for our member libraries. We'll know more after session in June. Construction Aid requests will be reviewed June 23rd all day at STLS. The PR Committee will present their recommendations to the whole board in July. The PR Committee is working on the establishment of formal guidelines and priorities for implementation in the 2016-2017 funding cycle. As libraries request larger funds and competition for our limited allocation increases, we need a clearer way to make decisions. STLS will be also establishing a more engaged site centric oversight of project.

Motion from G. Felli second that Sherry to add to the agenda Determination of economically disadvantaged for match rate be based on Free and Reduced Lunch percentage rates at the 35% level. All said yes. Motioned out of committee. And it happened. No discussion. D. Wexell: Does the 35% apply to the distinct district or is an average of the system? D. King: Distinct districts.

Foundation for Southern Tier Libraries – Bonnie Weber

Annual meeting was April 28th. 11 libraries received funds, 10 were represented. Everyone was excited to share their local projects and the Foundation loved learning all of what is awesome. D. King said she liked listening to

the networking between the winners. They shared ideas and learned from one another. D. King: What have given out total? 20grand over 3 funding cycles.

M. DeRoche moved and B. Weber seconded to enter Executive Session to discuss personnel issues at 2:50 p.m.

Negotiations Committee – Maija DeRoche

P Finnerty moved and M. Farwell seconded to end Executive Session at 3:15 p.m.

BOARD ACTIONS

- 11. Rescind Removal of Board Member Policy * **FOR APPROVAL** **Doc. #15-53**
Personnel & Policies Committee Recommendation: that the STLS Board of Trustees rescinds the
Removal of Board Member Policy.

Move: _____ out of committee _____ Second _____
Aye ___all_____ Nay _____ Abstain _____ Absent _____
Approved/Failed

Discussion: This policy is redundant – everything exists in by-laws and in state law.

BOARD INFORMATION

Old Business

New Business

Library Networking

P. Finnerty went to the NYPL for the Performing Arts. They have a jazz band that performs at lunch every week. They had a three room Frank Sinatra multi-media exhibit that was fabulous. She also shared Dormann is trying to establish a Foundation. P. Finnerty went to their fundraising dinner included food by the BOCES, performance from the HS Choir. It was a very enjoyable evening.

R. Ahola voted today – it is a school board budget vote day.

President’s Report

D. King shared her experiences learning at the LTA Institute with Sara Collins and Cindy Emmer. Notes are in the Board Packet. The first night the LTA scholarship winner had infectious enthusiasm that set the tone for the weekend. Three takeaways from R. D. Lankes, keynote speaker:

- Think Librarians not Libraries
- Think Community not Collection
- Think Aspirations not Deficiencies

Monthly System Management Team & Divisional Reports

Doc. # 15-54

B. Hildreth reported on the Spring CE – 92 people in attendance not including presenters and planners. We’ll send out the survey for next year. The numbers and turnout is growing. MakerSpaces was a particularly great event because it highlighted the expertise native in our system. The solutions and ideas were scalable to every library and every library was engaged in the conversation.

Public Expression

No public expression.

ADJOURNMENT

G Fellimoved to adjourn the meeting at 3:35 p.m. Sherry Collins seconded.

Next meeting to be held: STLS Painted Post (because auditor is presenting) Tuesday, June 16, 2015 at 2:00 pm

Respectfully submitted,
Margo Gustina

	<u>May 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1200 · Cash - Operating	-9,184.65
1201 · Cash - Payroll	3,782.68
1202 · Cash - Money Market	761,873.19
Total Checking/Savings	<u>756,471.22</u>
Accounts Receivable	
1380 · Accounts Receivable	96,774.09
Total Accounts Receivable	<u>96,774.09</u>
Other Current Assets	
12000 · Undeposited Funds	14.25
Total Other Current Assets	<u>14.25</u>
Total Current Assets	853,259.56
Fixed Assets	
1100 · Fixed Assets	
1102 · Building	952,454.06
1104 · Equipment	741,162.39
1112 · Accumulated Dep Building	-455,937.98
1114 · Accumulated Depreciation	-608,399.25
Total 1100 · Fixed Assets	<u>629,279.22</u>
Total Fixed Assets	629,279.22
Other Assets	
1382 · Prepaid expenses	60,222.61
Total Other Assets	<u>60,222.61</u>
TOTAL ASSETS	<u><u>1,542,761.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2601 · Accrued P/R	9,788.63
2604 · Deferred Grant	3,597.89
2625 · Payroll Deductions Payable	-1.70
2626 · Flex Spending Deduction Payable	1,554.75
2630 · Due to Member Libraries Pay Pal	9,452.37
2640 · Accrued Compensated Absences	68,613.67
Total Other Current Liabilities	<u>93,005.61</u>

Southern Tier Library System
Treasurer's Report

	<u>May 31, 15</u>
Total Current Liabilities	<u>93,005.61</u>
Total Liabilities	93,005.61
Equity	
3200 - Unrestricted Net Assets	202,424.92
3909 - Fund Balance Unreserved	1,269,468.74
3910 - Fund Balance Replacement Res	100,000.00
Net Income	<u>-111,137.88</u>
Total Equity	<u>1,460,755.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,553,761.39</u></u>

Official Depository: Community Bank NA
Money Market Account: .10 Rate of Return
Checking Accounts: .05 Rate of Return

	<u>May 15</u>	<u>Apr 15</u>	<u>\$ Change</u>
1200 - Cash - Operating	-9,184.65	3,632.44	-12,817.09
1201 - Cash - Payroll	3,782.68	26,044.33	-22,261.65
1202 - Cash - Money Market	761,873.19	869,064.20	-107,191.01
1380 - Accounts Receivable	96,774.09	91,337.43	5,436.66
12000 - Undeposited Funds	14.25	4,490.03	-4,475.78
1100 - Fixed Assets	629,279.22	629,279.22	0.00
1382 - Prepaid expenses	60,222.61	60,222.61	0.00
2601 - Accrued P/R	-9,788.63	-9,788.63	0.00
2604 - Deferred Grant	-3,597.89	-3,597.89	0.00
2625 - Payroll Deductions Payable	1.70	388.54	-386.84
2626 - Flex Spending Deduction Payable	-1,554.75	-1,627.75	73.00
2630 - Due to Member Libraries Pay Pal	-9,452.37	-9,452.37	0.00
2640 - Accrued Compensated Absences	-68,613.67	-68,613.67	0.00
3200 - Unrestricted Net Assets	-202,424.92	-202,424.92	0.00
3909 - Fund Balance Unreserved	-1,269,468.74	-1,269,468.74	0.00
3910 - Fund Balance Replacement Res	-100,000.00	-100,000.00	0.00
4719 - Interest	-365.62	-295.31	-70.31
4723 - Member Library Cost Share	-391,781.00	-391,781.00	0.00
4725 - Grants Revenue	-10,000.00	-10,000.00	0.00
4732 - Reading Center Support	-1,112.00	-1,112.00	0.00
4733 - Member Library Processing Fees	-7,581.25	-5,723.00	-1,858.25
4735 - Non State Aid Pass Through	-114,541.08	-107,718.89	-6,822.19
4782 - Donations	-169.75	-169.75	0.00
4784 - General Reimbursements & Refund	-1,759.01	-1,739.01	-20.00
5100 - Salaries	283,273.82	209,319.63	73,954.19
5150 - Personnel Benefits	90,930.66	71,510.84	19,419.82
5204 - STLS Software & Small Equipment	8,462.53	3,350.53	5,112.00
5205 - Maintenance Contracts & Leases	6,470.18	3,544.37	2,925.81
5408 - Platform Fees & Licenses	3,822.94	3,572.94	250.00
5409 - STLS Telephone/Internet	33,057.08	25,786.14	7,270.94
5417 - Library Materials	6,274.28	5,205.03	1,069.25
5419 - Electronic Materials	30,843.82	19,381.91	11,461.91
5420 - Staff Development Travel	2,315.01	1,264.14	1,050.87
5422 - Trustee Mileage	1,408.55	901.59	506.96
5424 - Conference Registration	1,548.00	1,169.00	379.00
5425 - Staff & Member Library Mileage	556.78	448.74	108.04
5427 - Programming & Annual Conference	1,490.00	200.00	1,290.00
5428 - Meeting Supplies	311.46	235.48	75.98
5430 - Office Supplies	3,820.24	3,189.51	630.73
5433 - Postage	1,980.31	962.56	1,017.75
5434 - Public Relations	4,727.50	4,727.50	0.00
5435 - Member Library Pass through	112,432.48	105,625.43	6,807.05
5442 - Professional Fees	4,456.12	3,619.56	836.56
5443 - Legal Counsel	785.00	785.00	0.00

Southern Tier Library System
Financial Clerk's Report

	<u>May 15</u>	<u>Apr 15</u>	<u>\$ Change</u>
5444 - Accounting Support & Audit	6,375.00	300.00	6,075.00
5450 - Utilities	4,416.14	3,304.03	1,112.11
5451 - Building Maintenance & Repairs	4,768.00	3,714.00	1,054.00
5454 - Commercial Insurance	4,978.00	4,978.00	0.00
5471 - Vehicle Maintenance & Repairs	4,060.47	3,647.54	412.93
5473 - Vehicle Fuel	6,444.42	3,826.93	2,617.49
5474 - Vehicle Insurance	2,476.00	2,476.00	0.00
5490 - Grants	5,962.80	1,007.73	4,955.07
TOTAL	<u>-11,000.00</u>	<u>-11,000.00</u>	<u>0.00</u>

Southern Tier Library System
Personnel & Policies Committee Meeting

MINUTES
June 2, 2015 at 1:00 pm
STLS Headquarters / Painted Post, NY

Committee Members in Attendance: Sherry Collins (Co-Chair), Bonnie Weber (Co-Chair), Richard Ahola, Gaile Felli, Denise King

Sherry Collins called the meeting to order at 1:03 pm

I. Discuss Meeting Room Policy Revisions

Committee members reviewed proposed changes to STLS Conference Room Policy. Following May's Committee Meeting discussions, it was agreed the proposed Policy changes could be presented to the STLS board for review.

II. Review of Chartered Libraries Policy

Sherry Collins presented revisions to the draft copy of the Chartered Libraries Policy. The current policy is known as the Reading Center Policy. Following minor recommendations, Sherry Collins agreed to provide a draft copy for the Board Meeting Packet in June. She said she would also provide a document highlighting the history of Reading Centers.

III. Review Changes to Purchasing and Finance Policies

These policies were still under review by the Finance and Facilities Committee. No discussion took place.

IV. Whistleblowers Policy and Conflict of Interest

Committee members discussed possible revisions to the STLS Whistleblowers Policy and Conflict of Interest Policy. Certain items within the two policies were asked about in light of recent discussions at the Library Trustee Association Institute. The Committee is currently reviewing these policies, and might suggest revisions dependent upon findings from legal counsel.

V. Executive Director's Performance Evaluation

The Committee went into Executive Session at 1:57 pm to discuss.

Respectfully submitted by:

Brian M. Hildreth, Executive Director

SOUTHERN TIER LIBRARY SYSTEM

MEETING ROOM POLICY

APPLIES TO: Board of Trustees, Staff, and Member Libraries

The Southern Tier Library System maintains a meeting room for use by its Board members, staff and member libraries.

The meeting room is not available for community groups or open to the general public.

Adopted by the STLS Board of Trustees mm/dd/yyyy

SOUTHERN TIER LIBRARY SYSTEM

READING CENTERS

BACKGROUND INFORMATION

In 1964 the NYS Ed. Dept. Library Extension Division issued a statement on Reading Centers. This statement allowed for the creation of a reading center in a community if certain criteria were met: (1) if existing libraries were not sufficient in number and access; and (2) there were not possibility of system-wide bookmobile service. Reading centers were to be set up to provide limited library services through the joint efforts of the community and the library system. No public funds were to be appropriated directly to the center; a contract for service was to be drawn up between the town board, or partnering organization (i.e. school district) and the library system. Should a reading center grow in usage to the point of establishing regular public library service, it could follow the usual procedure for the creation of a public library: application to NYS Board of Regents for a charter and admission to the University of the State of New York, and subsequent registration as a public library maintaining the minimum standards set up by the Commissioner's Regulations.

STLS originally funded a bookmobile which provided service to communities without a library. Eventually the service became too expensive to maintain and the reading centers were created in the communities which had responded most successfully to the bookmobile. Between 1972—1985 STLS established ten reading centers. Five of those have since become chartered and registered public libraries.

The five remaining reading centers receive weekly delivery, ordering and processing of materials, interlibrary loan services, rotating collections, continuing education opportunities and assistance from STLS Consultant staff. In 1994, the state minimum standards for public library service were revisited, and reading centers were not addressed. At that time, STLS imposed a ruling that all reading centers within the system MUST meet the non-monetary portion of the New York State Minimum Standards for Public Libraries. Those standards require minimum hours open, written by-laws, long-range plan of service, annual report to the community, budget, as well as information listing hours, rules and services.

In 1999, the STLS Board of Trustees adopted a resolution to accept a contract to create a new reading center only if certain criteria were met. Since that time, there have been no new reading centers created, and several of the existing reading centers have become registered, chartered libraries.

Because reading centers are not allowed to receive any support from public funds directly, the communities are contracted with STLS for services and any public funds are paid to the system.

In the past there has been no formal contract between the System and the Reading Centers, as the state suggested in 1964. There has also been no written policy governing existing Reading Centers. The Board of Trustees requires a current policy outlining Reading Center activities and governance.



APPLIES TO: Established Reading Centers in STLS Service Region

The Southern Tier Library System, a regional consortium of chartered public libraries, works in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling all individuals in the five-county region to have equal access to excellent library services.

The intent of this document is to assist reading centers identify with public library best practices, and strive for standards set by the field of public librarianship.

In order to apply fair and equitable practices to all chartered public libraries, the STLS Board of Trustees has created formal requirements for services to the established reading centers of Arkport, Greenwood, Hector, Middlesex and Rushville.

In these days of transparency and accountability, the System requires each Reading Center meet most Minimum Standards for Chartered Public Libraries.

These standards, adopted by the NYS Education Department and Division for Library Development in 1994 require that all libraries:

- have a Board of Trustees of at least three (3) members;
- have Board of Trustees' meetings at least four (4) times a year;
- be governed by written By-Laws which outline the responsibilities and procedures of the Reading Center Board of Trustees;
- has Board-approved written policies for the operation of the Reading Center and oversight of its finances;
- has a Board-approved, written Long Range Plan of Service;
- presents a written budget annually to the appropriate funding agencies which would enable the Reading Center to meet or exceed these standards, and carry out its Long Range Plan of Service;

- annually present a narrative report to the community on the Reading Center's progress toward meeting its goals and objectives, as well as a statistical report to the Southern Tier Library System;
- periodically evaluates the effectiveness of the Reading Center's collection and services in meeting community needs;
- maintains a facility adequate to meet community needs, including adequate space, lighting, shelving, seating, and a restroom;
- compiles and maintains regular library records;
- maintains its collection with standard library classification and arrangement;
- provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
- distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.

In addition, each STLS reading center must provide its community with:

- a Reading Center Director hired (implies paid) and trained in local library practices;
- open at least 12 regularly scheduled hours per week all year

Any Reading Center not meeting the requirements of this policy within three years will be placed on probationary status. Should the condition continue, STLS will withdraw its services from Reading Centers.

Communities wishing to create a reading center are ineligible for services from Southern Tier Library System. STLS will partner with local communities to create a new chartered public library under the Board of Regents. Charter applications for public libraries must meet all criteria outlined by the Board of Regents.

Southern Tier Library System will work with all reading centers to apply for, and leverage sustainable funds to provide services aligning with public library best practices. Reading centers will need to work within the scope of Minimum Standards for Public Libraries, chartered service areas and mechanisms prescribed in NYS Education Law to become chartered entities within five (5) years.

Adopted by STLS Board of Trustees mm/dd/yyyy

Southern Tier Library System
Finance and Facilities Committee Meeting
June 2, 2015

Present: Members Pat Finnerty, Dale Wexell, Al Yanda, Denise King, and Brian Hildreth
Guest: Kathy Stickler of Mengel, Metzger, Barr

Audit

Kathy Stickler from Mengel, Metzger and Barr reviewed the audit reports for the years ending December 31, 2014 and 2013. The reports and recommendations will also be presented to the full board at the meeting June 16.

Kathy again reviewed the New York State Nonprofit Revitalization Act and its implications for us.

We reviewed the recommendations regarding the composition and duties of an audit committee as recommended by the presenter at the Library Trustees Association meeting. Kathy indicated that some of the requirements may not apply to us, because we are governed by the NYS Education Department, and we do not file the NYS charities tax form CHAR500.

She suggested we look at the question of the formation and responsibilities of an audit committee based on our concept of best practices.

Policies Review

The committee continued the policy reviews.

Next Finance and Facilities meeting July 1 at 2:30 at STLS

Kathy Stickler from Mengel, Metzger, Barr discussed several audit related items with us:

- Post Retirement Health Care Liability- Kathy reminded us that the requirement to set aside funds in recognition of the long-term liability is a GASB (Governmental Accounting Standards Board) requirement. If we don't do it, it has to be noted in our Audit statements. This has been done and will be done again this year.

We discussed the implications of this liability again. We have to recognize that even if we don't set aside the money, this is and will be our liability, and we will continue to have to pay it for our retirees, even if New York State financial support were to decrease.

We discussed whether we should set up a reserve account now and designate the reserve funds to cover these future health care costs. If we were to do this, and later needed the money for something else, we could undesignate the funds anytime we want.

- The new accounting software implementation:

Kathy was asked to have staff look at the statements we are receiving, to be sure they are giving the information we should receive. Also to be sure things are being accounted for, as they should be- that items are being entered in the right accounts.

- New York State Revitalization Act

We already have the required Whistleblower and Conflict of Interest Policies. If there are any related party transactions, the Board has to approve them.

There must be an audit committee that meets with the auditor, and we do that. It is stated that the audit agreement needs to be signed by both the Board chair and the audit committee chair, but we have the audit committee approve it and the full board approve it.

- Planning for financial coverage for an entire year

Kathy suggested that having a line of credit at a bank is a good practice. We budget so we are covered if the state budget gets delayed for an extended period, but it could happen that even our budgeted money doesn't cover it. That's when the line of credit would be useful, to cover the gap. We may never need to use it, but she suggested that it's a good idea to get it so it's already there when the time comes that you need it.

- Cash vs. Accrual Basis of Accounting

We have to report on an accrual basis for the annual audit, but we have to report to the state on a cash basis. Quickbooks can report on both the cash and accrual basis.

Kathy will report the audit to the Finance and Facilities Committee at our June 3rd meeting.

Southern Tier Library System
Public Relations Committee

Meeting Minutes – May 19, 2015

Committee Members in Attendance: Lynnette Decker (Chair), Denise King, Sarah Collins, Maija DeRoche, Melodie Farwell

Meeting was called to order at 12:33 pm

I. Advocacy Initiatives

STLS Executive Director B. Hildreth presented on recent Advocacy efforts. Representatives from Southern Tier Library System had visited both Senator O'Mara and Senator Young to discuss upcoming dark fiber and broadband initiatives. A request was made regarding support for new wireless access devices in all Southern Tier libraries. B. Hildreth mentioned Senator O'Mara's recent article referencing the use of Construction Aid Legislation for broadband connectivity.

II. Construction Aid Grants

Members Services Consultant Margo Gustina and Executive Director Brian Hildreth discussed the new guidelines for determining a member library's eligibility for a 75% Construction Aid match. Under the new guidelines all member library communities would be eligible for the highest match level under Construction Aid legislation.

The Committee also discussed developing framework for how applicants would be graded based on project need. As the demand for Construction Aid continues to grow, the guidelines will need to be more specific to help member libraries understand priorities based on best practices. M. Gustina and B. Hildreth will work with the Committee to develop these guidelines for 2016/2017.

III. Annual Awards, Meeting & Conference Planning

B. Hildreth discussed plans for the 2015 annual meeting and conference. The date has been set for October 6th at the Watson Homestead and Retreat Center. Jamie LaRue will serve as the keynote speaker, and Corning Catering will host. The Committee approved the announcement of scholarships and awards after the STLS approved the funding for scholarships at April's board meeting. B. Hildreth said the announcement would be made the first week of June.

Meeting adjourned at 1:42 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries
Meeting Minutes
June 3, 2015

Present: Suzanne Blowers, Peter Gamba, Denise King, Judy Phillips, Paul Webster, Bonnie Weber, Dale Wexell, Phillip Archer, Brian Hildreth.

P. Webster reviewed financials for May 2015. Reports reflected a balance \$20,081. Motion by S. Blowers to approve, 2nd by P. Archer.

J. Phillips presented copies of the Bylaws as presented by D. Wexell. Several drafts had been reviewed prior to the presentation of final Bylaws. Board members agreed the current proposed Bylaws reflected the current practices of the Foundation for Southern Tier Libraries. P. Archer made a motion to approve the Bylaws as presented. P. Gamba seconded.

D. Wexell provided specifics for contracting with Michael McDonald to host a planning retreat for the Foundation. Board members discussed the need for such a study, and asked about the feasibility of hosting a one-day workshop versus a two-day workshop. D. Wexell said he could discuss the idea with Michael to tailor the planning retreat to best reflect the needs of the Foundation. Board members agreed to host something in September, and based on Michael's availability, they would spend the summer months contacting key stakeholders to attend. D. Wexell said he would work with J. Phillips to follow-up regarding Michael's fees with a revised workshop agenda. Specifics would be sent via email.

Meeting adjourned at 6:03 pm.

Next meeting: Wednesday, July 8 at STLS Service Center

Respectfully submitted,

Brian M. Hildreth

SOUTHERN TIER LIBRARY SYSTEM
BOARD OF TRUSTEES SELECTION POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS By-laws Article III Membership; Article IV Sections 1 and 3.
Handbook for Library Trustees of New York State by Jerry Nichols,
et.al.;
STLS Trustee Job Description

In the event of a vacancy on the Board of Trustees, either by retirement or the departure of a Trustee before completion of an authorized period of service, the STLS By-Laws, Article IV. Board of Trustees, Section 3 establishes that the Public Relations Committee of the Board shall, in a timely fashion, canvass the library communities in each county where the vacancy exists to identify and nominate one or more candidates. All qualified candidates shall be presented to the member libraries for election at the STLS Annual Meeting. The Board of Trustees may appoint a candidate to fill an unexpired term vacancy, but the new Trustee must still be elected by the membership at the Annual Meeting.

Trustee duties are clearly spelled out in the referenced *Handbook for Library Trustees of New York State* and the STLS Trustee Job Description. Trustees must reside in the county served by that position on the STLS Board. Board members must be willing to devote the necessary time and energy to carrying out the duties and responsibilities of an STLS Trustee.

Prospective trustees will be contacted by a member of the Board from the county to be represented for a personal introduction and given a copy of the Trustee Job Description. At that time candidates should submit a letter of interest.

STLS offers an orientation session for each new Trustee with the Executive Committee of the Board and the Executive Director. This orientation will include a tour of the facility, an opportunity to meet key personnel and see STLS operations, as well as a question and answer period to further the new Trustee's understanding of the culture of the organization and get them current with respect to duties, responsibilities, issues and plans.

Adopted by STLS Board of Trustees 1/17/2012; revision adopted by Board of Trustees mm/dd/yyyy

**Southern Tier Library System
Monthly System Management Team & Divisional Reports
June 16, 2015**

**Office of the Executive Director by Brian Hildreth, Executive Director
Division of Library Sustainability and System Resources**

The Executive Director's office spent the months of May and June participating in the following activities:

- Attended Howard Library Board Meeting to discuss funding mechanisms on May 19th
- Met with Tom Tranter, co-chair Empire State Development – Southern Tier Regional Council, and Ken Behn on May 20th to discuss STLS dark fiber initiatives and get support for STLS' application for ARC funding.
- Visited Wellsville Library to meet with Library Director and Board President to discuss alternative funding sources and NYS Public Library Construction Aid on May 21st.
- Visited Montour Fall Library on May 26th to meet with Library Director and Board President about STN dark fiber connectivity and assess current public computing setup.
- Attended the Directors Advisory Council meeting at Bath Library on May 27th. Also met with Pulteney Library representatives to discuss their current new building project.
- Attended STLS Board committee meetings, PULISDO conference calls, NYLA Council conference calls, Public Libraries Section - NYLA conference calls.
- Visited Canisteo Library Board meeting to discuss STN dark fiber connectivity and Library Policy Development.
- Attended the Foundation for Southern Tier Libraries Board meeting on June 3rd.
- Attended the NYS Broadband Summit in Albany on June 10 – 12 with Ken Behn.

**Member Services by Margo Gustina, Member Services Consultant
Division of Library Sustainability and System Resources**

May was a month of follow through. During the first quarter of 2015 I set out many ambitious project plans and in May I saw some of these plans come to fruition.

Spring CE: This event jointly organized by CCLD & STLS was a success which was not due to my efforts. That said, I'm pleased that the three sessions for which I was responsible: Embedded Librarianship with Erin Shea, Your Library is Amazing poster session (12 participating libraries), and Old Tech, New Tech (digital collection and mobile device petting zoo) had excellent participation and spurred good conversation. In general people want more content on programming (Embedded..) and they want to see a repeat of the poster session. My structure for the Old Tech, New Tech program was too loose for some participants. If we repeat this program (which has some merits) I'll have a whole group introduction to the process and the tables at the outset which may encourage some of our more timid technology users.

Expanding Community Education through Libraries (ExCEL): This SCRLC RBDB grant funded workshop series kicked off on May 29th with Office Star hosted at the 20th Century Club Library

in Almond. Every participant indicated an increase in learning about their chosen digital literacy topic (PowerPoint), confidence in providing informal support for patrons on Office topics, and wrote a program, the outline to which they presented to the group. As this series concludes in June, next month's report will include successes and lessons learned.

Member Library Annual Reports to NYS: Almost done! We're rounding third on our member library annual reports with only 3 libraries maintaining unresolved corrections. The data currently available is being compiled for distribution to the membership and Boards of Trustees by the end of June.

Data for Assessment: I consult weekly with libraries on a variety of topics including online presence, planning for referendums, facilities planning, collection management, and programming. I credit my data manipulation comfort with my swift and helpful responses to member inquiries. In May, I learned about a new-to-me data source for peer and aspirant benchmarking that I've already used in my work with Pulteney Free Library. It is my hope that as STLS approaches the strategic planning process for developing a long range goals and assessment plan, there will be room for data.

**Professional Development and Outreach by Al Oliveras, Deputy Director
Division of Professional Development and Library Outreach**

On 5/17 Margo Gustina and I attended the workshop - 10 Tips for Teaching Silver Surfers (with Abigail Stokes) at the Wood Library in Canandaigua, NY.

On 5/13 and 5/15 I paid a visit to the library staff at both Southport and Elmira Correctional Facility (respectively) to negotiate our annual service plan. Services provided by STLS to these facilities include: the purchase of grant-funded materials, cataloging and processing of materials, interlibrary loan and delivery.

On 5/21 the STLS service center hosted a presentation on disability awareness with guest speakers Emily Cowan and Katherine Reynolds from the AIM Independent Living Center. This was attended by STLS staff as well as staff from 5 member libraries (Dorman Library, Belmont Free Library, Wayland Free Library, Wimodaughnian Free Library).

**Youth Services & Interlibrary Loan
by Lorie Brown, Youth Service Consultant and Head of ILL
Division of Professional Development and Library Outreach**

Education, training and professional development seemed to be the theme for May 2015. Lorie participated in the STLS/CCLD collaborative Spring CE event, partnered with the GST BOCES School Library System to host nationally known author, trainer and speaker, Judy Freeman for 2

separate workshops, and made a presentation to parents for the Delevan-Yorkshire Public Library on the Every Child Ready to Read program.

The Division of Professional Development and Outreach (Al Oliveras, Vickie Button, and Lorie Brown) is working make the STLS Consultants Collection a more useful and valuable resource for our member libraries. We are dedicating time for weeding/deselecting and brainstorming methods of marketing the collection as well as delving into way to make other resources easier to use and to access—example: AccuCut die library.

The end of the month featured a brief meeting with Margo Gustina, Member Services Librarian, on the creation of a Youth Services blog. For the past year (more or less) Youth Services staff have been flirting with various electronic avenues of sharing information with our member libraries. The creation of a Pinterest page is one example. And the creation of the Youth Services FLASH—an e-mail blast of electronic sound bites of ideas, trends and continuing education is another example. This last has been received very well by both, system staff and member library staff. Additional avenues of communication being explored is a blog, a FB group, and methods of sharing information across platforms—FLASH to Facebook to Twitter to blog. While many things are being attempted, it is felt that some may fall by the wayside if not successful.

Information Technology
by Ken Behn, Assistant Director
Division of Information Technology

The month of May had 135 Help Desk Requests submitted. After hours or urgent support was provided 15 times and 8 visits to libraries were made.

Met with CDW-G, Teracai and CPE-ITS to discuss private network designs for dark fiber. Designed an upgrade to the core switches at STLS as part of dark fiber project. Met with ECC to plot STN fiber entrance to STLS system headquarters. Resolved backup redundancy issue with virtualization platform. Installed upgrades and patches on STLS Windows servers. Deployed new STLS domain controller and backup domain controller. Discussed big pipe Internet access possibilities with TWC and other tier 1 service providers. Worked on several API projects in Symphony and custom policy display settings for WorkFlows.

Integrated Library System and Cataloging by
Mandy Fleming, ILS & Technical Services Manager
Division of Information Technology

-  Attended Spring CE day in Elmira.
-  Visited Hector on their automation go-live date of May 12th to provide a final round of training and be on-hand for their first day. Have since answered questions as they arose.

- ❖ Visited Alfred on May 28th with Nicole to provide new director with WorkFlows and Help Desk training.
- ❖ Visited Almond on May 29th with Filomena to provide new director with WorkFlows and Help Desk training.
- ❖ Continued weekly ILS training with Nicole and Filomena.
- ❖ Updated Item Search and Display properties for all libraries, making that wizard a little easier to use.
- ❖ Worked on Hold Groups with SirsiDynix staff for CCLD and Schuyler County libraries.
- ❖ Created new User Categories in WorkFlows at the request of CCLD (to make the handling of notices more efficient) and Southeast Steuben Library (to exclude specific patrons from being sent to collections).
- ❖ Prepared and presented IT/ILS Meeting on May 20th.