

STLS BOARD MEETING

Tuesday, December 19, 2017 - 2:00 pm

Southern Tier Library System Headquarters, Painted Post, New York

**AGENDA**

- | | | | |
|----|--|----------------------|-----------------------|
| 1. | Agenda | | Doc. #17 – 148 |
| 2. | Approval of Minutes – November 2017 | *FOR APPROVAL | Doc. #17- 149 |
| 3. | Treasurer’s Report – November 2017 | *FOR APPROVAL | Doc. #17- 150 |
| 4. | Financial Clerk’s Report – November 2017 | *FOR APPROVAL | Doc. #17- 151 |

- *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 |
| 9. | Foundation for Southern Tier Libraries – Denise King | (Minutes) Doc. #17- 155 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|----------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * 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:		Second:	
Aye	Nay	Abstain	Absent
Approved			

Discussion:

- | | | | |
|-----|--|-----------------------|----------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * 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:		Second:	
Aye	Nay	Abstain	Absent
Approved			

Discussion:

12. Approve the 2017-2018 Executive Director's Performance Objectives

* FOR APPROVAL

Doc. #1-158

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.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

13. Authorize Mandated Paid Family Leave Rider Policy

* FOR APPROVAL

Doc. #17-159

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.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

14. Approve 2018 Insurance Agent & Coverages

*FOR APPROVAL

Doc. #17- 160

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.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

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

***FOR APPROVAL**

Doc. #17- 161

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.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

BOARD INFORMATION

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

Doc. #17 – 162

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:**

Lynette Decker -2021	Pat Selwood – 2019
Cindy Dutton-2020	Dale Wexell-2020
Cindy Emmer -2022	Felicity Wright - 2019
Pat Finnerty -2022	
Betsy Gorman-2020	
Kathy Green-2021	
David Haggstrom - 2021	
Denise King – 2019	

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

Approved

Doc. #17-133

No corrections or revisions.

APPROVAL OF OCTOBER MINUTES

Approved

Doc. #17-134

No corrections or revisions

Treasurer's Report(s) for October 2017

Received and filed

Doc. #17-135

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

Doc. #17-136

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 provided at Board Meeting)

(Minutes) **Doc. #17-137**

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

Doc. #17-138

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

(Minutes) **Doc. #17-139**

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.

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

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.

Move:	C Emmer	Second:	K Green
Aye 11	Nay 0	Abstain 0	Absent 3
Approved			

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.

Move:	D. Haggstrom	Second:	P. Finnerty
Aye 11	Nay 0	Abstain 0	Absent 3
Approved			

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

Doc. #17-147

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 if STLS will be at county fairs, Keturah said yes.

Public Expression (15 minutes) – None

Adjournment

Move: C. Dutton				Second: K Green		
Aye	11	Nay	0	Abstain	0	Absent 3
Adjourned at 3:30 pm						

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

	<u>Nov 30, 17</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 - Cash - Operating	7,980.52	7,793.32	187.20
1201 - Cash - Payroll	1,640.44	1,726.77	-86.33
1202 - Cash - Money Market	1,343,352.27	1,575,563.89	-232,211.62
Total Checking/Savings	<u>1,352,973.23</u>	<u>1,585,083.98</u>	<u>-232,110.75</u>
Accounts Receivable			
1380 - Accounts Receivable	81,539.19	74,266.29	7,272.90
Total Accounts Receivable	<u>81,539.19</u>	<u>74,266.29</u>	<u>7,272.90</u>
Other Current Assets			
12000 - Undeposited Funds	488.63	37.58	451.05
Total Other Current Assets	<u>488.63</u>	<u>37.58</u>	<u>451.05</u>
Total Current Assets	1,435,001.05	1,659,387.85	-224,386.80
Fixed Assets			
1100 - Fixed Assets			
1102 - Building	992,538.06	992,538.06	0.00
1104 - Equipment	955,022.14	955,022.14	0.00
1112 - Accumulated Dep Building	-477,343.77	-477,343.77	0.00
1114 - Accumulated Depreciation	-649,044.70	-649,044.70	0.00
Total 1100 - Fixed Assets	<u>821,171.73</u>	<u>821,171.73</u>	<u>0.00</u>
Total Fixed Assets	821,171.73	821,171.73	0.00
Other Assets			
1382 - Prepaid expenses	72,292.70	72,292.70	0.00
Total Other Assets	<u>72,292.70</u>	<u>72,292.70</u>	<u>0.00</u>
TOTAL ASSETS	<u>2,328,465.48</u>	<u>2,552,852.28</u>	<u>-224,386.80</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 - Accrued P/R	18,800.32	18,800.32	0.00
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2626 - Flex Spending Deduction Payable	2,024.23	1,647.23	377.00
2640 - Accrued Compensated Absences	90,138.04	90,138.04	0.00
Total Other Current Liabilities	<u>114,560.48</u>	<u>114,183.48</u>	<u>377.00</u>

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

	<u>Nov 30, 17</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>
Total Current Liabilities	<u>114,560.48</u>	<u>114,183.48</u>	<u>377.00</u>
Total Liabilities	<u>114,560.48</u>	<u>114,183.48</u>	<u>377.00</u>
Equity			
3200 - Fund Balance Unrestricted	1,848,236.78	1,848,236.78	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	<u>265,668.22</u>	<u>490,432.02</u>	<u>-224,763.80</u>
Total Equity	<u>2,213,905.00</u>	<u>2,438,668.80</u>	<u>-224,763.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,328,465.48</u></u>	<u><u>2,552,852.28</u></u>	<u><u>-224,386.80</u></u>

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

	Nov 17	Oct 17	\$ Change
Income			
4706 · Jails and Institutions	0.00	4,105.00	-4,105.00
4711 · Coordinated Outreach	0.00	75,090.00	-75,090.00
4713 · State Corrections	0.00	26,299.00	-26,299.00
4716 · State Aid Pass Through	0.00	165,234.00	-165,234.00
4719 · Interest	119.83	116.58	3.25
4721 · E-Rate Funding	47,510.11	157,687.20	-110,177.09
4724 · Member Library IT Contracts	159.90	5,934.90	-5,775.00
4725 · Grants Revenue	0.00	14,295.00	-14,295.00
4733 · Member Library Processing Fees	15.00	0.00	15.00
4735 · Non State Aid Pass Through	16,210.69	11,269.92	4,940.77
4782 · Donations	500.00	0.00	500.00
4784 · General Reimbursements & Refund	0.00	495.50	-495.50
Total Income	64,515.53	460,527.10	-396,011.57
Gross Profit	64,515.53	460,527.10	-396,011.57
Expense			
5100 · Salaries			
5141 · Professional Salaries	27,845.72	30,926.44	-3,080.72
5142 · Non-Professional Salaries	33,767.65	34,243.61	-475.96
Total 5100 · Salaries	61,613.37	65,170.05	-3,556.68
5150 · Personnel Benefits			
5153 · Social Security	4,449.62	4,710.87	-261.25
5157 · Health Insurance	16,789.15	16,556.95	232.20
5158 · Payroll Expense - Other	396.74	417.86	-21.12
Total 5150 · Personnel Benefits	21,635.51	21,685.68	-50.17
5204 · STLS Software & Small Equipment	358.97	2,710.27	-2,351.30
5205 · Maintenance Contracts & Leases	647.45	224.45	423.00
5407 · Integrated Library System	0.00	66,291.48	-66,291.48
5408 · Platform Fees & Licenses	0.00	442.00	-442.00
5409 · STLS Telephone/Internet	16,973.86	16,755.08	218.78
5417 · Library Materials	2,865.88	666.87	2,199.01
5418 · Consultant Collection	0.00	49.00	-49.00
5419 · Electronic Materials	2,598.96	128.42	2,470.54
5420 · Staff Development Travel	940.88	626.65	314.23
5422 · Trustee Mileage	0.00	1,099.05	-1,099.05
5423 · Trustee Continuing Education	596.00	0.00	596.00
5424 · Conference Registration	530.00	1,264.80	-734.80
5425 · Staff & Member Library Mileage	658.06	440.84	217.22
5427 · Programming & Annual Conference	212.86	3,104.14	-2,891.28
5428 · Meeting Supplies	58.75	204.88	-146.13

Southern Tier Library System
Financial Clerk's Report
November 2017

	Nov 17	Oct 17	\$ Change
5430 · Office Supplies	576.82	1,490.39	-913.57
5433 · Postage	0.00	770.00	-770.00
5434 · Public Relations	0.00	779.26	-779.26
5435 · Member Library Pass through	173,151.53	11,300.43	161,851.10
5436 · STLS Grants to Member Libraries	0.00	1,175.00	-1,175.00
5442 · Professional Fees	1,557.00	392.00	1,165.00
5443 · Legal Counsel	733.25	0.00	733.25
5444 · Accounting Support & Audit	75.00	75.00	0.00
5450 · Utilities	873.38	558.87	314.51
5451 · Building Maintenance & Repairs	911.88	1,178.39	-266.51
5471 · Vehicle Maintenance & Repairs	321.85	165.75	156.10
5473 · Vehicle Fuel	1,388.07	1,396.63	-8.56
5480 · Greenwood Reading Center Exp	0.00	145.73	-145.73
5490 · Grants	0.00	-1,311.00	1,311.00
Total Expense	289,279.33	198,980.11	90,299.22
Net Income	-224,763.80	261,546.99	-486,310.79

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

Finance & Facilities Committee



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 3:15pm

Public Relations Committee

November 21, 2017 – 12:30 pm

Southern Tier Library System Headquarters



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 1s
- Awarded at annual meeting I
- 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 re was a motion to Adjourn at 5:55 PM

Thanks all for your efforts Peter Gamba