

STLS BOARD MEETING

Tuesday, May 15, 2018 - 2:00 pm

Dundee Library, 32 Water Street / Dundee, NY

**AGENDA**

- | | | | |
|----|---------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #18-45 |
| 2. | Approval of Minutes – April 2018 | *FOR APPROVAL | Doc. #18-46 |
| 3. | Treasurer’s Report –April 2018 | *FOR APPROVAL | Doc. #18-47 |
| 4. | Financial Clerk’s Report – April 2018 | *FOR APPROVAL | Doc. #18-48 |

- *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. #18-49 |
| 7. | Finance & Facilities Committee – Betsy Gorman | (Provided at Meeting – Minutes) | Doc. #18-50 |
| 8. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #18-51 |
| 9. | Foundation for Southern Tier Libraries – Dale Wexell | (Minutes) | Doc. #18-52 |
| 10. | Negotiating Committee – Pat Selwood | | |

BOARD ACTIONS

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|-----|---|-----------------------|--------------------|
| 11. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #18-53 |
|-----|---|-----------------------|--------------------|

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/Failed	
Discussion:	

- | | | | |
|-----|--|-----------------------|--------------------|
| 12. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #18-54 |
|-----|--|-----------------------|--------------------|

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/Failed	
Discussion:	

13. Travel, Working Remotely & Conference Policy

* FOR APPROVAL

Doc. #18-55

Personnel & Policies Committee Recommendation: Approve the proposed Travel, Working Remotely & Conference Policy as presented at the April 17, 2018 STLS board meeting.

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

14. Approve 2017 Annual Financial Report to the State Comptroller

* FOR APPROVAL

(Provided at April's Meeting) Doc. #18-37

Finance & Facilities Committee Recommendation: that the STLS Board of Trustees approves the System's Report to the New York State Comptroller for the 2017 Fiscal Year.

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

15. Approve and Pay the Dark Fiber Installation Cost to Southern Tier Network

* FOR APPROVAL

Doc. #18-56

Executive Director Recommendation: that the STLS Board of Trustees approves the payment of dark fiber installation costs for Avoca and Howard libraries per STLS Purchasing Policy in the amount of \$340,130.

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

BOARD INFORMATION

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

Doc. #18-57

Presentation from Lorie Brown, STLS Professional Development Manager – Youth Services & ILL

Public Expression (15 minutes)

Adjournment

Next meeting: West Elmira Library - CCLD, 1231 W. Water Street / West Elmira NY (Chemung County) – Tuesday, June 19, 2018 at 2 p.m.

STLS BOARD MEETING
Tuesday, April 17, 2018 - 2:00 pm
Savona Free Library, Savona, NY (Steuben County)

MINUTES**TRUSTEES PRESENT:**

Richard Ahola - 2022	Denise King – 2019
Sisi Barr – 2018	Pat Selwood – 2019
Sarah Collins – 2019	
Lynette Decker - 2021	
Cindy Dutton – 2020	
Cindy Emmer - 2022	
Pat Finnerty -2022	
Betsy Gorman – 2020	

Excused:

Kathy Green-2021

David Haggstrom – 2021

Dale Wexell-2020

Felicity Wright – 2019

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

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

1. AGENDA REVIEW

Approved

Doc. #18-28

No corrections or revisions.

2. Board Action Item –**A. Trustee Appointment & Oath of Office (Cindy Emmer)****3. APPROVAL OF MARCH MINUTES*****For Approval****Doc. #18-29**

Approved

4. Treasurer's Report(s) for March 2018Received and filed **Doc. #18-30**

B. Gorman reported that the bottom line of total checking and savings is up \$94,000.00 from last year.

5. Financial Clerk's Report for March 2018 Received and filed **Doc. #18-31**

B. Hildreth spoke about line item 4716, "State Aid Pass Through". STLS took in \$13,000.00 for Bullet Aid, but that money was pass through and was distributed to member libraries.

B. Hildreth also spoke about line item 4733, "Member Library Processing Fees". STLS took in about \$3,000 in processing fees.

B. Hildreth noted the state budget passed on time and there will be a 1% increase to STLS. B. Hildreth is going to work with the Finance and Facilities Committee for a mid-year budget adjustment due to the 1% state aid increase.

B. Hildreth pointed out there was a \$30,000.00 increase in salaries for the month of March 2018 due to 3 pay periods.

6. Quarterly Profit-Loss Statement – March 2018 *For Approval Doc.#18-32

B. Hildreth said the Board will have an expenditure to approve at the May 2018 meeting. It will be roughly \$300,000.00 to complete the fiber project in Avoca and Howard.

D. King asked if we will do PR on the fiber project. B. Hildreth said there will be a press release.

7. Quarterly Claims Auditor Report – March 2018 *For Approval Doc#18-33

B. Gorman reported on behalf of Dale Wexell.

B. Gorman reported that due to a malfunction with the Quickbooks software there were 20 checks that were improperly printed. The checks were voided and new, correct checks were printed. This would explain the gap in check numbers.

R. Ahola asked if Quickbooks is the best software for STLS. B. Hildreth responded that Quickbooks is sufficient and recommended by our STLS' external auditor.

**** All Approved**

Standing Committee Reports

8. Executive Committee – Pat Selwood

P. Selwood said the Executive Committee met and set the agenda.

D. King said she and Cindy Emmer have a candidate who is considering filling the vacant Board position for Schuyler County.

9. Personnel & Policies Committee – Richard Ahola (Minutes) Doc. #18-34

R. Ahola said the Committee discussed the Workers Compensation and the Travel, Working Remotely & Conference Policy. R. Ahola said the Travel, Working Remotely & Conference Policy will be up for vote at the May 2018 Board meeting.

B. Hildreth asked that the Board review the policies and ask any questions that may come up.

(Travel, Working Remotely & Conference Policy) Doc.#18-35

10. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc. #18-36
****Minutes provided at Board meeting***

B. Gorman said we have an unrestricted fund balance and that Brian Hildreth is looking into how we can best earmark funds for future fiber equipment upgrades. More information will be provided after additional research.

(NYS Annual Update Document) Doc. #18-37

B. Gorman presented the NYS Annual Update Document to the Board to be voted on at the May 2018 meeting.

B. Hildreth pointed out the NYS Annual Update Document, the Annual Statistical Report and the 990 are all the same information, presented in different formats. B. Hildreth encouraged the Board to ask any questions that may arise.

11. Public Relations Committee – Lynette Decker (Minutes) Doc.#18-38

L. Decker said the Public Relations committee met today, 4/17/18 and focused on 3 things.

L. Decker said the first item the PR Committee focused on was construction aid. L. Decker said there is a large amount of money to give out and that presentations from member libraries will be on July 16, 2018. L. Decker noted that member libraries must have prior approval from SHIPO before they can present.

L. Decker said the second item is the public service campaign bids. The bids are out and due by April 20, 2018.

L. Decker said the third item discussed is the Annual Meeting. The Annual Meeting date has been set for October 4, 2018. L. Decker said Brian Hildreth is reaching out to several new locations to hold the meeting.

B. Hildreth said the annual awards nominations are out for nomination.

12. Foundation for Southern Tier Libraries – Dale Wexell (Minutes) Doc#18-39

D. King reported in Dale Wexell's absence.

D. King said the Foundation campaign was successful and that because of this; all grant applications will be at least partially filled.

D. King said the Foundation is looking to hold a fundraising event in September 2018.

B. Hildreth said Rusty Wigg is updating the Foundation Website.

D. King said the Foundation plans on adding a spring mailing to update members as to where grant money was given.

D. King said on May 2 at 5pm at STLS the grant money will be disbursed at the Foundation's annual meeting.

(Minutes) **Doc.#18-40**

13. Negotiating Committee – Denise King

D. King moved to enter into executive session at 2:32pm, B. Gorman seconded the motion. Executive session adjourned at 3:22pm.

BOARD ACTIONS**14. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL Doc. #18-41**

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 <u>10</u> Nay _____	Abstain _____ Absent <u>4</u>
Approved/Failed: approved	
Discussion: none	

Discussion:

None

15. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #18-42

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 <u>10</u> Nay _____	Abstain _____ Absent <u>4</u>
Approved/Failed: approved	
Discussion:	

Discussion:

None

16. Workers Compensation Policy Revisions

*** FOR APPROVAL Doc. #18-43**

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the Workers Compensation Policy and revise the policy's name to Worker's Protection Policy.

Move: _____	Second _____
Aye <u>10</u> Nay _____	Abstain _____ Absent <u>4</u>
Approved/Failed: approved	
Discussion: none	

17. 2017 Library System Annual Statistical Report

*** FOR APPROVAL**

Refer to Doc. #18-27 (March 2018 Board Packet)

Executive Director Recommendation: Approve the 2017 Library System Annual Statistical Report.

Move: <u>C.Dutton</u>	Second <u>S. Collins</u>
Aye <u>10</u> Nay _____	Abstain _____ Absent <u>4</u>
Approved/Failed: Approved	
Discussion: none	

BOARD INFORMATION

18. Old Business –

None

19. New Business –

None

20. Library Networking –

R. Ahola was in Hornell and visited the Hornell library. R. Ahola said it is a beautiful building.

C. Dutton said while in Mississippi and North Carolina she utilized the libraries. C. Dutton said in Mississippi the library did not alphabetize the new release books, which forced her to look at each book and read some authors she would normally pass by.

S. Collins said she was in Saratoga, NY and that their school district library budget is 5 million dollars. S. Collins said it was passed and only voted on by about 400 people.

21. President's Report –

P Selwood asked who would be interested in a July break instead of an August break.

22. Monthly System Management Team & Divisional Reports**Doc. #18-44**

B. Hildreth pointed out the last 4 libraries would be connected and the fiber project will be complete this quarter. B. Hildreth said staff has been working relentlessly on this project.

Presentation from Erika Jenns, STLS Engagement Consultant

E. Jenns summarized the project, tote bags, that STLS had at the booth for the Twin Tiers Maker Faire. E. Jenns explained the project in detail and passed around samples of the finished tote bags as well as the supplies used to make them.

E. Jenns also explained her work on social media page promotion. STLS had seen an increase in “likes” because of this and strategic promotion of STLS and Starcat are also being utilized by the “page boost”.

Adjournment

Move:	B. Gorman	Second:	L. Decker
Aye 10	Nay 0	Abstain	Absent 4
Adjourned at 3: 45 pm			

Next meeting: Dundee Library, Dundee, NY – Tuesday, May 15, 2018 at 2 p.m.

Minutes written by Melissa Morrissey

	<u>Apr 30, 18</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 - Cash - Operating	440.28	3,499.12	-3,058.84
1201 - Cash - Payroll	11,110.00	12,350.90	-1,240.90
1202 - Cash - Money Market	1,004,028.37	1,100,542.19	-96,513.82
Total Checking/Savings	<u>1,015,578.65</u>	<u>1,116,392.21</u>	<u>-100,813.56</u>
Accounts Receivable			
1380 - Accounts Receivable	125,379.25	130,960.53	-5,581.28
Total Accounts Receivable	<u>125,379.25</u>	<u>130,960.53</u>	<u>-5,581.28</u>
Other Current Assets			
12000 - Undeposited Funds	3,396.45	11,747.75	-8,351.30
Total Other Current Assets	<u>3,396.45</u>	<u>11,747.75</u>	<u>-8,351.30</u>
Total Current Assets	<u>1,144,354.35</u>	<u>1,259,100.49</u>	<u>-114,746.14</u>
Fixed Assets			
1100 - Fixed Assets			
1102 - Building	992,538.06	992,538.06	0.00
1104 - Equipment	941,315.63	941,315.63	0.00
1112 - Accumulated Dep Building	-513,055.47	-513,055.47	0.00
1114 - Accumulated Depreciation	-482,454.22	-482,454.22	0.00
Total 1100 - Fixed Assets	<u>938,344.00</u>	<u>938,344.00</u>	<u>0.00</u>
Total Fixed Assets	<u>938,344.00</u>	<u>938,344.00</u>	<u>0.00</u>
Other Assets			
1382 - Prepaid expenses	66,248.75	66,248.75	0.00
Total Other Assets	<u>66,248.75</u>	<u>66,248.75</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,148,947.10</u></u>	<u><u>2,263,693.24</u></u>	<u><u>-114,746.14</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 - Accounts Payable	0.00	46.80	-46.80
Total Accounts Payable	<u>0.00</u>	<u>46.80</u>	<u>-46.80</u>
Other Current Liabilities			
2601 - Accrued P/R	19,719.79	19,719.79	0.00

Southern Tier Library System
Treasurer's Report
As of 4/30/2018

	Apr 30, 18	Mar 31, 18	\$ Change
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2626 - Flex Spending Deduction Payable	-931.12	286.94	-1,218.06
2627 - PFL Payable to Insurance	301.67	235.39	66.28
2640 - Accrued Compensated Absences	87,045.00	87,045.00	0.00
Total Other Current Liabilities	109,733.23	110,885.01	-1,151.78
 Total Current Liabilities	 109,733.23	 110,931.81	 -1,198.58
 Total Liabilities	 109,733.23	 110,931.81	 -1,198.58
 Equity			
3200 - Fund Balance Unrestricted	2,093,964.44	2,093,964.44	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	-154,750.57	-41,203.01	-113,547.56
Total Equity	2,039,213.87	2,152,761.43	-113,547.56
 TOTAL LIABILITIES & EQUITY	 2,148,947.10	 2,263,693.24	 -114,746.14

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

	Apr 18	Mar 18	\$ Change
Income			
4716 · State Aid Pass Through	0.00	13,000.00	-13,000.00
4719 · Interest	88.35	96.26	-7.91
4724 · Member Library IT Contracts	9,845.65	89.93	9,755.72
4733 · Member Library Processing Fees	0.00	3,330.50	-3,330.50
4735 · Non State Aid Pass Through	1,620.60	471.54	1,149.06
4784 · General Reimbursements & Refund	1,017.07	0.00	1,017.07
Total Income	12,571.67	16,988.23	-4,416.56
Gross Profit	12,571.67	16,988.23	-4,416.56
Expense			
5100 · Salaries			
5141 · Professional Salaries	27,675.36	40,981.98	-13,306.62
5142 · Non-Professional Salaries	34,780.59	51,524.41	-16,743.82
Total 5100 · Salaries	62,455.95	92,506.39	-30,050.44
5150 · Personnel Benefits			
5153 · Social Security	4,466.12	6,764.98	-2,298.86
5157 · Health Insurance	17,935.58	17,935.58	0.00
5158 · Payroll Expense - Other	409.34	587.76	-178.42
Total 5150 · Personnel Benefits	22,811.04	25,288.32	-2,477.28
5204 · STLS Software & Small Equipment	420.30	64.95	355.35
5205 · Maintenance Contracts & Leases	844.22	616.66	227.56
5408 · Platform Fees & Licenses	0.00	3,462.00	-3,462.00
5409 · STLS Telephone/Internet	17,253.18	25,124.56	-7,871.38
5417 · Library Materials	245.43	2,150.67	-1,905.24
5418 · Consultant Collection	100.98	524.89	-423.91
5419 · Electronic Materials	4,015.52	17,464.75	-13,449.23
5420 · Staff Development Travel	5,322.34	1,527.77	3,794.57
5422 · Trustee Mileage	329.83	0.00	329.83
5424 · Conference Registration	2,700.00	355.00	2,345.00
5425 · Staff & Member Library Mileage	340.95	447.87	-106.92
5427 · Programming & Annual Conference	0.00	81.51	-81.51
5428 · Meeting Supplies	416.35	413.16	3.19
5430 · Office Supplies	426.94	1,335.45	-908.51
5433 · Postage	125.34	148.95	-23.61
5434 · Public Relations	2,138.93	2,062.55	76.38
5435 · Member Library Pass through	270.60	13,578.72	-13,308.12
5436 · STLS Grants to Member Libraries	0.00	7,500.00	-7,500.00
5442 · Professional Fees	0.00	405.51	-405.51
5443 · Legal Counsel	343.50	666.25	-322.75
5444 · Accounting Support & Audit	99.00	99.00	0.00

Southern Tier Library System
Financial Clerk's Report
April 2018

	Apr 18	Mar 18	\$ Change
5450 · Utilities	883.00	1,318.22	-435.22
5451 · Building Maintenance & Repairs	473.98	2,569.91	-2,095.93
5454 · Commercial Insurance	1,470.45	1,470.45	0.00
5471 · Vehicle Maintenance & Repairs	622.81	97.85	524.96
5473 · Vehicle Fuel	1,430.00	1,282.88	147.12
5474 · Vehicle Insurance	433.05	433.05	0.00
5475 · Vehicle Purchase	0.00	2,090.00	-2,090.00
5480 · Greenwood Reading Center Exp	145.54	294.32	-148.78
5490 · Grants	0.00	16,741.87	-16,741.87
Total Expense	126,119.23	222,123.48	-96,004.25
Net Income	-113,547.56	-205,135.25	91,587.69

Personnel & Policies Committee Meeting

May 8, 2018 at 12:00 pm

STLS Headquarters, Painted Post



Committee Members Present: Richard Ahola (Chair), Denise King & Pat Selwood

Staff Present: Brian Hildreth

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

Personnel

D. King updated committee members on the negotiations process. She noted the committee will meet with Staff Organization representatives on May 9 to discuss the first round of proposals. She said more information would be provided at the full board meeting on May 15.

Policies

Committee members once again reviewed the Travel, Working Remotely and Conference Policy. R. Ahola said he did not receive any feedback from other board members following April's board meeting. B. Hildreth stated he also did not hear back from any board members. D. King made a motion to approve the policy out of committee to be placed as an Action Item on the board meeting agenda. P. Selwood seconded.

Committee members discussed notes provided by D. King about STLS' Conflict of Interest Policy. D. King said these notes were obtained through two legal workshops she attended. Committee members began to review the Conflict of Interest Policy and made recommendations to revise certain sections of the policy. B. Hildreth made appropriate revisions to be considered at June's committee meeting.

Meeting adjourned at 1:03 pm

Next Meeting: Tuesday, June 12, 2018 at 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director

Public Relations Committee

April 17, 2018 – 12:30 pm

Savona Free Library, Savona, NY



Committee Members Present: Lynnette Decker (chair), Cindy Dutton and Pat Selwood

Library System Staff: Brian Hildreth and Margo Gustina

Excused: Felicity Wright, Kathy Green & David Haggstrom

Meeting called to order at 12:32 pm.

Construction Aid

M. Gustina updated committee members on Construction Aid funding levels for 2018 as approved by the legislature. She confirmed the committee's meeting date to review member library applications is Monday, July 16, 2018. The group reviewed construction aid guidelines and SHPO deadlines. M. Gustina said she would work with directors and boards to apply based on library system application guidelines.

Public Service Campaign

B. Hildreth reported that requests for proposals for a public service campaign are due to the library system by Friday, April 20. He noted he would review the proposals prior to the next PR Committee meeting and update committee members on next steps.

Annual Meeting & Awards

B. Hildreth informed committee members that the request for award nominations and scholarships was sent in March to all member libraries. More publicity will be done in April and May to promote. The deadline for awards is May 25. He also indicated no site has been determined for the annual meeting and conference scheduled for Thursday, October 4. It is possible the Watson Homestead will be the location again this year.

Meeting adjourned at 1:24 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director