

**STLS BOARD MEETING**

Tuesday, June 19, 2018 - 2:00 pm

West Elmira Library - CCLD, 1231 W. Water Street / West Elmira, NY



**AGENDA**

- |    |                                     |                      |                    |
|----|-------------------------------------|----------------------|--------------------|
| 1. | Agenda                              |                      | <b>Doc. #18-58</b> |
| 2. | Approval of Minutes – May 2018      | <b>*FOR APPROVAL</b> | <b>Doc. #18-59</b> |
| 3. | Treasurer’s Report –May 2018        | <b>*FOR APPROVAL</b> | <b>Doc. #18-60</b> |
| 4. | Financial Clerk’s Report – May 2018 | <b>*FOR APPROVAL</b> | <b>Doc. #18-61</b> |

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

**COMMITTEE REPORTS**

- |     |  |  |  |
|-----|--|--|--|
| 5.  | Executive Committee – Pat Selwood                    |  |  |
| 6.  | Personnel & Policies Committee – Richard Ahola       |  | (Minutes) <b>Doc. #18-62</b>                       |
|     |  |  | (Conflict of Interest Policy) <b>Doc. #18-63</b>   |
| 7.  | Finance & Facilities Committee – Betsy Gorman        |  | (Minutes) <b>Doc. #18-64</b>                       |
|     |  |  | (2018 Mid-Year Budget Revision) <b>Doc. #18-65</b> |
| 8.  | Public Relations Committee – Lynnette Decker         |  |  |
| 9.  | Foundation for Southern Tier Libraries – Dale Wexell |  | (Minutes) <b>Doc. #18-66</b>                       |
| 10. | Negotiating Committee – Denise King                  |  |  |

**BOARD ACTIONS**

- |     |   |                       |                    |
|-----|---|-----------------------|--------------------|
| 11. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #18-67</b> |
|-----|---|-----------------------|--------------------|

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> | <b>* FOR APPROVAL</b> | <b>Doc. #18-68</b> |
|-----|--|-----------------------|--------------------|

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. Retirement Proposal for Pamela L. Rogers \* **FOR APPROVAL** (Provided at Meeting) **Doc. #18-69**

Executive Director Recommendation: Approve the retirement proposal for Pamela L. Rogers that provides Empire Plan full family health insurance coverage from February 1, 2019 through February 2, 2022 paid for by Southern Tier Library System upon retirement of January 31, 2019. All other benefits for Pamela L. Rogers are stipulated in the Staff Organization Contract 2015 – 2018.

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

- 14. Retirement Proposal for Vickie E. Button \* **FOR APPROVAL** (Provided at Meeting) **Doc. #18-70**

Executive Director Recommendation: Approve the retirement proposal for Vickie E. Button that provides an annual taxable payment of \$5,000 and Empire Plan full single health insurance coverage from February 1, 2019 through February 2, 2022 paid for by Southern Tier Library System upon retirement of January 31, 2019. All other benefits for Vickie E. Button are stipulated in the Staff Organization Contract 2015 – 2018.

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

- 15. Revise Temporary Part Time ILS Specialist Position \* **FOR APPROVAL** **Doc. #18-71**

Executive Director Recommendation: that the STLS Board of Trustees revises the Temporary Part Time ILS Specialist position as approved on May 15, 2018 to a permanent position of the Southern Tier Library System.

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. #18-72**

Public Expression (15 minutes)

Adjournment

Next meeting: Watkins Glen Library, 610 S. Decatur Street / Watkins Glen, NY (Schuyler County) – Tuesday, July 17, 2018 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, May 15, 2018 - 2:00 pm**  
**Dundee Library, Dundee, NY (Steuben County)**

**MINUTES**

**TRUSTEES PRESENT:**

Richard Ahola – 2022	Pat Selwood – 2019
Sisi Barr – 2018	Dale Wexell-2020
Sarah Collins – 2019	Felicity Wright – 2019
Lynette Decker -2021	
Pat Finnerty -2022	
Betsy Gorman – 2020	
Kathy Green-2021	
David Haggstrom - 2021	

Excused:

Cindy Dutton – 2020  
 Cindy Emmer – 2022  
 Denise King – 2019

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

President Pat Selwood called the meeting to order at 2:03 pm.

**1. AGENDA REVIEW \*For Approval Doc. #18-45**

B. Gorman said a motion was passed in the Finance and Facilities committee meeting to add action item #16 to this month’s agenda. The action item is to “designate \$131,000.00 received from the 2017 ARC Grant into a restricted fund, to be used for future fiber replacement.

Approved

**2. APPROVAL OF APRIL MINUTES \*For Approval Doc. #18-46**

Approved

**3. Treasurer’s Report(s) for April 2018 \*For Approval Doc. #18-47**

B. Gorman asked if there were any questions or comments. There were none.

Approved

**4. Financial Clerk's Report for April 2018** \*For Approval **Doc. #18-48**

B. Hildreth highlighted line item 5100, Salaries. B. Hildreth said the payroll is down because of 2 pay periods in April, as opposed to the 3 pay periods in March.

Approved

**Standing Committee Reports**

**5. Executive Committee – Pat Selwood**

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

**6. Personnel & Policies Committee – Richard Ahola (Minutes) Doc. #18-49**

R. Ahola said the Travel, Working Remotely and Conference policy was reviewed, the committee did not receive any board feedback since last meeting, and so it is on the agenda to be approved at today's meeting.

R. Ahola said the Conflict of Interest policy was reviewed and revisions were recommended. These revisions will be presented at the June meeting.

- P. Selwood moved to go into Executive Session to discuss a personnel matter. B. Gorman seconded the motion. Executive session started at 2:10pm and ended at 2:20pm.
- R. Ahola made a motion to add Action Item #17 to be voted upon by the board. This action item would allow for the creation of a Temporary Part Time ILS Specialist position. Seconded by S. Barr.

**7. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc. #18-50**

B. Gorman said the Board will be approving a \$340,000.00 expense for the fiber project. and that roughly 90% of the fiber project expense will be reimbursed by ERate funds.

B. Gorman said Brian Hildreth will be working on the mid-year budget revision to bring to the Board, for approval, in June.

B. Gorman reported the audit went well and our auditor from Mengel, Metzger and Barr, will be at the July board meeting to present the results.

**8. Public Relations Committee – Lynette Decker Doc.#18-51**

L. Decker said the committee did not meet this month because they have a busy June and July.

B. Hildreth reported that, due to location and budget, the Annual Meeting will again be held at Watson Homestead on October 9 (second Tuesday in October).

**9. Foundation for Southern Tier Libraries – Dale Wexell (Minutes) Doc#18-52**

D. Wexell reported that the Foundation's first annual Fall Festival will be at the Harbor Hotel, Watkins Glen, on September 27. There will be drinks, hors d'oeuvres, and a

silent auction. Tickets are \$25.00 per person and the event is open to anyone who wishes to attend.

P. Selwood said that Annual Foundation meeting was successful and that 11 grants were given out.

**10. Negotiating Committee – Pat Selwood**

P. Selwood moved to go into Executive Session to discuss Staff Organization contract negotiations. S. Barr seconded the motion. Executive Session started at 2:25 pm and ended at 2:40 pm.

**BOARD ACTIONS**

**11. Expenditure Approvals -Monthly Unpaid Bills Detail \* FOR APPROVAL Doc. #18-53**

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

Move: _____	Second _____
Aye <u>11</u>	Nay <u>0</u>
Abstain <u>0</u>	Absent <u>3</u>
Approved/Failed: Approved	

*Discussion:* none

**12. Receipt Approvals – Monthly Deposit Summary \* FOR APPROVAL Doc. #18-54**

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

Move: _____	Second _____
Aye <u>11</u>	Nay <u>0</u>
Abstain <u>0</u>	Absent <u>3</u>
Approved/Failed: Approved	

*Discussion:*

P. Finnerty said it is required to show the Board the Unpaid Bills and Receipt Approvals each month.

F. Wright asked if there was a better way to conserve on paper.

B. Gorman and S. Barr suggested sending the paper Board packet without the Unpaid Bills Detail and the Receipt Approvals, but include them electronically.

P. Finnerty said an electronic copy should work, and to have a paper copy at meetings, for anyone who wishes to review it again.

D. Wexell said that if you vote “aye” you acknowledge that you looked over the reports.

13. Travel, Working Remotely & Conference Policy

**Doc. #18-55**

**\*FOR APPROVAL**

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 <u>11</u> Nay <u>0</u>	Abstain <u>0</u> Absent <u>3</u>
Approved/Failed: Approve	

Discussion: none

14. Approve 2017 Annual Financial Report to the State Comptroller

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

**\* FOR APPROVAL**

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 <u>11</u> Nay <u>0</u>	Abstain <u>0</u> Absent <u>3</u>
Approved/Failed: Approved	

Discussion: none

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

**Doc. #18-56**

**\*FOR APPROVAL**

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 <u>11</u> Nay <u>0</u>	Abstain <u>0</u> Absent <u>3</u>
Approved/Failed: Approved	

Discussion: none

16. Approve the designation of \$131,000 to a reserve fund titled Fiber Project Funds to be used for future fiber replacement. This fund may be undesignated with future board approval.

**\*FOR APPROVAL**

Move: _____	Second _____
Aye <u>11</u> Nay <u>0</u>	Abstain <u>0</u> Absent <u>3</u>
Approved/Failed: Approved	

Discussion: none

17. The Executive Director recommends the creation of a 6-month temporary part-time ILS position with a pay rate of \$15.00/hour.

**\*FOR APPROVAL**

Move: __ R. Ahola _____	Second ____ K. Green _____
Aye _11_____ Nay __0_____	Abstain_0_ Absent __3_____
Approved/Failed: Approved	

Discussion: none

**BOARD INFORMATION**

18. Old Business – none

19. New Business – none

20. Library Networking –

L. Decker reminded everyone to get out and vote.

K. Green said the Hornell Library is celebrating 150 years with lots of activities and events.

21. President’s Report – none

22. Monthly System Management Team & Divisional Reports

**Doc. #18-57**

B. Hildreth said the Central Library Planning Committee met at STLS and about 25 member libraries participated. The reason for the meeting was to discuss how money from NY State is spent to benefit member libraries.

B. Hildreth said in the meeting it was decided to reallocate money used for the job search site, JobNow, to OverDrive and Ebooks. It was also decided to cut back on some of the periodicals subscribed to through RB Digital.

B. Hildreth said that in conjunction with CCLD, there will be training available for all librarians and clerks on digital content.

B. Hildreth spoke about the IT Plan. It is in its second stage of gathering information and that surveys went out today to directors.

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

Lorie Brown presented on her job position at STLS. Lorie spoke of how she wears three different “hats” at STLS: Youth Services, Interlibrary Loan, and Division Manager, and described what she does in each position.

Public Expression (15 minutes) – None

**Adjournment**

Move: P. Selwood	Second: D. Haggstrom
Aye 11 Nay	Abstain Absent 3
Adjourned at 3:10 pm	

Next meeting: West Elmira Library, Elmira, NY – Tuesday, June 19, 2018 at 2 p.m.

*Minutes written by Melissa Morrissey and reviewed by Cindy Emmer, Board Secretary*

	<u>May 31, 18</u>	<u>Apr 30, 18</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	908.98	487.08	421.90
1201 · Cash - Payroll	14,119.46	11,110.00	3,009.46
1202 · Cash - Money Market	886,702.61	1,004,028.37	-117,325.76
<b>Total Checking/Savings</b>	<u>901,731.05</u>	<u>1,015,625.45</u>	<u>-113,894.40</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	117,998.61	193,262.89	-75,264.28
<b>Total Accounts Receivable</b>	<u>117,998.61</u>	<u>193,262.89</u>	<u>-75,264.28</u>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	0.00	3,396.45	-3,396.45
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>3,396.45</u>	<u>-3,396.45</u>
<b>Total Current Assets</b>	1,019,729.66	1,212,284.79	-192,555.13
<b>Fixed Assets</b>			
<b>1100 - Fixed Assets</b>			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	964,916.44	964,916.44	0.00
1112 · Accumulated Dep Building	-513,055.45	-513,055.45	0.00
1114 · Accumulated Depreciation	-535,259.44	-535,259.44	0.00
<b>Total 1100 - Fixed Assets</b>	<u>909,139.61</u>	<u>909,139.61</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	909,139.61	909,139.61	0.00
<b>Other Assets</b>			
1382 · Prepaid expenses	66,248.75	66,248.75	0.00
<b>Total Other Assets</b>	<u>66,248.75</u>	<u>66,248.75</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,995,118.02</u></u>	<u><u>2,187,673.15</u></u>	<u><u>-192,555.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2600 · Accounts Payable	0.00	46.80	-46.80
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>46.80</u>	<u>-46.80</u>
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	19,719.79	19,719.79	0.00

Southern Tier Library System  
Treasurer's Report  
As of 5/31/2018

	<u>May 31, 18</u>	<u>Apr 30, 18</u>	<u>\$ Change</u>
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2626 - Flex Spending Deduction Payable	-821.57	-931.12	109.55
2627 - PFL Payable to Insurance	366.55	301.67	64.88
2640 - Accrued Compensated Absences	87,045.00	87,045.00	0.00
<b>Total Other Current Liabilities</b>	<u>109,907.66</u>	<u>109,733.23</u>	<u>174.43</u>
<b>Total Current Liabilities</b>	<u>109,907.66</u>	<u>109,780.03</u>	<u>127.63</u>
<b>Total Liabilities</b>	109,907.66	109,780.03	127.63
<b>Equity</b>			
3200 - Fund Balance Unrestricted	2,132,643.69	2,132,643.69	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	-347,433.33	-154,750.57	-192,682.76
<b>Total Equity</b>	<u>1,885,210.36</u>	<u>2,077,893.12</u>	<u>-192,682.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,995,118.02</u></u>	<u><u>2,187,673.15</u></u>	<u><u>-192,555.13</u></u>

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

	<u>May 18</u>	<u>Apr 18</u>	<u>\$ Change</u>
<b>Income</b>			
4719 · Interest	84.13	88.35	-4.22
4724 · Member Library IT Contracts	89.65	9,845.65	-9,756.00
4735 · Non State Aid Pass Through	764.53	1,620.60	-856.07
4784 · General Reimbursements & Refund	1,076.72	1,017.07	59.65
<b>Total Income</b>	<u>2,015.03</u>	<u>12,571.67</u>	<u>-10,556.64</u>
<b>Gross Profit</b>	2,015.03	12,571.67	-10,556.64
<b>Expense</b>			
<b>5100 · Salaries</b>			
5141 · Professional Salaries	27,685.28	27,675.36	9.92
5142 · Non-Professional Salaries	38,397.92	34,780.59	3,617.33
<b>Total 5100 · Salaries</b>	<u>66,083.20</u>	<u>62,455.95</u>	<u>3,627.25</u>
<b>5150 · Personnel Benefits</b>			
5153 · Social Security	4,755.24	4,466.12	289.12
5154 · Workers Compensation	605.67	605.67	0.00
5156 · Disability	2,748.44	0.00	2,748.44
5157 · Health Insurance	17,255.75	17,935.58	-679.83
5158 · Payroll Expense - Other	399.51	409.34	-9.83
<b>Total 5150 · Personnel Benefits</b>	<u>25,764.61</u>	<u>23,416.71</u>	<u>2,347.90</u>
5203 · STLS Equipment	50,829.19	0.00	50,829.19
5204 · STLS Software & Small Equipment	592.80	420.30	172.50
5205 · Maintenance Contracts & Leases	250.91	844.22	-593.31
5409 · STLS Telephone/Internet	18,633.41	17,253.18	1,380.23
5417 · Library Materials	177.18	245.43	-68.25
5418 · Consultant Collection	0.00	100.98	-100.98
5419 · Electronic Materials	4,173.97	4,015.52	158.45
5420 · Staff Development Travel	6,084.85	5,322.34	762.51
5422 · Trustee Mileage	0.00	329.83	-329.83
5424 · Conference Registration	1,210.00	2,700.00	-1,490.00
5425 · Staff & Member Library Mileage	626.20	340.95	285.25
5428 · Meeting Supplies	650.65	416.35	234.30
5430 · Office Supplies	5,862.44	426.94	5,435.50
5433 · Postage	0.00	125.34	-125.34
5434 · Public Relations	449.78	2,138.93	-1,689.15
5435 · Member Library Pass through	704.53	270.60	433.93
5442 · Professional Fees	2,273.00	0.00	2,273.00
5443 · Legal Counsel	687.00	343.50	343.50
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	686.04	883.00	-196.96
5451 · Building Maintenance & Repairs	3,965.49	473.98	3,491.51
5454 · Commercial Insurance	864.78	864.78	0.00

Southern Tier Library System  
Financial Clerk's Report  
May 2018

	<u>May 18</u>	<u>Apr 18</u>	<u>\$ Change</u>
5471 · Vehicle Maintenance & Repairs	33.95	622.81	-588.86
5473 · Vehicle Fuel	1,357.69	1,430.00	-72.31
5474 · Vehicle Insurance	433.05	433.05	0.00
5480 · Greenwood Reading Center Exp	145.54	145.54	0.00
5490 · Grants	2,058.53	0.00	2,058.53
<b>Total Expense</b>	<u>194,697.79</u>	<u>126,119.23</u>	<u>68,578.56</u>
<b>Net Income</b>	<u><u>-192,682.76</u></u>	<u><u>-113,547.56</u></u>	<u><u>-79,135.20</u></u>

**Personnel & Policies Committee Meeting**

June 12, 2018 at 12:00 pm

STLS Headquarters, Painted Post



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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**

D. King updated committee members on the negotiations process. She noted the committee will meet with Staff Organization representatives on June 13 to discuss the second round of proposals. She said more information would be provided at the full board meeting on June 19.

B. Hildreth discussed the possible retirement of two STLS employees. Committee members asked questions about the impact of retirements on the organization. B. Hildreth provided financial information as well as possible solutions for how to manage the change in staff. He noted he was providing information to all committees during the month of June and there would be opportunity for full board conversation at the June 19 board meeting.

**Policies**

Committee members reviewed the Conflict of Interest Policy taking into consideration revisions made to the policy at May's meeting. There were no further revisions to the policy. The committee agreed to present the revised policy to the board at the June meeting for full board review. The committee noted a motion will be presented at the July committee meeting taking into account any recommendations from other board members. The policy should be ready for a vote in July.

Committee members also discussed the proposed Social Media Policy. Several revisions and recommendations were made during the meeting. B. Hildreth said he would work with STLS staff to update the policy taking into account the recommendations. A revised policy would be available for the committee at July's meeting.

Meeting adjourned at 1:03 pm

Next Meeting: Tuesday, July 10, 2018 at 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director