

## STLS TRUSTEE MEETING

Tuesday, May 19th, 2015 - 2:00 pm

Chemung County Library District, Horseheads, NY

### AGENDA

- |    |                                       |                      |             |
|----|---------------------------------------|----------------------|-------------|
| 1. | Agenda                                |                      | Doc. #15-43 |
| 2. | Approval of Minutes – April 2015      | <b>*FOR APPROVAL</b> | Doc. #15-44 |
| 3. | Treasurer’s Report – April 2015       | <b>*FOR APPROVAL</b> | Doc. #15-45 |
| 4. | Financial Clerk’s Report – April 2015 | <b>*FOR APPROVAL</b> | Doc. #15-46 |

- Subject to corrections, above items may be approved without motion.

### COMMITTEE REPORTS

- |     |   |  |
|-----|---|--|
| 5.  | Executive Committee – Denise King                     |  |
| 6.  | Personnel & Policies Committee – Sherry Collins       | Doc. #15-47 (Minutes)<br>Doc. #15-48 (Trustee Job Description)<br>Doc. #15-49 (Trustee Selection Policy) |
| 7.  | Finance & Facilities Committee – Pat Finnerty         | Doc. #15-50 (Minutes)<br>Doc. #15-51 (Nonprofit Act Checklist)   |
| 8.  | Public Relations Committee – Lynnette Decker          | Doc. #15-52 (Minutes)  |
| 9.  | Foundation for Southern Tier Libraries – Bonnie Weber |  |
| 10. | Negotiations Committee (Ad Hoc) – Maija DeRoche       |  |

### 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: \_\_\_\_\_ Second \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
Approved/Failed

Discussion:

### BOARD INFORMATION

- |     |   |                         |
|-----|---|-------------------------|
| 12. | Old Business  |                         |
| 13. | New Business  |                         |
| 14. | Library Networking                                  |                         |
| 15. | President’s Report                                  | Doc. #15-54 (LTA Notes) |
| 16. | Monthly System Management Team & Divisional Reports | Doc. #15-55             |

Public Expression (15 minutes)

Adjournment

Next meeting to be held: Tuesday, June 16, 2015 at 2:00 pm

**STLS TRUSTEE MEETING**  
**Tuesday, April 21, 2015 - 2:00 pm**  
**Southern Tier Library System Service Center, Painted Post, NY**  
**MINUTES**

**TRUSTEES PRESENT:**

Richard Ahola	- 2017	Cindy Emmer	- 2017
Sarah Collins	- 2019	Gaile Felli	- 2019
Sherry Collins	- 2015	Denise King	- 2019
Maija DeRoche	- 2018	Bonnie Weber	- 2016
Lynnette Decker	- 2016	Al Yanda	- 2016

**TRUSTEES EXCUSED:**

Melodie Farwell	- 2015
Patricia Finnerty	- 2017
Pat Selwood	- 2019
Dale Wexell	- 2015

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

President D. King called the meeting to order at 2:06 pm.

**AGENDA REVIEW**

April Agenda

Doc. #15-31

President D. King asked for review and approval of agenda. Sherry Collin stated she would like to include approval of the Revisions of Organizational Meeting Policy under Board Actions. A. Yanda moved to amend the agenda; seconded by G. Felli. The Agenda was accepted as amended.

**APPROVAL OF MINUTES**

March Board Minutes

Doc. #15-32

Corrections: C. Emmer is Alternate Auditor. Under Standing Committee, “Ad Hoc Negotiations Committee” started preliminary negotiations chaired by Maija DeRoche; M. DeRoche is no longer co-chair and B. Weber is now co-chair on Personnel and Policies Committee. Minutes approved as amended.

**APPROVAL OF FINANCIAL REPORTS**

**Treasurer’s Report** – Brian M. Hildreth      Received and filed  
STLS is in sound financial condition. No questions from Trustees.

Doc. #15-33

**Financial Clerk’s Report** – Brian M. Hildreth      Received and filed  
G. Felli asked about vehicle fuel increases. Brian explained that we may have paid 2 months at once. Need to buy a new vehicle.

Doc. #15-34

**Profit/loss statement** – Brian M. Hildreth      Received and filed

Doc. #15-35

Biggest revenue Cost Share; Biggest expense Salary and Benefits; Vehicle maintenance is expensive and we are over budget by about 2k by end of year forecasted.

**STANDING COMMITTEE REPORTS****Executive Committee – D. King**

Met via email. Anything from committees that comes in after Wednesday morning will not be in the mailed Board Packet, but will be available at the meeting as an addendum to the packet.

**Personnel & Policies Committee** –Sherry Collins & Bonnie Weber, Co-Chairs Doc. #15-36, Doc. #15-37  
Committee working on the Removal of a Board Member Policy and would like to rescind the policy because it is redundant in the by-laws and state law. This policy will be voted on May's meeting.

Reading Center Policy: Committee working on official policy that recognizes the existence of reading centers and provides a pathway to become chartered libraries. C Emmer asked follow up questions about the challenges of reading centers becoming chartered libraries. D King mentions that this policy will also restrict the creation of new reading centers. B Weber mentioned that B Hildreth has been doing a great job working with reading centers to move them toward chartered status. B Hildreth spoke to getting those institutions to minimum standards and about how STLS is not equipped to be the governing authority over Reading Centers.

**Finance and Facilities Committee – Cindy Emmer**

Doc. #15-38

Kathy Stickler, auditor, indicated the following to C. Emmer about the audit: The onsite visit component of the audit is complete. B. Hildreth commented that they are happy with Barb, her accounting, and her knowledge and professionalism. No adjustments required. Went well. Project manager and Kathy were all happy. Wait until Kathy's report to speak for itself in June.

Liability of post-retirement account: the Committee doesn't have a recommendation yet. They want Kathy to make the recommendation as part of her full audit report.

D. King had a question about line of credit. We currently don't have one because we have reserves. A line of credit would allow the option if needed rather than waiting until the need is there. No recommendations will be made on this until the formal report is made.

**Public Relations Committee – Lynette Decker, Chair**

Doc. #15-39

Committee is moving forward on Construction Aid grants and other awards. Committee will create new guidelines for determining eligibility of 75% match for Construction Aid grants using School District poverty measures rather than Census data which could be matched to village or town boundaries. Proposing to adopt this change next meeting after M. Gustina compiles data for review.

Committee will review member library presentations on June 23rd from 9am to 5pm. Those that are chosen to submit applications to the state will attend a full day training with B. Hildreth and M. Gustina.

Committee would like the Board to earmark \$4,800 for four (4) scholarships to member libraries to attend the NYLA annual conference in Lake Placid not to exceed \$1,200 each. Committee recommends the earmark in the Grants to Member Libraries line item; seconded by A. Yanda. All in favor. No abstentions.

**Foundation for Southern Tier Libraries – Denise King**

Annual meeting is Tuesday April 28, at 5 p.m. B. Hildreth anticipates 25 people attending. Strategic planning is still an unknown. B. Hildreth informed the group that there was an increase from 28 to 34 contributors. Contributions are weak. Most contributors are mainly board members from STLS or the Foundation. Only 19 of the donors are non-STLS affiliated. Board will participate in Foundation strategic conversations.

A. Yanda moved and Sherry Collins seconded to enter Executive Session to discuss personnel issues at 2:54 p.m.

**Negotiations Committee – Maija DeRoche**

C. Emmer moved and Sherry Collins seconded to end Executive Session at 3:11 p.m.

**BOARD ACTIONS**

12. Library System 2014 Report to State Comptroller \* **FOR APPROVAL** **Doc. #15-40**

Finance & Facilities Committee Recommendation: that the STLS Board of Trustees approves the System's Report to the New York State Comptroller for the 2014 Fiscal Year.

Move: Out of Committee

Aye 10 Nay 0 Abstain 0 Absent 4

Approved

Discussion:

13. Construction for STN Connection to STLS & SSCL \* **FOR APPROVAL** **Doc. #15-41**

Executive Director's Recommendation: Per Purchasing Policy, approve STLS contract for connection construction to Southern Tier Network – Broadband for STLS and Southeast Steuben County Library and all reoccurring price terms.

Move: Sherry Collins Second C. Emmer

Aye 10 Nay 0 Abstain 0 Absent 4

Approve

Discussion: Follow through on the Corning 2012/STLS 2014 Construction Aid application. The Board will continue to see contracts with STN for connecting 21 libraries in our region connected to broadband. Sherry Collins asked if there is also funding from government agencies or is funding only available through granting bodies. STLS will apply on behalf of member libraries for construction aid for upfront costs to connect. 18 month timeline for all libraries in Schuyler, Chemung, and Steuben counties.

14. Appointment of STLS' LTA Representative \* **FOR APPROVAL**

President's Recommendation: Appoint Phil Archer to position of STLS' LTA Representative.

Move: M. DeRoche Second G. Felli

Aye 10 Nay 0 Abstain 0 Absent 4

Approve

Discussion:

Sherry Collins moved to reimburse Phil Archer \$500 for his expenses. B. Weber opened discussion of motion. B. Hildreth said D. King and B. Hildreth will discuss how LTA is supporting Phil Archer as a member of the LTA Board. C. Emmer moved to reimburse Phil Archer the costs of attending LTA of conference to cover expenses not covered by the LTA. Seconded by A. Yanda. All in favor.

15. Revision of Organizational Meeting Policy \***FOR APPROVAL**

Move: Out of Committee

Aye 10 Nay 0 Abstain 0 Absent 4

Approve

Discussion:

## **BOARD INFORMATION**

### **Old Business**

D. King, C. Emmer, and Sarah Collins will attend LTA conference. Only D. King and C. Emmer are seeking financial support from STLS.

Question from member library board member: Do member library boards need to approve the Annual Report to the state? B. Hildreth answered yes.

### **New Business**

C. Emmer makes a recommendation that the board considers adding a second alternate auditor. B. Hildreth recommends that we ask Kathy Stickler what would be a better solution.

### **Library Networking**

A. Yanda went to the awards ceremony Arts, Cuba, David Howe, Box of Books, Wide Awake received awards. D. King wants the board to come with STLS pins.

B. Weber went to an Orange County library and she could take out 20 books. Everyone responded the number of books that local libraries circulate to individual patrons.

M. DeRoche reported that the museum room will soon be the children's room at Montour Falls.

R. Ahola reported on a Florida branch that expanded.

### **President's Report**

Division of Information Technology wanted to thank the Board for the delicious lunch.

### **Monthly System Management Team & Divisional Reports**

Doc. # 15-42

Everyone is busy! Spring CE is our next big thing. Trustees are welcome to attend. Southeast Steuben County Library is closing for the day and sending every employee.

### **Public Expression**

No public expression.

## **ADJOURNMENT**

A. Yanda moved to adjourn the meeting at 3:50 p.m. C. Emmer seconded.

Next regular board meeting to be held: Tuesday, May 19th, 2015 – Horseheads at 2:00 P.M.

Respectfully submitted,  
Margo Gustina

Apr 30, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

1200 · Cash - Operating 3,632.44

1201 · Cash - Payroll 26,044.33

1202 · Cash - Money Market 869,064.20

**Total Checking/Savings 898,740.97**

**Accounts Receivable**

1380 · Accounts Receivable 91,337.43

**Total Accounts Receivable 91,337.43**

**Other Current Assets**

12000 · Undeposited Funds 4,490.03

**Total Other Current Assets 4,490.03**

**Total Current Assets 994,568.43**

**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 629,279.22**

**Total Fixed Assets 629,279.22**

**Other Assets**

1382 · Prepaid expenses 60,222.61

**Total Other Assets 60,222.61**

**TOTAL ASSETS 1,684,070.26**

**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 -388.54

2626 · Flex Spending Deduction Payable 1,627.75

2630 · Due to Member Libraries Pay Pal 9,452.37

2640 · Accrued Compensated Absences 68,613.67

**Total Other Current Liabilities 92,691.77**

1:08 PM  
05/05/15  
Accrual Basis

Southern Tier Library System  
Treasurer's Report  
April 2015

Apr 30, 15

Total Current Liabilities	92,691.77
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Total Liabilities	92,691.77
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Equity

3200 - Unrestricted Net Assets	202,424.92
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3909 - Fund Balance Unreserved	1,269,468.74
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3910 - Fund Balance Replacement Res	100,000.00
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Net Income	30,484.83
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Total Equity	1,602,378.49
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TOTAL LIABILITIES & EQUITY	1,695,070.26
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Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

Southern Tier Library System  
Financial Clerk's Report  
April 2015

	Apr 15	Mar 15	\$ Change
1200 · Cash - Operating	3,632.44	2,881.59	750.85
1201 · Cash - Payroll	26,044.33	1,337.03	24,707.30
1202 · Cash - Money Market	869,064.20	959,926.66	-90,862.46
1380 · Accounts Receivable	-94.90	-3.50	-91.40
12000 · Undeposited Funds	4,490.03	5,863.21	-1,373.18
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	388.54	454.78	-66.24
2626 · Flex Spending Deduction Payable	-1,627.75	-1,603.31	-24.44
2630 · Due to Member Libraries Pay Pal	-9,452.37	-5,090.13	-4,362.24
2640 · Accrued Compensated Absences	-68,613.67	-68,613.67	0.00
3200 · Unrestricted Net Assets	-198,061.01	-198,061.01	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	-295.31	-220.18	-75.13
4723 · Member Library Cost Share	-303,807.75	-281,922.75	-21,885.00
4724 · Member Library IT Contracts	-600.34	-532.74	-67.60
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	-4,962.35	-4,256.35	-706.00
4735 · Non State Aid Pass Through	-123,700.38	-121,122.67	-2,577.71
4782 · Donations	-169.75	-169.75	0.00
4784 · General Reimbursements & Refund	-1,739.01	-1,739.01	0.00
5100 · Salaries	209,319.63	156,771.75	52,547.88
5150 · Personnel Benefits	71,510.84	53,742.71	17,768.13
5204 · STLS Software & Small Equipment	4,926.80	4,061.82	864.98
5205 · Maintenance Contracts & Leases	3,544.37	2,771.42	772.95
5408 · Platform Fees & Licenses	3,572.94	3,572.94	0.00
5409 · STLS Telephone/Internet	25,913.03	19,656.42	6,256.61
5417 · Library Materials	5,205.03	3,028.45	2,176.58
5419 · Electronic Materials	21,643.73	16,549.66	5,094.07
5420 · Staff Development Travel	1,264.14	1,010.92	253.22
5422 · Trustee Mileage	1,796.47	894.88	901.59
5424 · Conference Registration	1,169.00	369.00	800.00
5425 · Staff & Member Library Mileage	448.74	288.65	160.09
5427 · Programming & Annual Conference	1,555.00	1,355.00	200.00
5428 · Meeting Supplies	235.48	155.92	79.56
5430 · Office Supplies	4,490.91	2,838.32	1,652.59
5433 · Postage	962.56	982.72	-20.16
5434 · Public Relations	4,727.50	4,727.50	0.00
5435 · Member Library Pass through	110,256.45	109,908.89	347.56
5442 · Professional Fees	3,619.56	2,789.56	830.00



1:06 PM  
05/05/15  
Accrual Basis

Southern Tier Library System  
Financial Clerk's Report  
April 2015

	<b>Apr 15</b>	<b>Mar 15</b>	<b>\$ Change</b>
5443 · Legal Counsel	785.00	680.00	105.00
5444 · Accounting Support & Audit	300.00	225.00	75.00
5450 · Utilities	4,345.90	3,314.35	1,031.55
5451 · Building Maintenance & Repairs	3,714.00	1,513.00	2,201.00
5454 · Commercial Insurance	4,978.00	4,978.00	0.00
5471 · Vehicle Maintenance & Repairs	3,696.03	3,014.50	681.53
5473 · Vehicle Fuel	5,505.64	4,239.85	1,265.79
5474 · Vehicle Insurance	2,476.00	2,476.00	0.00
5490 · Grants	1,007.73	420.00	587.73
<b>TOTAL</b>	<b>-11,000.00</b>	<b>-11,000.00</b>	<b>0.00</b>

Southern Tier Library System  
Personnel & Policies Committee Meeting

MINUTES  
May 5, 2015 at 1:00 pm  
STLS Headquarters / Painted Post, NY

**Committee Members in Attendance:** Sherry Collins (Chair), Denise King, Bonnie Weber, Gaile Felli

Sherry Collins called the meeting to order at 1:05 pm

I. Review Revisions to Trustee Job Description and Trustee Selection and Election Policy

Committee members reviewed the job description of an STLS trustee. With the exception of a few grammatical revisions, the Committee agreed it was ready to present to the full STLS board. Committee members then reviewed the Trustee Selection and Election Policy. Several areas of the document were discussed, and revisions were recommended. Trustee Sherry Collins agreed to make revisions to Trustee Job Description and Trustee Selection and Election Policy. The revisions would be made prior to May's full STLS board meeting, and included in the board packet for full board review.

II. Review Reading Center Policy Draft

Committee members discussed the proposed Chartered Public Libraries Policy as presented at April's Committee meeting. Executive Director B. Hildreth mentioned the policy would be revised to reflect a 7-year time frame for non-chartered reading centers to become chartered public libraries. This was revised from the original 5-year time frame. Additional formatting changes were made to the policy as well. B. Hildreth said the draft would be emailed to Trustee Sherry Collins for further revisions. The Committee would review changes at June's Committee meeting.

III. Review Meeting Room Policy

Committee members discussed the intent of the Meeting Room Policy, and also inquired about the actual use of the room(s). B. Hildreth mentioned he believed the meeting rooms should be used for STLS operational purposes, and not be considered for public use. He indicated member library locations are more ideal, and better align with their community missions. Committee members felt further discussion was needed and perhaps a new policy that addressed the current use of meeting rooms.

#### IV. Review Changes to Purchasing and Finance Policies

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

#### V. Negotiations

Committee members briefly discussed the timeline of Contract Negotiations. A full report would be provided by the Negotiations Committee at May's board meeting.

Meeting was adjourned at 2:40 pm.

Respectfully submitted by:

Brian M. Hildreth, Executive Director

## SOUTHERN TIER LIBRARY SYSTEM

### TRUSTEE JOB DESCRIPTION

APPLIES TO: STLS Trustees

REFERENCES: *Handbook for Library Trustees of New York State*;  
*Statement on the Governance Role of a Trustee or Board Member*;  
Authority of the Board Policy  
Conflict of Interest Policy

A Southern Tier Library System Trustee is a person to whom property is legally committed in trust, both the physical property and the resources and services the System provides to its member libraries. Library System trustees play an especially important role in "husbanding" the dedicated and prudent use of library resources, as well as striving to provide the services which best benefit and support the library community at large.<sup>1</sup> While delegating day-to-day activities to competent staff, the trustees must always be mindful of how their decisions impact the future of the library community.

Trustees must fulfill the duties legally referred to as "care, loyalty, and obedience"<sup>2</sup>, and must be tireless advocates for improving library services.<sup>3</sup> The effective trustee must be well versed in good governance practices that will enable the board to meet the challenges presented by a rapidly changing political, social and cultural environment.

Trustees must act in good faith and exercise the degree of diligence, care and skill that an ordinary individual would deem prudent in a like situation. Trustees owe allegiance to the System and must act with the best interest of the system in mind, with fiduciary responsibility and dedication to the fulfillment of the System's mission and goals. All trustees are indemnified by an "umbrella" liability policy for Trustees and Director Insurance coverage maintained by the System.

The particular responsibilities of the Board of Trustees are:

1. Select, hire and regularly evaluate a qualified Executive Director;
2. Secure and manage adequate funding to support the System's mission and its physical property;
3. Develop and adopt policies regarding system governance and use;
4. Maintain a facility that meets the needs of the system and its services;
5. Conduct the business of the System in an open and ethical manner in compliance with all applicable laws and regulations, STLS By-Laws, Policies and Procedures, as well as with respect for the institution, staff and public.
6. Avoid any conflict of interest when exercising Trustee duties.

By serving on the Board of Trustees, each trustee agrees to:

1. Attend all STLS Board meetings unless excused;
2. Participate on one or more Board committees;

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<sup>1</sup> Nichols, Jerry. Handbook for Library Trustees of New York State. 2010 ed. Palmer School of Library and Information Science. 2010; p. v.

<sup>2</sup>Statement of the Governance Role of a Trustee or Board Member. University of the State of New York Board of Regents, May 2012. n.p.

<sup>3</sup> Nichols, Jerry. op. cit. p. 11

3. Visit member libraries and interact with library staff, as circumstances permit;
4. Support Board decisions and maintain confidentiality of the Board's executive sessions;
5. Serve in leadership positions or undertake special assignments willingly;
6. Suggest and recruit possible nominees to the Board who can make significant contributions;
7. Promote the Southern Tier Library System and the Foundation for Southern Tier Libraries and support their fundraising activities.

Adopted by the Board of Trustees 04/17/2012

Revision adopted by the Board of Trustees mm/dd/yyyy

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  
Finance and Facilities Committee Meeting  
May 6, 2015

Present: Cindy Emmer, Pat Finnerty, Dale Wexell, Al Yanda, Denise King, and Brian Hildreth

Review of Financial Documents

The committee reviewed the Treasurer's Report, the Financial Clerk's Report and the Profit and Loss Budget Report.

Audit

The auditors completed their work at STLS. At Brian's request, they reviewed our reports and agreed to help staff learn to utilize QuickBooks to get more succinct reports.

Policies Review

The committee began review of the Purchasing and Authority of the Board policies. This process will continue at the next meeting. We will then review the Finance Policy to make sure the three policies are consistent.

LTA Trustee Institute

Cindy and Denise reported on information they learned at the LTA Trustee Institute. Cindy attended the auditing session, and Denise attended the legal session. Further discussion needs to take place in the appropriate committees regarding the information they received, in particular about the structure and duties of an audit committee and strengthening our Conflict of Interest Policies and procedures.

Next Finance and Facilities meeting June 3 at 2:30 at STLS

## Nonprofit Revitalization Act of 2013 Client Checklist

The following checklist was prepared by Bonadio & Co. and designed to provide our clients with a summary of the major changes that resulted from the Nonprofit Revitalization Act of 2013 (the Act). Completion of this checklist will facilitate a determination regarding whether or not the Organization is in compliance with the Act's changes. Any no answers should be reviewed in more depth to determine if the Organization needs to update or modify existing policies and procedures accordingly.

	Yes	No	N/A
(1) Were the Organization's by-laws updated for the audit committee and whistleblower changes under the Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) The Chair of the Board of Directors is not an employee of the Organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) If the CEO/ED of the Organization has a vote on the Board, does he/she exclude himself/herself from voting on his/her compensation and benefit package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Does the Organization have a Conflict of Interest Policy? If no, skip to 5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the policy define the circumstances that constitute a conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the policy have procedures for disclosing a conflict of interest to the Audit Committee/Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the policy require that the person with the conflict of interest not be present at or participate in Audit Committee/Board deliberations or vote on the matter giving rise to such conflict?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the policy prohibit against any attempt by the person with the conflict to improperly influence the deliberations or voting on the matter giving rise to such conflict?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the policy have procedures for disclosing, addressing, and documenting related party transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the policy require that existence and resolution of the conflict be properly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the policy require that prior to the initial election of any director, the director shall sign and submit to the Board secretary a written statement identifying:			
(i) Any entity of which the director is an officer, director, trustee, member, owner, or employee with which the Organization has a relationship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Any transaction in which the Organization participates in which the director might have a conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does the policy require that each director annually submit such written statement (identifying the transactions above) to the Board secretary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Does the policy state that the Board secretary will provide a copy of the completed statements to the Chair of the Audit Committee or Board if not Audit Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Is the Board or Audit Committee responsible for overseeing the implementation of the conflict of interest policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Bonadio & Co., LLP**  
 Certified Public Accountants

	Yes	No	N/A
(5) If the Organization has 20 or more employees, does the Organization have a Whistleblower Policy? If no, skip to question 6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the policy include procedures for reporting violations or suspected violations of law or nonprofit policies, including a procedure for preserving the confidentiality of reported information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the policy designate a whistleblower policy administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the policy require that whistleblower policy administrator report directly to the Audit Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the policy require that a copy of the policy be distributed to all directors, officers, employees and to volunteers who provide substantial services to the nonprofit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the Board or Audit Committee responsible for overseeing the implementation of the whistleblower policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Is the Organization required to obtain an annual audit? If no, skip to question 12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Does the Board or designated Audit Committee of the Board (audit committee) oversee the accounting, financial reporting, and audit of the financial statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Does the Audit Committee retain or renew the retention of the independent auditors (auditors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) Does the Audit Committee review the results of the audit and related management letter with the auditors at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) Does the Organization have more than \$1 million in revenue? If no, skip to question 11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the Audit Committee review the audit scope and plan with the auditors prior to the audit's commencement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Upon completion of the audit, does the Audit Committee review and discuss the following with the auditors:			
(i) Any material weaknesses in internal controls identified by the auditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Any restrictions on the scope of the auditor's activities or access to requested documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Any significant disagreements between the auditors and management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the Audit Committee annually review and document the performance and independence of the auditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Are only independent directors allowed to participate on the Audit Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12) Is the Organization prohibited from participating in related party transactions, unless they are determined by the Board to be fair, reasonable, and in the Organization's best interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) Are all directors, officers, or key employees who have an interest in a related party transaction required to disclose to the Board/Committee the material facts of their interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) Is the Board/Committee required to review related party transactions for the following:			
a. Consider alternative transactions (if available) prior to entering into the transaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Approve the transaction by a majority vote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Contemporaneously document in writing the basis for the approval, including the alternatives considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) Does the Organization prohibit any related parties from participating in the deliberations or voting related to these transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Southern Tier Library System  
Public Relations Committee

Meeting Minutes – April 20, 2015

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

Meeting was called to order at 12:33 pm

I. 2015 Advocacy Plan To-Date

STLS Executive Director B. Hildreth reviewed STLS' 2015 Advocacy Plan to date. The focus in April and May was to meet with Senate representatives to discuss funding for the System and member libraries. June is the deadline for State Senators to submit proposals on behalf of their constituents.

II. Construction Aid Grants

STLS Executive Director B. Hildreth and Member Services Consultant Margo Gustina discussed the timeline for Construction Aid applications. The announcement was sent out to member libraries in mid-April. Committee members selected June 23<sup>rd</sup> as the date to review applications. Committee members also reviewed the criteria, which enables libraries to receive a 75% match versus a 50% match. Brian and Margo recommended the use of school lunch programs versus the poverty rate. Committee members requested supporting documentation for May's meeting, so the data could be applied to the 2015 grant cycle.

III. Annual Awards, Meeting & Conference Planning

B. Hildreth discussed plans for the 2015 annual meeting and conference. The date has been set for October 6<sup>th</sup> at the Watson Homestead and Retreat Center. Jamie LaRue will serve as the keynote speaker, and Corning Catering will host. The Committee also discussed the possibility of offering NYLA scholarship awards to member librarians. B. Hildreth suggested this was something STLS did in the past prior to 2008. He indicated that an increase in State funding would help support the program. The Committee also approved the slate of annual awards for 2015.

Meeting adjourned at 1:37 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

**Draft**

**STLS Doc. #05 – 19**

**POLICY FOR THE REMOVAL OF A BOARD MEMBER**

The following resolution establishes policy for the Library System regarding the removal of a Board Member.

**R E S O L U T I O N**

- Whereas, Trustees who accept appointment to a library board are expected to perform all the functions of library trustees, and
- Whereas, Under New York State law, the board of trustees has the authority to manage the affairs of the library system, but it is a collective authority. No trustee, even the president, has the authority to speak or act independently on behalf of the library unless that authority has been specifically given by the board, and
- Whereas, As a member of the team, board members must abide by the decisions of the team. Debate and disagreement over policies and issues deserve a full airing at board meetings but once the board has voted, every trustee has an ethical obligation to support the majority decision publicly. If a trustee disagrees so strongly with a board decision that this support is not possible, he/she should resign from the board, and
- Whereas, The bylaws of the Southern Tier Library System contain no language concerning the removal of a board member,

Therefore, be it resolved:

The Board of Directors shall adopt the following as Article IV, Section Five (5) of the bylaws of the Southern Tier Library System.

**Section 5 – Vacancies and Removal**

In accordance with New York State Education Law #226(4), any Trustee who is absent for three (3) consecutive meetings without excuse accepted as satisfactory by the Board shall be deemed to have resigned and the vacancy shall be filled in accordance with the provisions in Article IV, section 4 of the Southern Tier Library System bylaws.

Should a trustee resign or die prior to the expiration of his/her term, the Trustee vacancy will be filled in accordance with the provisions of Article IV, Section 4 of STLS bylaws.

The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusing or failing to carry into effect the System's purpose as defined in the mission statement. In the event information is brought forward that a Trustee is engaged in behavior(s) that suggest that he/she should be removed from the Board, he/she may be subject to a removal hearing conducted by the Board in a Special Meeting called for that purpose upon at least ten (10) days notice specifying the time and place of such hearing and a description of the allegations.

The President, if not the accused, or the Vice President if the President is the accused, shall preside over such meeting as he/she would over any other Board meeting. He/she will appoint someone to present the substance of the allegations and the proof thereof and the Trustee will be permitted a full and fair opportunity to respond.

Such a hearing is not a hearing on the record. Each Trustee shall have one vote, except for the accused. A majority vote of those in attendance at any meeting shall carry the motion; a tie vote shall lose a motion. The President, or presiding officer, shall have a vote on all motions. Such hearing is not open to the public. At the close of the hearing, if there is a determination that the Trustee is subject to removal, a resolution in public session will be moved to a vote for the Trustee to be removed from office.

Notes from the LTA Institute  
May 1&2, 2015      Syracuse, NY

In attendance at this year's Library Trustees Association from STLS were Trustees Cindy Emmer and Sarah Collins, our STLS Representative Phil Archer, and myself.

The Friday portion of the two-day event was highlighted by a dinner at which we were welcomed by LTA President Bob Presutti and LTA Institute Chair Adria Ripka. We heard presentations from system directors, or their surrogates, whose systems (Onondaga, Finger Lakes, Mid-York, and North Country) were co-sponsors of the event. Service awards were given to Outstanding Trustee Georgette Ogle from Cortland, and Outstanding Friend, Paulette Quinn from Marcellus. The introductions about and remarks by the recipients gave testimony to their very well-deserved honors. Closing remarks were delivered by Bernard Margolis, State Librarian of NY. All in all, the evening was an opportunity for us to meet new people and discuss our favorite topic, libraries! Phil Archer stood out as the LTA Board member most likely to try to sell you a 50/50 raffle ticket!

Saturday's program was packed with informative workshops relating to the overall theme of "Making Connections". Cindy, Sarah and I will share materials at our respective committee meetings and with the full board. The workshops dealt with legal, financial, and outreach topics. We found them to be valuable and well done with presenters who were experts in their respective fields. Lunchtime featured a business meeting at which Phil Archer was elected unanimously to his first full term on the LTA Board. He represents us well. Dennis Flavin of Sachem received the Velma K. Moore award. We were so impressed with all that he has done. The highlight of the luncheon was the keynote address, "Expecting More From Libraries" by Dr. David Lankes of Syracuse University. We took away three key points: 1) Think Librarians not Libraries; 2) Think Community not Collection; and 3) Think Aspirations not Deficiencies. His message was that libraries are about the people who work in them and the people they serve so making connections with the community is basic to a successful library. He was inspiring!

Denise King, President, STLS Board of Trustees

**Southern Tier Library System  
Monthly System Management Team & Divisional Reports  
May 19, 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 April and May participating in the following activities:

- Attended the Foundation for Southern Tier Libraries Annual Meeting on April 28<sup>th</sup>.
- Conducted New Director Orientation with Melanie Miller of Alfred Box of Books Library, and visited Fillmore Library on April 30<sup>th</sup> with Margo Gustina to review Construction Aid guidelines with Fillmore Construction Committee members.
- Attended NYLA Council meeting at Fayetteville Free Library on May 7<sup>th</sup>. Toured facilities of Makerspace Labs, and presented on the Public Libraries Sections new 2P2A Mentor/Mentee Initiative.
- Attended and worked with Spring CE Planning Committee to host Spring CE on May 8<sup>th</sup>. More than 90 member librarians attended the day long of learning. The event was very well received, and executed.
- Attended STLS Board committee meetings, PULISDO conference calls, NYLA Council conference calls, Public Libraries Section - NYLA conference calls.
- Visited Addison Free Library to conduct Board Development Training, specifically policy and bylaw development on May 14<sup>th</sup>.
- Visited Senator Young's office to discuss STLS broadband initiative on May 15<sup>th</sup>.

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

In April I drove to Fillmore on Allegany County Route 15 and was reminded of how rural our region is and how important the mission of providing high quality library services is to the economic survival of upstate NY. Here's the breakdown of my April activities in service to that goal:

Programming: During Lorie's incredible Summer Learning Open House, I met with the DAC Programming Committee to work system wide programming needs. We have developed two solutions that will be facilitated through our website. *STLS Mentors* is a voluntary program by leaders and sharers in the STLS region who add their name to a mentorship directory of expertise hosted on the STLS website. *Program Share* is similarly voluntary, and is a directory of programs people in the STLS region are willing to perform at other libraries. I'm excited to be a part of these innovative projects. Next month's report will feature initial participation figures.

For the Spring CE I secured Erin Shea, an ALA recognized programmer, and organized a tech petting zoo to increase familiarity with a variety of devices among member staff.

Consultation: In April, I toured nine libraries with their directors, did new director training with Liz VanHouter (Almond) and Melanie Miller (Alfred), and met with two member library boards to discuss Construction Aid and library planning. I was in the office a lot, but meeting with directors, boards, and staff members are the highlight of my work.

Marketing: I launched Website Wednesday – a reaction to what Al and I saw as a significant underrepresentation of member libraries online. Every other week I write a newsletter style email featuring a website that was developed and managed by a member library staffer to inspire our members to increase their online presence. I also prioritized Spring CE and ExCEL materials and distributed the ExCEL scholarship forms.

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

On April 14<sup>th</sup> I facilitated the multicast of the Webinar, The Challenge of Alzheimer's Disease in our Aging Society, with guest speaker Dr. Mark Mapstone (Associate Professor of Neurology at the University of Rochester Medical Center). Patrons from 5 member libraries participated in the event.

The first Coordinate Outreach Services Advisory Council meeting of 2015 was held at the STLS Service Center on April 17<sup>th</sup>. The agenda included revision of the By-Laws, as well as modifications to the Outreach Mini-Grants application form.

I visited Nancy Raymond, the director of the Genesee Library on April 27<sup>th</sup>. Topics discussed included the STLS Learning Portal, STLS Rotating Collections, STARCat, the STLS Digital Collection, as well as the possible offering of digital literacy programs within the library.

On April 30<sup>th</sup> I conducted the Webinar, Exploring the STLS Digital Collection. The archived recording is available on the STLS Learning Portal (<http://learn.stls.org/exploring-the-stls-digital-catalog-archive/>).

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

April's main focus was summer! Hard to believe when it was cold, snowy and blowy! But, acting on faith and tradition...we prepared for summer. The STLS workshop on summer library programs was held in early April. The day-long workshop was designed to share ideas and to stimulate discussion on summer activities in our libraries: What do we NAME our summer activities? What are other libraries doing for their summer activities? Attending the Summer Learning Open House were 41 staff members from 28 member libraries. (58% of our libraries were represented.) So far,

evaluation data has been informative and provided valuable insight/overview of this workshop and for future workshops.

As the current chair of the SCRLC's Resource Sharing Working Group, I facilitated a meeting to begin the process of meeting SCRLC's goals for Resource Sharing. SCRLC staff that usually manages/handles various issues and concerns for resource sharing is out for an extended leave. The Working Group will be picking up some additional tasks to continue to move forward. One of the immediate tasks to begin planning a Fall Resource Sharing conference/workshop in conjunction with the CRLC.

Other tasks included working on details for a presentation for the STLS/CCLD Spring CE program on May 8. And, working with GST School Library System Director, Stephanie Wilson on details for the collaborative hosting of national trainer, Judy Freeman on May 11 and May 12.

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

The month of April had 202 Help Desk Requests submitted. After hours or urgent support was provided 12 times and 5 visits to libraries were made.

Work to incorporate the new STLS logo in STARCat was completed.

System design options for the dark fiber and system wide wireless upgrade projects continue to be explored with 3 vendors. STLS will over-hall our internal network architecture as part of these projects. E-rate filings were completed.

Semi-annual backup generator maintenance was performed. Meraki wireless access points were installed at Steele. A visit to Senator O'Mara to request funds to assist with wireless upgrades was made.

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

Cataloging/ILS staff were very busy yet again in April with a high volume of incoming materials to catalog and process. It was also a busy month for E-rate and ILS activity. For E-rate, I submitted our 471s – "Services Ordered and Certification Form," working with Ken to determine the finalized specifics (prices, vendors, bandwidth needs, equipment needs, etc.) of the services we are requesting for the 2015-2016 funding year. Once submitted and received by USAC I processed the "Receipt Acknowledgment Letter" for each form, making sure all information was correct. Reviewing bills and looking into current services at this time each year also presents an



opportunity to make changes to our current services, often cost-saving changes. I began the process of canceling 2 of our Verizon Wireless lines that are no longer E-rate eligible (and get very little use) and requested information from Verizon New York Inc. (local phone service) to see if we are currently utilizing all 7 voice lines. Next month we will likely be canceling some of those lines.

I visited Hector in April to provide the last round of automation training and have been checking in with Bobbi to make sure they are all set as they get ready for their “go live” date of May 12<sup>th</sup>. In April I also began weekly targeted ILS training with Nicole and Filomena – training them to do more ILS tasks that they will be responsible for as ILS Specialists as well as additional tasks that they will complete while I am on maternity leave. I made some in-depth circulation changes for Penn Yan and handled a number of small ILS and report requests from libraries. Finally, both Nicole and Filomena helped with the Summer Learning Open House – a wonderful training event for member libraries.