

**STLS TRUSTEE MEETING**  
**Tuesday, November 17th, 2015 - 2:00 pm**  
**Southern Tier Library System Headquarters, Painted Post, NY**

**AGENDA**

- |    |   |               |              |
|----|---|---------------|--------------|
| 1. | Agenda  |               | Doc. #15-112 |
| 2. | Library Trustee Association Report – Phillip Archer |               |              |
| 3. | Approval of Minutes – October 2015                  | *FOR APPROVAL | Doc. #15-113 |
| 4. | Treasurer’s Report – October 2015                   | *FOR APPROVAL | Doc. #15-114 |
| 5. | Financial Clerk’s Report – October 2015             | *FOR APPROVAL | Doc. #15-115 |
- Subject to corrections, above items may be approved without motion.

**COMMITTEE REPORTS**

- |     |  |  |                                |
|-----|--|--|--------------------------------|
| 6.  | Executive Committee – Denise King                              |  |                                |
| 7.  | Personnel & Policies Committee – Sherry Collins & Bonnie Weber |  | Doc. #15-116 (Minutes)         |
| 8.  | Finance & Facilities Committee – Patricia Finnerty             |  | Doc. #15-117 (Minutes)         |
|     |  |  | Doc. #15-118 (Proposed Budget) |
| 9.  | Public Relations Committee – Lynnette Decker                   |  | Doc. #15-119 (Minutes)         |
| 10. | Foundation for Southern Tier Libraries – Dale Wexell           |  | Doc. #15-120 (Minutes)         |

**BOARD ACTIONS**

- |     |  |                |              |
|-----|--|----------------|--------------|
| 11. | <u>Approve the STLS Policy Statement</u> | * FOR APPROVAL | Doc. #15-121 |
|-----|--|----------------|--------------|

Personnel & Policies Committee Recommendation: Approve the proposed STLS Policy Statement as presented to the STLS Board of Trustees.

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

Discussion:

- |     |  |                |              |
|-----|--|----------------|--------------|
| 12. | <u>Approve the Executive Director’s Performance Objectives</u> | * FOR APPROVAL | Doc. #15-122 |
|-----|--|----------------|--------------|

Personnel & Policies Committee Recommendation: Approve the 2015-2016 Executive Director’s Performance Objectives as presented.

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

Discussion:

## **BOARD INFORMATION**

13. Old Business
14. New Business
15. Library Networking
16. President's Report
17. Monthly System Management Team & Divisional Reports

**Doc. #15-123**

Sustainability Module Presentation – M. Gustina & B. Hildreth

Public Expression (15 minutes)

Adjournment

Next meeting to be held: Tuesday, December 15th, 2015 at 2:00 pm – STLS Headquarters, Painted Post, NY.

**STLS TRUSTEE MEETING**  
**Tuesday, October 20, 2015 - 2:00 pm**  
**STLS Headquarters, Painted Post, NY**  
**MINUTES**

**TRUSTEES PRESENT:**

Sarah Collins	- 2019	Denise King	- 2019
Sherry Collins	- 2015	Pat Selwood	- 2019
Lynnette Decker	- 2016	Bonnie Weber	- 2016
Melodie Farwell	-2015	Dale Wexell	- 2015
Patricia Finnerty	-2017		

**TRUSTEES EXCUSED:**

Al Yanda	- 2016
Gaile Felli	- 2019
Cindy Emmer	- 2017
Maija DeRoche	- 2018

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

Public/Guest present - Phillip Archer

President Denise King called the meeting to order at 2:03 pm.

LTA meeting presentation was made by Phillip Archer: Next LTA Institute will be held May 6<sup>th</sup> and 7<sup>th</sup> in Plattsburgh and will be fantastic. The handbook is being redone and it will be much larger than the last one. Phillip Archer requested that STLS consider paying his hotel costs rather than the LTA. Sherry Collins requested an estimate of such expenses. Phillip provided an offhand estimate at less than \$200 per in-person meeting.

**AGENDA REVIEW****Doc. #15-100****APPROVAL OF MINUTES****\*FOR APPROVAL****Doc. #15-101**

**September Board Meeting Minutes Corrections:** Date of Foundation workshop session should read September 24<sup>th</sup>.

**APPROVAL OF FINANCIAL REPORTS**

**Treasurer's Report(s)** – Pat Finnerty      Received and filed      Doc. #15-102  
 1202 Cash Money Market: The amount includes pass-through funds, not only STLS funds. Opened floor for questions. No questions.

**Financial Clerk's Report** – Brian M. Hildreth      Received and filed      Doc. #15-103  
 B. Hildreth would like to focus on the Profit-loss statement. Opened floor for questions. No questions.

**Quarterly Profit-Loss Statement – September 2015** – Brian M. Hildreth      Received and filed - Doc. #15-104  
 Summary for the end of the quarter: bottom line on total income highlights a shortfall, but will be made up for in E-Rate funding. The Approval Notice has been received. We will be over in income, compared to what was budgeted. Percentage increase from the state is based on previous year's funding. Next year's budget will reflect this year's 5.8% increase from the state.

Salaries will be balanced even though we budgeted for 3% increase to salaries, the contract with staff requires a 5% increase, but we had an unfilled position for FY2015.

Overall, STLS is in a good place in the third quarter.

D. Wexell noted that the retirement pay outs will be lower this year based on changes in retirement percentages.

## **STANDING COMMITTEE REPORTS**

### **Executive Committee – President Denise King**

Doc. #15-105 (Minutes)

D. King shared the Executive Committee's discussion on Trustee training and education opportunities. She also brought up Jamie LaRue's Board Assessment tools. Members of the Executive Committee are adapting it for our system. The Committee will present the tool to the Board in November. The STLS board will have one new trustees elected at the Annual Meeting.

### **Negotiations Committee Ad Hoc – President Denise King**

Committee has completed its task and D. King thanked them and dissolved the committee. Contract was signed with representative from Organization, Pat Beeman.

### **Personnel & Policies Committee –Sherry Collins & Bonnie Weber, Co-Chairs**

Sherry Collins introduced for consideration Doc. #15-108, Proposed Meeting Room Policy. It will be voted on in November.

Doc. #15-107, General Policy Statement revision, is an attachment to the General Policy statement for the Trustee Manual. It will be included in the manual in the future with the general policy statement. It defines quorum, executive session, closed session, and other procedures.

There will be more discussion of adding an Administrative Assistant (part time) to STLS to assist in clerical duties.

There are two more policies from the Finance and Facilities Committee that the Personnel and Policies Committee will be reviewing at their November meeting.

Discussion of Doc.#15-107, General Policy Statement, revision/amendment began. P. Selwood noted there was inconsistency between the policy and the practice. D. Wexell stated in support of this idea, that it would be advisable that we not quote Robert's Rules of Order.

The Board went into Executive Session to discuss a personnel matter at 2:37 pm. Moved by B. Weber and seconded by P. Selwood. B. Weber moved and Sherry Collins seconded to end Executive Session at 2:54 pm.

Motion to amend the Agenda to Add a Board Action to approve the ED's salary based on his evaluation, by B. Weber, seconded by P. Selwood.

### **Finance & Facilities Committee – Cindy Emmer**

Doc. #15-109 (Minutes)

The Finance & Facilities Committee met October 14<sup>th</sup> and looked at the preliminary 2016 budget. They will review it again in November with more numbers. The final budget will be presented to Board in December. The regularly scheduled meeting date has been moved to the second Wednesday of every month.

NYCRR-2, Education Law will be reviewed by the STLS Attorney concerning Finance and Authority of the Board Policies revisions before approval by the Personnel and Policies Committee. There was discussion of Cost Share and Strategic Planning upcoming events.

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

Doc. #15-110 (Minutes)

The PR Committee met today. Members reflected on the successes and opportunities available in future iterations of the Annual Meeting and Conference and discussed the survey responses from attendees. The PR Committee will meet in July to design a plan for the presenters and photographer actions for the award presentation next year. We get better with every year and will continue to offer improved services. Between the Annual Meeting and Conference and the LTA evening in Hammondspport, STLS is becoming recognized as a source of professional quality continuing education for our membership.

Advocacy is a main concern of the PR Committee. Committee members brain stormed ways to improve STLS visibility in library communities as well as at member library events. Additionally, there will be a push for Trustees to make visits to regional legislative offices.

**Foundation for Southern Tier Libraries** – Dale Wexell

September 24, 18 people participated in a strategic planning session for the Foundation. Mike McDonnell helped all participants identify the future challenges. Participants felt at the end that the challenges can be met. Significant fundraising will need to happen in the coming year. The session provided a template for key activities in the future of the Foundation.

**BOARD ACTIONS**

- #12 Approve the 2014 990 Form \* **FOR APPROVAL** **Doc. #15-94 (990 Form)**

Finance & Facilities Committee Recommendation: Approve the proposed IRS 990 Form for the 2014 Fiscal Year as presented at September 2015's STLS Board of Trustees Meeting.

Move: Out of committee Second \_\_\_\_\_  
Aye 9 Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent 5  
Approved

Discussion: No discussion.

- #13 Approve STLS Trustee Attendance to NYLA Conference \*FOR APPROVAL

Executive Committee Recommendation: Approve the attendance of Trustee Maija DeRoche to the 2015 NYLA Conference with a reimbursable participation stipend of up to \$600.

Move: Out of committee Second \_\_\_\_\_  
Aye 9 Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent 5  
Approved

Discussion:

- #14 Approve STLS Executive Director salary increase \*FOR APPROVAL

Motion to approve an increase to the Executive Director's current salary by 4%, effective September 16<sup>th</sup>, 2015.

Move: P. Selwood Second Sherry Collins  
Aye 9 Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent 5

Approved

Discussion:

## **BOARD INFORMATION**

### **Old Business**

D. King introduced a consideration of Phillip Archer's request that his hotel expenses be covered by the STLS for LTA meetings. The Board will revisit that topic in coming meetings after more information has been obtained.

### **New Business**

No discussion

### **Library Networking**

C. Emmer was at Carmel by the Sea. Libraries need funding everywhere!

M. Farwell visited Little Genesee and discussed automation. Director is excited for the future and the opportunities available once the town moves out of the library.

D. King shared that CCLD is going for their budget vote. Many letters to the editor are being sent.

### **President's Report**

Ed Pekarek has been nominated and approved as the next Allegany Trustee. D. King and B. Hildreth met with him and invited him to attend the November Board meeting.

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

Doc. #15-111

B. Hildreth asked for feedback on having STLS staff present at the Board meeting. P. Selwood would like to see their presentations, but she would hate to mis-use their time. The written reports are exciting and fantastic. D. King added that there would be value at the committee level for staff to come and share their expertise.

B. Hildreth also opened discussion on the upcoming STLS strategic planning process. Our Division Heads are starting with hard number costs and benefits at each service we offer at the system. That process will wrap up by December 31. In the New Year, we'll frame our member conversations with that additional information available. He would like to see conversations with our trustees of three segments of library size in three separate sessions. We want the sessions to be comfortable so they feel they can share their aspirations. It will be a lot of work, but we are invested in it and excited about it.

### **Public Expression**

No public expression.

## **ADJOURNMENT**

P. Selwood moved to adjourn the meeting at 3:58 p.m. Sherry Collins seconded.

Next meeting to be held at the STLS Headquarters in Painted Post on Tuesday, November 17<sup>th</sup> at 2:00 pm

Respectfully submitted,  
Margo Gustina

**Oct 31, 15**

**ASSETS**

**Current Assets**

**Checking/Savings**

1200 · Cash - Operating 6,128.45

1201 · Cash - Payroll 4,026.73

1202 · Cash - Money Market 1,560,499.41

**Total Checking/Savings 1,570,654.59**

**Accounts Receivable**

1380 · Accounts Receivable 28,412.31

**Total Accounts Receivable 28,412.31**

**Other Current Assets**

12000 · Undeposited Funds 3,236.51

**Total Other Current Assets 3,236.51**

**Total Current Assets 1,602,303.41**

**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**

**TOTAL ASSETS 2,231,582.63**

**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 1,932.50

2626 · Flex Spending Deduction Payable 338.75

2630 · Due to Member Libraries Pay Pal 11,134.68

2640 · Accrued Compensated Absences 68,613.67

**Total Other Current Liabilities 95,406.12**

**Total Current Liabilities 95,406.12**

**Total Liabilities 95,406.12**

Southern Tier Library System  
Treasurer's Report  
October 2015

Oct 31, 15

Equity

3200 - Unrestricted Net Assets 202,424.92

3909 - Fund Balance Unreserved 1,258,468.74

3910 - Fund Balance Replacement Res 100,000.00

Net Income 575,282.85

Total Equity 2,136,176.51

TOTAL LIABILITIES & EQUITY 2,231,582.63

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return



	Oct 15	Sep 15	\$ Change
1200 · Cash - Operating	6,128.45	7,035.61	-907.16
1201 · Cash - Payroll	4,026.73	30,575.38	-26,548.65
1202 · Cash - Money Market	1,560,499.41	1,523,103.71	37,395.70
1380 · Accounts Receivable	28,412.31	30,030.95	-1,618.64
12000 · Undeposited Funds	3,236.51	383.75	2,852.76
1100 · Fixed Assets	629,279.22	629,279.22	0.00
2600 · Accounts Payable	0.00	-1,438.60	1,438.60
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	-1,932.50	-1,545.66	-386.84
2626 · Flex Spending Deduction Payable	-338.75	-368.75	30.00
2630 · Due to Member Libraries Pay Pal	-11,134.68	-11,134.68	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	-1,258,468.74	-1,258,468.74	0.00
3910 · Fund Balance Replacement Res	-100,000.00	-100,000.00	0.00
4700 · Basic State Aid	-822,566.00	-822,566.00	0.00
4706 · Jails and Institutions	-3,696.00	0.00	-3,696.00
4709 · Local Services Support	-81,406.00	-81,406.00	0.00
4710 · Supplemental Aid	-124,026.00	-124,026.00	0.00
4711 · Coordinated Outreach	-71,946.00	0.00	-71,946.00
4713 · State Corrections	-25,198.00	0.00	-25,198.00
4716 · State Aid Pass Through	-255,502.00	-97,185.00	-158,317.00
4719 · Interest	-786.45	-660.15	-126.30
4723 · Member Library Cost Share	-400,909.00	-400,909.00	0.00
4724 · Member Library IT Contracts	-14,097.02	-13,848.38	-248.64
4725 · Grants Revenue	-111,090.00	-104,629.00	-6,461.00
4732 · Reading Center Support	-1,112.00	-1,112.00	0.00
4733 · Member Library Processing Fees	-14,153.25	-14,153.25	0.00
4735 · Non State Aid Pass Through	-131,433.05	-129,663.55	-1,769.50
4740 · Prof Development & Conf Fees	-1,020.00	-150.00	-870.00
4782 · Donations	-194.50	-194.50	0.00
4784 · General Reimbursements & Refund	-3,979.06	-3,979.06	0.00
5100 · Salaries	564,017.73	480,476.28	83,541.45
5150 · Personnel Benefits	189,599.21	169,809.05	19,790.16
5204 · STLS Software & Small Equipment	10,475.91	9,970.21	505.70
5205 · Maintenance Contracts & Leases	11,735.33	8,372.61	3,362.72
5407 · Integrated Library System	50,512.07	50,512.07	0.00
5408 · Platform Fees & Licenses	12,969.62	12,734.62	235.00
5409 · STLS Telephone/Internet	68,315.21	60,797.49	7,517.72
5417 · Library Materials	14,210.04	11,723.03	2,487.01
5418 · Consultant Collection	61.60	61.60	0.00
5419 · Electronic Materials	80,979.41	75,108.91	5,870.50
5420 · Staff Development Travel	6,948.54	6,370.30	578.24

Southern Tier Library System  
Financial Clerk's Report  
October 2015

	Oct 15	Sep 15	\$ Change
5422 · Trustee Mileage	5,317.40	4,245.03	1,072.37
5424 · Conference Registration	5,286.00	4,783.00	503.00
5425 · Staff & Member Library Mileage	1,106.86	930.56	176.30
5427 · Programming & Annual Conference	6,558.92	1,629.00	4,929.92
5428 · Meeting Supplies	931.76	738.30	193.46
5430 · Office Supplies	8,603.15	7,556.50	1,046.65
5433 · Postage	4,049.06	3,049.06	1,000.00
5434 · Public Relations	8,755.63	8,755.63	0.00
5435 · Member Library Pass through	311,383.17	223,231.41	88,151.76
5436 · STLS Grants to Member Libraries	6,413.00	5,578.00	835.00
5442 · Professional Fees	7,205.03	7,205.03	0.00
5443 · Legal Counsel	3,040.80	3,040.80	0.00
5444 · Accounting Support & Audit	9,325.00	9,250.00	75.00
5450 · Utilities	8,224.24	7,334.77	889.47
5451 · Building Maintenance & Repairs	14,271.35	12,557.68	1,713.67
5454 · Commercial Insurance	13,437.09	10,955.54	2,481.55
5471 · Vehicle Maintenance & Repairs	7,910.28	7,648.02	262.26
5473 · Vehicle Fuel	12,995.14	11,898.12	1,097.02
5474 · Vehicle Insurance	4,803.00	3,565.00	1,238.00
5475 · Vehicle Purchase	22,644.00	0.00	22,644.00
5490 · Grants	15,745.93	11,567.19	4,178.74
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Personnel & Policies Committee Meeting Minutes**

November 3, 2015 at 1:00 pm

STLS Headquarters / Painted Post, NY



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

**Guest:** Brian Hildreth

Sherry Collins called the meeting to order at 1:07 pm.

**Approval of Attachment to General Policy Statement**

Following the Committee's presentation of the General Policy Statement at the October Board meeting, the Committee discussed some minor revisions based on Board comments and feedback. The Committee agreed the revisions reflected the full Board's sentiment, and were ready to be presented at November's Board meeting for final approval. Sherry Collins would make the final revisions and submit them to the Executive Director to be included in the Board Packet as an official Action Item.

**2015-2016 Executive Directors' Performance Measures**

The Committee reviewed the proposed Performance Measures for the Executive Director. Several revisions were made to make the proposed document cohesive and succinct. The Committee then reviewed the proposed objectives to make certain they were measurable. Following final revisions, the Committee agreed to present the document to the full STLS Board for review at November's Board meeting. B. Hildreth said he would include the document in the Board Packet.

**Supporting Documents for an Employee Handbook**

B. Hildreth presented G. Felli with a file labeled Employee Handbook for consideration. The file was provided to B. Hildreth when he started working at STLS by a former Trustee. The Committee asked G. Felli to review the contents and determine the feasibility of drafting a Handbook. There was no discussion following the submission.

**Draft of Self-Assessment Document**

D. King indicated the self-assessment document would be the charge of the Executive Committee. She recommended this tool would be a good best practice for the STLS Board. The Executive Committee would be spend time on the document at November's Executive Committee meeting. D. King would follow-up with the full Board after the Executive Committee meeting.

The Committee meeting adjourned at 3:04 pm.

Respectfully submitted by: Brian M. Hildreth, Executive Director

	Revenue	2015 Budget	2016 Proposed	Difference
	<b>4700 · Basic State Aid</b>	\$ 777,379.00	\$ 822,566.00	\$ 45,187.00
	<b>4706 · Jails and Institutions</b>	\$ 3,516.00	\$ 3,696.00	\$ 180.00
	<b>4709 · Local Services Support</b>	\$ 85,483.00	\$ 90,452.00	\$ 4,969.00
	<b>4710 · Supplemental Aid</b>	\$ 117,212.00	\$ 124,026.00	\$ 6,814.00
	<b>4711 · Coordinated Outreach</b>	\$ 67,994.00	\$ 71,946.00	\$ 3,952.00
	<b>4713 · State Corrections</b>	\$ 23,814.00	\$ 25,198.00	\$ 1,384.00
	<b>4719 · Interest</b>	\$ 650.00	\$ 750.00	\$ 100.00
	<b>4721 · E-Rate Funding</b>	\$ 61,000.00	\$ 104,310.00	\$ 43,310.00
	<b>4723 · Member Library Cost Share</b>	\$ 399,957.00	\$ 427,759.00	\$ 27,802.00
	<b>4724 · Member Library IT Contracts</b>	\$ 13,000.00	\$ 25,000.00	\$ 12,000.00
	<b>4725 · Grants Revenue</b>	\$ 69,048.00	\$ 62,191.00	\$ (6,857.00)
	<b>4732 · Reading Center Support</b>		\$ 1,250.00	\$ 1,250.00
	<b>4733 · Member Library Processing Fees</b>	\$ 20,000.00	\$ 20,000.00	\$ -
	<b>4740 · Prof Development &amp; Conf Fees</b>	\$ 1,200.00	\$ 1,000.00	\$ (200.00)
	<b>4781 · Retiree Health Ins Payments</b>	\$ 4,500.00	\$ 4,200.00	\$ (300.00)
	<b>4782 · Donations</b>	\$ 250.00	\$ 1,200.00	\$ 950.00
	<b>4784 · General Reimbursements &amp; Refund</b>	\$ 3,000.00	\$ 3,000.00	\$ -
		\$ 1,648,003.00	\$ 1,788,544.00	\$ 140,541.00
	<b>Expenses</b>			
	<b>Total 5100 · Salaries</b>	\$ 696,539.00	\$ 786,229.00	\$ 89,690.00
	<b>Total 5150 · Personnel Benefits</b>	\$ 377,862.00	\$ 384,977.00	\$ 7,115.00
	<b>5203 · STLS Equipment</b>	\$ 4,000.00	\$ 4,000.00	\$ -
	<b>5204 · STLS Software &amp; Small Equipment</b>	\$ 5,500.00	\$ 9,500.00	\$ 4,000.00
	<b>5205 · Maintenance Contracts &amp; Leases</b>	\$ 14,500.00	\$ 14,000.00	\$ (500.00)
	<b>5407 · Integrated Library System</b>	\$ 67,980.00	\$ 80,030.00	\$ 12,050.00
	<b>5408 · Platform Fees &amp; Licenses</b>	\$ 16,000.00	\$ 16,000.00	\$ -
	<b>5409 · STLS Telephone/Internet</b>	\$ 90,200.00	\$ 115,900.00	\$ 25,700.00
	<b>5417 · Library Materials</b>	\$ 12,000.00	\$ 14,000.00	\$ 2,000.00
	<b>5418 · Consultant Collection</b>	\$ 1,000.00	\$ 500.00	\$ (500.00)
	<b>5419 · Electronic Materials</b>	\$ 87,008.00	\$ 89,608.00	\$ 2,600.00
	<b>5420 · Staff Development Travel</b>	\$ 12,000.00	\$ 12,000.00	\$ -
	<b>5422 · Trustee Mileage</b>	\$ 7,000.00	\$ 7,500.00	\$ 500.00
	<b>5424 · Conference Registration</b>	\$ 4,750.00	\$ 7,500.00	\$ 2,750.00
	<b>5425 · Staff &amp; Member Library Mileage</b>	\$ 750.00	\$ 1,500.00	\$ 750.00
	<b>5427 · Programming &amp; Annual Conference</b>	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00
	<b>5428 · Meeting Supplies</b>	\$ 1,200.00	\$ 1,200.00	\$ -
	<b>5430 · Office Supplies</b>	\$ 22,000.00	\$ 16,000.00	\$ (6,000.00)
	<b>5433 · Postage</b>	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)
	<b>5434 · Public Relations</b>	\$ 7,200.00	\$ 15,000.00	\$ 7,800.00
	<b>5436 · STLS Grants to Member Libraries</b>	\$ 7,000.00	\$ 8,000.00	\$ 1,000.00
	<b>5442 · Professional Fees</b>	\$ 7,500.00	\$ 8,000.00	\$ 500.00
	<b>5443 · Legal Counsel</b>	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00
	<b>5444 · Accounting Support &amp; Audit</b>	\$ 10,200.00	\$ 10,500.00	\$ 300.00

Proposed 2016 Budget  
Southern Tier Library System

	Revenue	2015 Budget	2016 Proposed	Difference
5450	Utilities	\$ 16,000.00	\$ 14,000.00	\$ (2,000.00)
5451	Building Maintenance & Repairs	\$ 12,000.00	\$ 16,000.00	\$ 4,000.00
5452	Capital Improvements	\$ 50,344.00	\$ 50,500.00	\$ 156.00
5454	Commercial Insurance	\$ 12,750.00	\$ 13,600.00	\$ 850.00
5471	Vehicle Maintenance & Repairs	\$ 6,000.00	\$ 7,000.00	\$ 1,000.00
5473	Vehicle Fuel	\$ 25,000.00	\$ 21,000.00	\$ (4,000.00)
5474	Vehicle Insurance	\$ 5,000.00	\$ 5,000.00	\$ -
5475	Vehicle Purchase	\$ 30,000.00	\$ 20,000.00	\$ (10,000.00)
5490	Grants	\$ 21,720.00	\$ 20,000.00	\$ (1,720.00)
		\$ 1,648,003.00	\$ 1,788,544.00	\$ 140,541.00
		\$ -	\$ -	\$ -



## Public Relations Committee

Meeting Minutes – October 20, 2015

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Committee Members in Attendance: Lynnette Decker (Chair), Melodie Farwell, Denise King, Pat Selwood

Meeting was called to order at 12:42pm

### I. Annual Meeting and Conference Recap

Executive Director B. Hildreth provided committee members with incoming information from the meeting/conference survey. Overall, member libraries appreciated and valued the content and events of the annual meeting and conference. There were no negative responses to the survey, and all comments were positive. B. Hildreth did mention things to be considered for next year...

- a. more commercial trash cans throughout facility
- b. place to return dishware
- c. coordinate press coverage for event
- d. give script to photographer for award ceremony
- e. person presenting awards should introduce next award presenter
- f. less time for vendor show & know reception
- g. start event later in the day, perhaps 2 pm.
- h. surveys indicated having the event start mid-morning and make lunch the main meal.

In addition to discussing the annual meeting and conference, committee members brainstormed different PR ideas for STLS and overall library advocacy throughout the region.

### II. 2016 Advocacy Priorities

The Committee discussed setting another calendar for the 2016 year. Advocacy initiatives should include Senate and Assembly regional site visits with board members and community members. B. Hildreth mentioned Advocacy Day would be held Wednesday, March 2, 2016. STLS would like to increase the number of participants. 2015 participation was the most in recent years. It was a great success. A proposed calendar would be provided at the November committee meeting.

Meeting adjourned at 1:46 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries  
Meeting Minutes  
November 4, 2015

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

J. Phillips asked if there were any minutes to review from the last Board meeting. B. Hildreth indicated the last official minutes of July were reviewed at the August Board meeting, and there have been no meetings since.

J. Phillips asked the Board to review the financial statements as provided by P. Webster. Motion by S. Blowers to approve, 2<sup>nd</sup> by P. Archer.

B. Hildreth discussed STLS' recent branding initiative. He indicated the new logo and tag line were completed in the spring of 2015. The membership was informed at that time through various messaging platforms. Since then, everything related to STLS has been branded with new STLS logo and tagline. The STLS PR Committee is working on an Advocacy Campaign for 2016.

D. Wexell compiled and presented on the findings from September's SWOT analysis of the Foundation for Southern Tier Libraries hosted by Mike McDonald. Following D. Wexell's in-depth presentation, trustees discussed the future action plans of the Foundation. Following a lengthy discussion, trustees agreed the first step was to recruit new board members to help with the Foundation's work. There was also some discussion about a craft fundraiser, and small dinner parties throughout the region to highlight the work of the Foundation.

J. Phillips inquired about the 2015 mailing campaign. B. Hildreth said STLS offices could help by printing and mailing the effort. Board members agreed to work on an appeal letter, and stuff envelopes for mailing. B. Hildreth also indicated the request for grant proposals should also be sent to member libraries in December. He would send information to J. Phillips for RFP approval.

Meeting adjourned at 5:06 pm.

Next meeting: Wednesday, January 6 at 4:00 pm- STLS Service Center

Respectfully submitted,

Brian M. Hildreth

## Attachment to General Policy Statement

### Committee reports:

Committee reports are agenda items and minutes of the most recent committee meeting will be included in the board packet. The committee chair or designee may give an oral report. Any board action items on the agenda stemming from a committee recommendation will automatically proceed to discussion and vote. The committee recommendation is the motion and no second is needed.

### Required quorum for meetings

As stated in the STLS By-laws, and in accordance with New York State Law the requirement for a quorum at full Board meetings is eight.

The quorum for the Executive committee is three; all other committee meetings will have a quorum of "a majority of the enrolled members."

Committee meetings are subject to the Open Meetings law. However, informal committee discussions and conferring by telephone or e-mail is acceptable as long as any decision made is confirmed by a formal vote in open meeting.

### Closed meeting or Executive Session: Open Meetings law

First, a motion must be made during an open meeting to enter into executive session;  
Second, the motion must identify the 'general area or areas of the subject or subjects to be considered'; and  
Third, the motion must be carried by a majority vote of the total membership of the public body.

There are eight areas that may be discussed behind closed doors are:

- (a) Matters which will imperil the public safety if disclosed;
- (b) Any matter which may disclose the identity of a law enforcement agency or informer;
- (c) Information relating to current or future investigation or prosecution of a criminal offence which would imperil effective law enforcement if disclosed;
- (d) Discussions regarding proposed, pending or current litigation;
- (e) Collective negotiations pursuant to Article 14 of the Civil Service Law (Taylor Law)
- (f) The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- (g) The preparation, grading or administration of examinations;
- (h) The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or the sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

A public body may never vote to appropriate public monies during a closed session. Although most public bodies **may** vote during a properly convened executive session, any vot to appropriate public monies must be taken in public.

Note that item (f) is often referenced as "personnel," even though that term does not appear in the grounds for holding executive sessions. Only when the discussion focuses on a "particular person or corporation" in relation to one or more of the topics listed in that provision is an executive session permitted.



**2015-2016 Performance Objectives for Executive Director**

1. Create formal resources and curriculum for Member Library Trustee Development.
  - Develop Annual Trustee-Specific Training Workshop (Similar to Spring CE & Annual Conference)
  - Build upon established relationships with member library trustees through ongoing site visits (12 unique visits).
2. Work with STLS staff to improve website-specific resources.
3. Work with STLS stakeholders to develop Plan of Service and Five-Year Strategic Plan.
4. Connect additional member libraries to Broadband dark fiber.

**Monthly System Management Team & Divisional Reports**  
November 17, 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 September and October participating in the following activities:

- ✦ Attended the New York Library Association Conference from 10/21 through 10/24. Participated in continuing education, attended NYLA Council, PULSIDO and PLS board meetings. Presented at the Regents Advisory Council Smack-down. And, networked with librarians from across the State.
- ✦ On October 26<sup>th</sup>, attended a joint board meeting of the Montour Falls and Odessa libraries to discuss a 2016 school district vote campaign. Libraries have agreed to work with STLS on a significant funding campaign.
- ✦ Presented on the State of Southern Tier libraries to the Bath Rotary Club at Dormann Library on October 29<sup>th</sup>.
- ✦ Visited the Avoca Library with Margo Gustina to discuss ongoing STLS support efforts with board members. Finalized plans for Avoca Library to meet with Howard Library regarding a funding referendum.
- ✦ Attended STLS Board committee meetings including Personnel & Policies, Finance & Facilities and Public Relations.
- ✦ Attended the Foundation for Southern Tier Libraries meeting on November 4<sup>th</sup> at STLS.
- ✦ Visited the Savona Library on November 5<sup>th</sup> to discuss Construction Aid, and new library layout for the library's new building.
- ✦ Met with the Almond Library board on November 9<sup>th</sup> to discuss policy development and library director job descriptions.
- ✦ Met with Lauren Moore, executive director of Pioneer Library System and Eli Guinnee, executive director of Chautauqua-Cattaraugus Library System on November 13<sup>th</sup> to discuss library system collaboration in 2017 – 2021.

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

For every month of new initiatives, there are 2-3 for the work created by them. October was a month of work and connection to new ideas, new thinking, and new collaborative partners. Bringing in Erica Freudenberger & Sara Kelly Johns to give their NYLA Conference presentation to our members at the Annual Meeting & Conference was a joy. Working in consultation and orientation with member

directors, staff and trustees from Howard, Belfast, Atlanta, Odessa, Montour Falls, Avoca, and Fillmore in October meant conversations that were challenging, insightful and inspiring.





And then there was the 2015 NYLA Conference.

RAC Vision 20/20 Smack down: Image at left is of Brian and me presenting the work of the Sustainability Module in 5 minutes (!! ) to the audience.

PULISDO meeting: The work of the Training & Development team I am on was presented. We hope to improve system to system communication of expertise to increase training impacts for local public libraries.

STLS folks were able to decompress with our member librarians on Thursday evening and learn from what the other had experienced. Also, I became the president of the NYLA Rural Libraries Roundtable.

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

-  On October 16<sup>th</sup> STLS hosted a webinar (conducted by Jessica Philippe from South Central Regional Library Council) that outlined SCRLC's services available to member libraries. A review and webinar recording is available at <http://www.stls.org/staff-training-and-development/scrlc-services-webinar-review/>.
-  October 21-23 I attended the NYLA conference in Lake Placid, NY. It was an excellent opportunity to explore new trends within the library profession, as well as connect with colleagues and other service agencies. Some highlights are listed at <http://www.stls.org/staff-training-and-development/2015-nyla-conference-3-things-to-know-and-share/>.
-  I met with new Cohocton library director, Phillip Trautman, on October 28<sup>th</sup>. Topics discussed included the dissemination of information via STLS email lists, Director's Station, the digital catalog (Overdrive, Freegal, Zinio), and resources for staff development.
-  I attended the South Central Regional Library Council Annual Meeting on October 30<sup>th</sup>. The guest speaker was Dr. Lorie Roy, a professor at the School of Information at the University of Texas at Austin. Among other things she discussed the traits of a library leader: Vision, Commitment to Public Libraries, Courage and Risk Taking, Openness to Others, Political Savvy and Professional Involvement.

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

- ✦ Attended the New York Library Association conference. Sessions of note that I attended were *Care & Feeding of Book Clubs*; and *Making Space for Makerspace*. As always, no matter what is learned or discussed during the conference sessions, the most beneficial information is gleaned from chats over coffee, in the Exhibit Hall and, of course, during the statewide Youth Services Consultant's meeting. The Consultant's meeting discussions centered around new products such as BeanStack (a Reader's Advisory/reading 'tallying' software/database); around programs such as 1000 Books Before Kindergarten; uniform counting of summer programs and the distinction of programs (in general) and, offering a reading program (in particular).
- ✦ Attended another training offered for Youth Consultants and others in the Training Cohort for the Ready To Read initiative. This training was entitled, Successful for Successful Partnerships & Outreach to Families with Young Children.
- ✦ Visited the Angelica library to assist with weeding project but also discussed wintertime DIY programs to continue to engage youth in the community beyond the summer months. Also, gave the library the STLS Large Print signs and shelf talkers to help draw attention to their LP Collection (as well as the Rotating LP collection).
- ✦ Interlibrary loan staff fielded 126 requests from member libraries and processed 87 requests to meet the needs of the patrons of our member libraries.
- ✦ Earned a badge from the Library of Virginia's course; The Importance of Play. This online course was paid for by DLD under the auspices of the Ready to Read project.



- ✦ WIPs [Work in Progress] for November & December: Continuing to schedule collection management trainings/discussions with the Angelica library; Collaborating with Division staff and other consultants to present a workshop for member libraries in December; Still brainstorming and planning with staff in the Professional Development division for 2016 workshops, trainings and special projects. This includes continuing the basic premise of our Division's Challenge Project—to rethink, to remake and to remarket STLS' resources. With the end goal of making them more useful and valuable to member libraries and their patrons;

Continuing to work with CCLS staff on specific training presentations and other youth consultants ( in general ) on the Ready to Read initiative. Current round of staff development workshops are considered pilot and/or trial programs towards the end of creating a reliable and replicable staff training program for early literacy programs in public libraries.

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

October had 143 Help Desk Requests submitted. After hours or urgent support was provided 25 times and 5 visits to libraries were made.





Negotiated with SirsiDynix to receive a \$6,240 discount on the software support for Directors Station totaling \$43,680 over the next 7 years. Negotiated an additional \$60,797 discount in software support on the other SD products we use for a total savings of \$104,477.








Leveraged an \$107,000 e-rate award and negotiated a \$42,000 discount on software licenses to allow STLS to purchase \$149,000 in WiFi and Security hardware/software for \$16,400. This equipment will be installed in member libraries to upgrade their WiFi service to patrons and protect Internet connected devices from threats at a savings of \$132,600.

Continue design work for the dark fiber project with meetings with vendors Teracai, Stratix and Integra Optics.

Attended NYLA.

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

-  Completed BEARs for E-rate reimbursement for the 2014-2015 funding year. Expecting to receive \$50,200.73 in reimbursements from service providers.
-  Continued collecting Form 479s from our member libraries – their confirmation that they are CIPA compliant.
-  Worked with Ken and Meraki (wireless vendor) to place E-rate discounted order for the system-wide wireless project. We were able to get the discount up-front rather than spending \$107,258.02 and waiting for the 85% reimbursement.
-  Attended Library Assistant's Day in Syracuse with Nicole and Filomena (and Pam and Vickie) where we learned about leadership, better search strategies and MARC records.

-  Cataloging/ILS department attended the STLS Annual Meeting at the Watson Homestead. We helped with set-up, registration, photography and answering member library questions.
-  Attended NYLA Conference in Lake Placid with Filomena, to participate in conference programs and accept SMART Ellen C. Rappaport Professional Achievement Award. Gave a brief presentation on the work that led to my nomination, namely loading vendor records and migrating Penn Yan. Filomena photographed various programs and events featuring STLS staff.
-  Began a project to improve cataloging documentation and consistency across the department.
-  Provided requested ILS reports for member libraries and answered various ILS questions.
-  Visited Cohocton and provided training to their new director, Philip Trautman.
-  Filomena and I learned about WordPress and our website from Margo during staff training.
-  Cataloging workload was very high for the month of October (publishing season) – Filomena, Ann and Nicole busy with cataloging items.