AGENDA

1. Agenda
2. Approval of Minutes – November 2017 *FOR APPROVAL Doc. #17-149
3. Treasurer’s Report – November 2017 *FOR APPROVAL Doc. #17-150

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

COMMITTEE REPORTS

5. Executive Committee – Pat Selwood
6. Personnel & Policies Committee – Richard Ahola (Minutes) Doc. #17-152
7. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc. #17-153
8. Public Relations Committee – Lynnette Decker (Minutes) Doc. #17-154

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL Doc. #17-156

Finance & Facilities Committee Recommendation: Approve expenditures of the Unpaid Bills Detail for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move: Aye
Second: Nay
Approved

Discussion:

11. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #17-157

Finance & Facilities Committee Recommendation: Approve receipts of the Deposit Summary for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move: Aye
Second: Nay
Approved

Discussion:
12. **Approve the 2017-2018 Executive Director’s Performance Objectives**

* FOR APPROVAL

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2017-2018 Executive Director’s Performance Objectives as presented at the November 2017 board meeting.

<table>
<thead>
<tr>
<th>Move:</th>
<th>Aye</th>
<th>Nay</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second:</td>
<td>Abstain</td>
<td>Absent</td>
<td></td>
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</tbody>
</table>

**Discussion:**

13. **Authorize Mandated Paid Family Leave Rider Policy**

* FOR APPROVAL

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the STLS Business Office to administer New York State’s Mandated Paid Family Leave Policy for all qualifying employees whereas the full premium is paid for by the employee through bi-weekly payroll deductions at a cost set by New York State.

<table>
<thead>
<tr>
<th>Move:</th>
<th>Aye</th>
<th>Nay</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second:</td>
<td>Abstain</td>
<td>Absent</td>
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</tbody>
</table>

**Discussion:**

14. **Approve 2018 Insurance Agent & Coverages**

*FOR APPROVAL

Finance & Facilities Committee Recommendation: The STLS Board of Trustees accepts and approves the commercial insurance policy provided by Piper Insurance Agency for the 2018 fiscal year.

<table>
<thead>
<tr>
<th>Move:</th>
<th>Aye</th>
<th>Nay</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second:</td>
<td>Abstain</td>
<td>Absent</td>
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</tr>
</tbody>
</table>

**Discussion:**
15. **Approve and Authorize the Purchase of a New Delivery Vehicle**

   *FOR APPROVAL*

   **Executive Director Recommendation:** The STLS Board of Trustees approves and authorizes the Executive Director to purchase new delivery van in the amount of $21,000 per the STLS Purchasing Policy.

<table>
<thead>
<tr>
<th>Move:</th>
<th>Second:</th>
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<tbody>
<tr>
<td>Aye</td>
<td>Nay 0</td>
</tr>
<tr>
<td>Abstain</td>
<td>Absent</td>
</tr>
</tbody>
</table>

**Discussion:**

**BOARD INFORMATION**

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

**STLS Staff Presentation – Deputy Director Margo Gustina**

Public Expression (15 minutes)
Adjournment

Next meeting: STLS Headquarters, Painted Post (Steuben County) – Tuesday, January 16, 2018 at 2 p.m.
STLS BOARD MEETING  
Tuesday, November 21, 2017 - 2:00 pm  
Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)

MINUTES

TRUSTEES PRESENT:

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynette Decker</td>
<td>2021</td>
</tr>
<tr>
<td>Pat Selwood</td>
<td>2019</td>
</tr>
<tr>
<td>Cindy Dutton</td>
<td>2020</td>
</tr>
<tr>
<td>Dale Wexell</td>
<td>2020</td>
</tr>
<tr>
<td>Cindy Emmer</td>
<td>2022</td>
</tr>
<tr>
<td>Felicity Wright</td>
<td>2019</td>
</tr>
<tr>
<td>Pat Finnerty</td>
<td>2022</td>
</tr>
<tr>
<td>Betsy Gorman</td>
<td>2020</td>
</tr>
<tr>
<td>Kathy Green</td>
<td>2021</td>
</tr>
<tr>
<td>David Haggstrom</td>
<td>2021</td>
</tr>
<tr>
<td>Denise King</td>
<td>2019</td>
</tr>
</tbody>
</table>

Excused:
- Richard Ahola – 2022
- Sisi Barr – 2018
- Sarah Collins – 2019

Staff Present – Brian Hildreth, Executive Director, Melissa Morrissey, Administrative Assistant

President Pat Selwood called the meeting to order at 2:00 pm.

AGENDA REVIEW

No corrections or revisions.  

APPROVAL OF OCTOBER MINUTES

No corrections or revisions

Treasurer’s Report(s) for October 2017

Received and filed  

B. Gorman said ERate funding was received in October, which accounts for the overall increase in revenue for the month. More ERate funding is expected before the end of 2017.

Financial Clerk’s Report for September 2017

Received and filed  

B. Hildreth stated that line items 4711, Coordinated Outreach, and 4713, State Corrections, are the last of State Aid for 2017/2018. B. Hildreth noted line item 4721, E-Rate Funding, took in $157,000.00 in September and October. He also indicated salaries were higher for the month because of three pay periods as opposed to two.
Standing Committee Reports

Executive Committee –
P. Selwood reported she reviewed B. Hildreth’s objectives for 2017-2018 and provided them to the Personnel & Policies Committee for review. They will be shared with the rest of the Board and discussed at the December Board Meeting.

Personnel & Policies Committee – Richard Ahola (Minutes)
(Minutes provided at Board Meeting)

C Emmer reported for Committee Chair R. Ahola who could not attend today’s meeting. She reported that the Personnel and Policies Committee met on November 12, 2017 and summarized the meeting minutes, document 17-137.

Finance & Facilities Committee – Betsy Gorman

B. Gorman reviewed the Finance and Facilities Committee meeting minutes. B. Gorman stated STLS used reserves to implement the fiber project, but funds coming in from federal grants will reimburse the amounts taken out of reserves. She also said B. Hildreth is reviewing quotes for 2018 commercial insurance. The committee will review proposals in December.

Public Relations Committee – Lynnette Decker

L. Decker reported that Margo Gustina attended the committee meeting to discuss applications for construction grants. Margo told the committee that libraries that applied for solar panels were denied due to historic designation. Margo was also able to assist the Richburg Library with the approval of its construction grant through SHPO. L. Decker expressed appreciation of Ms. Gustina’s knowledge and helpfulness with the construction grants. L. Decker also stated that Schuyler County still has a vacant trustee seat.

B. Hildreth summarized advocacy plans for 2018.

P. Selwood explained the staff appreciation luncheon will be held on Tuesday, January 16 at 12:30 pm. A signup sheet is circulating the meeting to encourage a dish to pass by trustees.

Foundation for Southern Tier Libraries – Denise King

D. King stated an appeal letter will be going out in December, and also explained the different types of projects the Foundation funds. D. King said the Foundation is looking for board members and current Foundation members are updating the website and brochures. She said the Foundation will attend an event hosted by Corning Chamber of Commerce on December 7 at Corning Credit Union.
BOARD ACTIONS

10. Expenditure Approvals - Monthly Unpaid Bills Detail  * FOR APPROVAL  Doc. #17-140

Finance & Facilities Committee Recommendation: Approve expenditures of the Unpaid Bills Detail for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move: P. Selwood  Second:  
Aye 11  Nay 0  Abstain 0  Absent 3  
Approved

Discussion:  
none

11. Receipt Approvals – Monthly Deposit Summary  * FOR APPROVAL  Doc. #17-141

Finance & Facilities Committee Recommendation: Approve receipts of the Deposit Summary for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move: P. Selwood  Second:  
Aye 11  Nay 0  Abstain 0  Absent 3  
Approved

Discussion:  
None

12. Approve the Grants Fund Policy  *FOR APPROVAL  Doc. #17-142

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Grants Fund Policy that were presented at the October 2017 Board Meeting

Move:  P. Selwood  Second:  
Aye 11  Nay 0  Abstain 0  Absent 3  
Approved

Discussion:  
C. Emmer explained that there is a grammar change of the word “designate” to “designee”

13. Approve the Organizational Meeting Policy  *FOR APPROVAL  Doc. #17-143
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Meeting Policy that were presented at the October 2017 Board Meeting and amended by clarifying language at the Personnel and Policies committee on November 14, 2017.

<table>
<thead>
<tr>
<th>Move:</th>
<th>P. Selwood</th>
<th>Second:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Aye</td>
<td>11</td>
<td>Nay</td>
<td>0</td>
</tr>
<tr>
<td>Abstain</td>
<td>0</td>
<td></td>
<td></td>
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<tr>
<td>Absent</td>
<td>3</td>
<td></td>
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<tr>
<td>Approved</td>
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Discussion:
P. Selwood stated that the changes from the P/P Meeting were word clarifications. The Board could either wait to approve in December or approve today. The Board opted to approve at today’s meeting.

14. Approve the Appointment of Larissa Wagner to Part Time ILS Specialist

*FOR APPROVAL (Provided at Board Meeting) Doc. #17- 144

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Larissa Wagner to the position of Part Time ILS Specialist as presented and include a salary as set by the Board of Trustees.

<table>
<thead>
<tr>
<th>Move:</th>
<th>C Emmer</th>
<th>Second:</th>
<th>K Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aye</td>
<td>11</td>
<td>Nay</td>
<td>0</td>
</tr>
<tr>
<td>Abstain</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absent</td>
<td>3</td>
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<tr>
<td>Approved</td>
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Discussion:
B. Hildreth stated the salary is $15.00/hour

15. Approve Mid-Year Revisions to the 2017 STLS Library System Operating Budget

*FOR APPROVAL Doc. #17- 145

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the 2017 STLS Library System Operating Budget as discussed at the November 2017 board meeting.

<table>
<thead>
<tr>
<th>Move:</th>
<th>D. Haggstrom</th>
<th>Second:</th>
<th>P. Finnerty</th>
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</thead>
<tbody>
<tr>
<td>Aye</td>
<td>11</td>
<td>Nay</td>
<td>0</td>
</tr>
<tr>
<td>Abstain</td>
<td>0</td>
<td></td>
<td></td>
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<tr>
<td>Absent</td>
<td>3</td>
<td></td>
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<tr>
<td>Approved</td>
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Discussion:
B. Hildreth reviewed the proposed changes to the Chart of Accounts as presented by the Finance & Facilities Committee. He noted the committee thoroughly reviewed the changes to make certain each line item reflects proposed spending for 2017.
16. Approve the 2018 STLS Library System Operating Budget

* FOR APPROVAL  (Provided at Board Meeting) Doc. #17- 146

Executive Director Recommendation: The STLS Board of Trustees approves the 2018 STLS Library System Operating Budget that was presented at the October 2017 Board Meeting and incorporates any changes made at the November 2017 Board Meeting that are specifically listed in Discussion.

Move: D. King   Second:  C. Dutton
Aye 11  Nay 0  Abstain 0  Absent 3
Approved

Discussion: B. Hildreth said there were only minor changes at the Finance and Facilities Committee meeting since the 2018 budget was presented at October’s board meeting. Line 4725 grants revenue, was increased to balance budget. The figure reflects a conservative estimate as the system expects federal funding in 2018. He also highlighted the 3% decrease in next year’s budget due to state aid cuts. B. Hildreth said we are increasing spending but we are also increasing revenue. Unfortunately, it is not through state funding. D. King asked about federal level funding cuts. B. Hildreth said it is too early to tell how federal cuts will impact library systems or local libraries, but any cut to IMLS is not a good thing.

17. Approve December’s One-Time Personnel Payment to STLS Staff

* FOR APPROVAL

Executive Director Recommendation: Approve the one-time net payment of $100 to each STLS Staff member excluding the Executive Director as included in the approved 2017 STLS Budget.

Move:  B. Gorman   Second:  K. Green
Aye 11  Nay 0  Abstain 0  Absent 3
Approved

Discussion: None

BOARD INFORMATION

18. Old Business – none

19. New Business – none

20. Library Networking –
L. Decker shared newspaper articles about libraries in Allegany County.
B. Hildreth spoke about Erika Jenns social media postings and if any Board member had anything to highlight, to email Erika and she will post it.
F. Wright inquired about a system wide calendar of events. B. Hildreth said STLS had a calendar, but it is not used by all libraries.
21. President’s Report –
D. King gave the report from the Nominating Committee. It is recommending the election of the following Officers for 2018: President: Pat Selwood, Vice President: Richard Ahola, Secretary: Cindy Emmer, Treasurer: Betsy Gorman. Election will occur at the January, 2018 Board meeting.

22. Monthly System Management Team & Divisional Reports

B. Hildreth reported a strong staff team at STLS.
D. King inquired about the Four County Library System Meeting. B. Hildreth summarized experiences at the meeting and lessons learned from the meeting.

**STLS Staff Presentation – Outreach Consultant Keturah Cappadonia**

B. Hildreth introduced Keturah Cappadonia. Keturah explained the outreach programming she has already completed, as well as what she is working on. Keturah is helping to develop partnerships between libraries and community agencies, partnering non profits and libraries, as well as promote STLS at area events.
C. Dutton asked it STLS will be at county fairs, Keturah said yes.

Public Expression (15 minutes) – None

**Adjournment**

<table>
<thead>
<tr>
<th>Move: C. Dutton</th>
<th>Second: K Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aye 11</td>
<td>Nay 0</td>
</tr>
<tr>
<td>Abstain 0</td>
<td>Absent 3</td>
</tr>
<tr>
<td>Adjourned at 3:30 pm</td>
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</table>

Next meeting: Southern Tier Library System Headquarters, Painted Post, NY – Tuesday, December 19, 2017 at 2 p.m.

*Minutes written by Melissa Morrissey and reviewed by Cindy Emmer, Board Secretary*
**Southern Tier Library System**  
**Treasurer's Report**  
**As of 11/30/2017**

### ASSETS

#### Current Assets

**Checking/Savings**
- **1200 · Cash - Operating**
  - Nov 30, 17: 7,980.52
  - Oct 31, 17: 7,793.32
  - Change: 187.20
- **1201 · Cash - Payroll**
  - Nov 30, 17: 1,640.44
  - Oct 31, 17: 1,726.77
  - Change: -86.33
- **1202 · Cash - Money Market**
  - Nov 30, 17: 1,343,352.27
  - Oct 31, 17: 1,575,563.89
  - Change: -232,211.62

**Total Checking/Savings**
- Nov 30, 17: 1,352,973.23
- Oct 31, 17: 1,585,083.98
- Change: -232,110.75

**Accounts Receivable**
- **1380 · Accounts Receivable**
  - Nov 30, 17: 81,539.19
  - Oct 31, 17: 74,266.29
  - Change: 7,272.90

**Total Accounts Receivable**
- Nov 30, 17: 81,539.19
- Oct 31, 17: 74,266.29
- Change: 7,272.90

**Other Current Assets**
- **12000 · Undeposited Funds**
  - Nov 30, 17: 488.63
  - Oct 31, 17: 37.58
  - Change: 451.05

**Total Other Current Assets**
- Nov 30, 17: 488.63
- Oct 31, 17: 37.58
- Change: 451.05

**Total Current Assets**
- Nov 30, 17: 1,435,001.05
- Oct 31, 17: 1,659,387.85
- Change: -224,386.80

#### Fixed Assets

**1100 · Fixed Assets**
- **1102 · Building**
  - Nov 30, 17: 992,538.06
  - Oct 31, 17: 992,538.06
  - Change: 0.00
- **1104 · Equipment**
  - Nov 30, 17: 955,022.14
  - Oct 31, 17: 955,022.14
  - Change: 0.00
- **1112 · Accumulated Dep Building**
  - Nov 30, 17: -477,343.77
  - Oct 31, 17: -477,343.77
  - Change: 0.00
- **1114 · Accumulated Depreciation**
  - Nov 30, 17: -649,044.70
  - Oct 31, 17: -649,044.70
  - Change: 0.00

**Total 1100 · Fixed Assets**
- Nov 30, 17: 821,171.73
- Oct 31, 17: 821,171.73
- Change: 0.00

**Total Fixed Assets**
- Nov 30, 17: 821,171.73
- Oct 31, 17: 821,171.73
- Change: 0.00

#### Other Assets

**1382 · Prepaid expenses**
- Nov 30, 17: 72,292.70
- Oct 31, 17: 72,292.70
- Change: 0.00

**Total Other Assets**
- Nov 30, 17: 72,292.70
- Oct 31, 17: 72,292.70
- Change: 0.00

**TOTAL ASSETS**
- Nov 30, 17: 2,328,465.48
- Oct 31, 17: 2,552,852.28
- Change: -224,386.80

### LIABILITIES & EQUITY

#### Liabilities

**Current Liabilities**

**Other Current Liabilities**
- **2601 · Accrued P/R**
  - Nov 30, 17: 18,800.32
  - Oct 31, 17: 18,800.32
  - Change: 0.00
- **2604 · Deferred Grant**
  - Nov 30, 17: 3,597.89
  - Oct 31, 17: 3,597.89
  - Change: 0.00
- **2626 · Flex Spending Deduction Payable**
  - Nov 30, 17: 2,024.23
  - Oct 31, 17: 1,647.23
  - Change: 377.00
- **2640 · Accrued Compensated Absences**
  - Nov 30, 17: 90,138.04
  - Oct 31, 17: 90,138.04
  - Change: 0.00

**Total Other Current Liabilities**
- Nov 30, 17: 114,560.48
- Oct 31, 17: 114,183.48
- Change: 377.00
### Accrual Basis

**Southern Tier Library System**  
**Treasurer's Report**  
**As of 11/30/2017**

<table>
<thead>
<tr>
<th></th>
<th>Nov 30, 17</th>
<th>Oct 31, 17</th>
<th>$ Change</th>
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<tbody>
<tr>
<td>Total Current Liabilities</td>
<td>114,560.48</td>
<td>114,183.48</td>
<td>377.00</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>114,560.48</td>
<td>114,183.48</td>
<td>377.00</td>
</tr>
</tbody>
</table>

**Equity**

<table>
<thead>
<tr>
<th></th>
<th>Nov 30, 17</th>
<th>Oct 31, 17</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>3200 · Fund Balance Unrestricted</td>
<td>1,848,236.78</td>
<td>1,848,236.78</td>
<td>0.00</td>
</tr>
<tr>
<td>3910 · Fund Balance Replacement Res</td>
<td>100,000.00</td>
<td>100,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Net Income</td>
<td>265,668.22</td>
<td>490,432.02</td>
<td>-224,763.80</td>
</tr>
<tr>
<td>Total Equity</td>
<td>2,213,905.00</td>
<td>2,438,668.80</td>
<td>-224,763.80</td>
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</table>

**TOTAL LIABILITIES & EQUITY**

<table>
<thead>
<tr>
<th></th>
<th>Nov 30, 17</th>
<th>Oct 31, 17</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,328,465.48</td>
<td>2,552,852.28</td>
<td>-224,386.80</td>
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</tr>
</tbody>
</table>

**Official Depository:** Community Bank NA  
**Money Market Account:** .10 Rate of Return  
**Checking Accounts:** .05 Rate of Return
<table>
<thead>
<tr>
<th>Income</th>
<th>Nov 17</th>
<th>Oct 17</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4706 · Jails and Institutions</td>
<td>0.00</td>
<td>4,105.00</td>
<td>-4,105.00</td>
</tr>
<tr>
<td>4711 · Coordinated Outreach</td>
<td>0.00</td>
<td>75,090.00</td>
<td>-75,090.00</td>
</tr>
<tr>
<td>4713 · State Corrections</td>
<td>0.00</td>
<td>26,299.00</td>
<td>-26,299.00</td>
</tr>
<tr>
<td>4716 · State Aid Pass Through</td>
<td>0.00</td>
<td>165,234.00</td>
<td>-165,234.00</td>
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<tr>
<td>4719 · Interest</td>
<td>119.83</td>
<td>116.58</td>
<td>3.25</td>
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<tr>
<td>4721 · E-Rate Funding</td>
<td>47,510.11</td>
<td>157,687.20</td>
<td>-110,177.09</td>
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<tr>
<td>4724 · Member Library IT Contracts</td>
<td>159.90</td>
<td>5,934.90</td>
<td>-5,775.00</td>
</tr>
<tr>
<td>4725 · Grants Revenue</td>
<td>0.00</td>
<td>14,295.00</td>
<td>-14,295.00</td>
</tr>
<tr>
<td>4733 · Member Library Processing Fees</td>
<td>15.00</td>
<td>0.00</td>
<td>15.00</td>
</tr>
<tr>
<td>4735 · Non State Aid Pass Through</td>
<td>16,210.69</td>
<td>11,269.92</td>
<td>4,940.77</td>
</tr>
<tr>
<td>4753 · Social Security</td>
<td>4,449.62</td>
<td>4,710.87</td>
<td>-261.25</td>
</tr>
<tr>
<td>4757 · Health Insurance</td>
<td>16,789.15</td>
<td>16,556.95</td>
<td>232.20</td>
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<tr>
<td>4758 · Payroll Expense - Other</td>
<td>396.74</td>
<td>417.86</td>
<td>-21.12</td>
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<tr>
<td>Total Income</td>
<td>64,515.53</td>
<td>460,527.10</td>
<td>-396,011.57</td>
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**Gross Profit**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Nov 17</th>
<th>Oct 17</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100 · Salaries</td>
<td>61,613.37</td>
<td>65,170.05</td>
<td>-3,556.68</td>
</tr>
<tr>
<td>5141 · Professional Salaries</td>
<td>27,845.72</td>
<td>30,926.44</td>
<td>-3,080.72</td>
</tr>
<tr>
<td>5142 · Non-Professional Salaries</td>
<td>33,767.65</td>
<td>34,243.61</td>
<td>-475.96</td>
</tr>
<tr>
<td>Total 5100 · Salaries</td>
<td>61,613.37</td>
<td>65,170.05</td>
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**Total Expense**

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**Net Income**

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<td>-224,763.80</td>
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Personnel & Policies Committee Meeting
December 12, 2017 at 12:00 pm

Committee Members Present: Richard Ahola (chair), Cindy Emmer, Denise King & Pat Selwood
Staff Present: Brian Hildreth

Richard Ahola called the meeting to order at 12:02pm.

Personnel

B. Hildreth updated committee members on procedures for workplace security specific to the termination of an employee. He noted all management staff are trained on proper practices for dealing with specific situations when an employee is not complying with workplace policies. He said recent events regarding the termination of a part time employee were handled well.

B. Hildreth informed committee members that STLS’ current Whistleblower Policy must be updated to reflect the steps employees should take if encountering a member librarian, member library trustee or member library patron who says or does something that is not in alignment with STLS’ current policy. At the moment the policy focuses on internal stakeholders including: staff, trustees, volunteers or vendors. It does not mention member librarians, member library trustees or member library patrons. Committee members agreed to review the policy prior to January’s meeting, and proposed revisions will be made at that time.

B. Hildreth additionally discussed offering training in 2018 to library system employees specific to the proactive prevention of sexual harassment in the workplace. This training will build upon recent workplace security training. More information will be provided at January’s committee meeting.

Policies

Committee members discussed the need to create a new policy and guidelines for STLS employee travel and telecommuting to support current practices. B. Hildreth said he will draft a proposed policy in the first quarter of 2018, and the committee will be charged to review and make recommendations.
Moreover, committee members indicated the need to update the Workers Compensation Policy. It was agreed a new policy should be created, which would be included in the Employee Handbook that demonstrates the boards’ commitment to workers’ protection. This policy should highlight the availability of workers compensation, family paid leave and disability insurances, which are mandated by New York State. This policy will be worked on by committee members in January after receiving a draft from B. Hildreth.

Action Items:

P. Selwood made a motion to present the following Action Item at the December board meeting, seconded by C. Emmer.

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2017-2018 Executive Director’s Performance Objectives as presented at the November 2017 board meeting.

Discussion: The committee agreed to pass the motion as presented. There was discussion with B. Hildreth about sharing member library issues more often during library system board meetings. B. Hildreth said he understood this was brought up in his most recent performance evaluation. He said he felt comfortable doing this while maintaining member library confidentiality.

D. King made a motion to present the following Action Item at the December board meeting, P. Selwood seconded.

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the STLS Business Office to administer New York State’s Mandated Paid Family Leave Policy for all qualifying employees whereas the full premium is paid for by the employee through bi-weekly payroll deductions at a cost set by New York State.

Meeting adjourned at 1:05pm

Next Meeting: Tuesday, January 9th, 2018 at 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director
Meeting Minutes
12.11.2017 at 3:15 pm
STLS Headquarters, Painted Post, NY

Present: Betsy Gorman (Chair), Pat Finnerty, Dale Wexell, Felicity Wright and Brian Hildreth

Meeting was called to order at 2:15 pm

Review of Financial Statements

Brian reviewed the November financial statements. We have received the final e-rate installment for 2017. We also paid out member library pass-through payments, which we had received in October.

During December, the major expenses will be the prepayment of employee pensions for 2018 and the purchase of a new delivery van. After these payments are made, the budget will be on track for the year, with a surplus of about $30,000.

2018 Budget

The possibility of a greater decrease in State Aid was discussed. Advocacy efforts will be very important this year.

Commercial Insurance RFP

Brian received proposals for insurance coverage from three agencies. After discussion, Pat made a motion to submit a resolution to the Board, recommending that we purchase our insurance from the Piper Agency and that we no longer include the flood insurance line. All approved. The building is not in a high-risk flood zone, and the coverage amount is low, relative to the premium cost.

Meeting adjourned at 4:15 pm.

Respectfully submitted:

Betsy Gorman, Treasurer

Next Meeting is January 8, 2018 at 3:15 pm
Committee Members Present: Lynnette Decker (chair), Cindy Dutton, Kathy Green, David Haggstrom and Pat Selwood

Library System Staff: Brian Hildreth and Margo Gustina

Excused: Sarah Collins

Meeting called to order at 12:32 pm.

**Construction Aid Update**

M. Gustina provided information to committee members on current status of 2017-2018 member library applications. She also discussed a proposed 2018 existing conditions reports project. M. Gustina said there would be an update in the first quarter of 2018 regarding construction aid and existing conditions reports for members.

**Election of Trustees**

L. Decker reported the library system still has a vacant trustee seat for Schuyler County. B. Hildreth noted member libraries from this county have been notified of the vacancy, and some STLS trustees were reaching out to contacts to find a potential candidate. No other information is available at this time.

**2018 Advocacy Calendar**

B. Hildreth provided an update on 2018 advocacy initiatives. He highlighted current concerns coming out of Albany regarding cuts to library funding. It was understood the library system is planning for a 3% cut to library aid through its 2018 operating budget, but funding reductions might be more than the proposed 3%. Some estimates place funding cuts at 7% to 10%. He said advocacy efforts are underway as member libraries are circulating petitions to garner support for 2018-2019 library aid. The library system is also planning meetings with state legislators in the coming weeks. More information will be provided to trustees and the membership as it becomes available.

**Legislative Breakfast**

B. Hildreth reported he attended a legislative breakfast in Monroe County in November, which was a successful event. He said it was a great opportunity to thank legislators for their contributions and shed light on the work of public libraries. B. Hildreth indicated some library leaders are working to develop a similar event in our Southern Tier region.
Staff Appreciation Luncheon

L. Decker said she is organizing the staff appreciation luncheon this year, and it will take place on Tuesday, January 16 at 12:30 pm. She asked committee members to sign-up to share a dish to pass.

Meeting adjourned at 1:42pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director
Minutes
Foundation for Southern Tier Libraries
November 14, 2017

In attendance: Peter Gamba, Bonnie Weber, Sherry Collins, Dense King, Kay Thomas, Paul Webster, Rusti Wigg

Not in attendance: Brian Hildreth, Dale Wexell, and Judy Phillips Joyce Witowski, Phil Archer

Call to Order / Quorum

Peter Gamba called the meeting to order at 4 pm

Introductions

Minutes:
The Minutes from the last meeting were reviewed and approved.

Financials:
The balance as of July 1, 2017 is $3534.45- no change from last month

Fundraising:
The fundraising lists were discussed. We will ask lists and add new members Brian to merge the. Rusty will update the lists and Sherry and Brian will get the brochures ready. Denise will write a fundraising letter lists and rusty will do online web corections.

Grant application schedule.
January – libraries notified
Apply by March 1st
Awarded at annual meeting
Annual meeting on April 10th

Current overall all schedule
Brochures done by second week in December and ready for the Corning chamber of commerce meeting on December 7. Peter and Rusty to be at table
Mailings for fundraising put together and sent on December 8th at STLS beginning at 10 am
Consider sending grant applications by E-mail

Chamber of commerce meeting- Rusty and Peter will distribute Brochures and create talking points and a poster and or Christmas tree or Christmas tree with STLS library names on it.

Next meeting

My suggestion is Our next meeting will be on January 16-2018, there was a motion to Adjourn at 5:55 PM

Thanks all for your efforts Peter Gamba