

SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING

Tuesday, September 20, 2011
Cuba Circulating Library, Cuba
2:00 pm

MINUTES

TRUSTEES PRESENT:

Bonnie Weber (presiding)	- 2011	Denise King	- 2014
Philip Archer	- 2012	Pat Selwood	- 2013
Sherry Collins	- 2015	Jerry Snyder	- 2014
Judith Cross	- 2014	Ruth Sprague	- 2012
Maija DeRoche	- 2013	Dale Wexell	- 2015
Cindy Emmer	- 2012	Alfred Yanda	- 2015
Diana Figenschel	- 2011		
Martin Green	- 2013		

Staff present: Ristiina Wigg, Shelley MacFeiggan, Joyce Houck

President Weber called the Board of Trustees meeting to order. She advised the Board of changes to the Agenda: Executive Session to be held to discuss personnel issues; Beginnings – Family Literacy Library Services Grant Program added to Board Actions.

AGENDA REVIEW

Doc. #11-112 The July Agenda was approved with changes.

Doc. #11-113 The July Minutes were approved with the correction of: on page three, fifth paragraph should read: Trustee Collins as Chairman of the Policies Committee made the motion to revise the Authority of the Board Policy. The motion was seconded and approved. Also, on page four, second paragraph, should read: Trustee Collins made the motion to purchase a new or lightly used delivery van not to exceed \$26,000..... Also, on page four, fifth paragraph, in place of Trustee Figenschel. It should read: the West Elmira Library was visited by Trustee King.

Since the July meeting the date of the Annual Meeting has been changed to October 25, 2011.

FINANCIAL REPORTS

Doc. #11-114	Treasurer's Report – July 2011
Doc. #11-115	Financial Clerk's Report – July 2011
Doc. #11-116	Budget Report – July 2011
Doc. #11-117	Warrants – July 2011
Doc. #11-118	Treasurer's Report – August 2011
Doc. #11-119	Financial Clerk's Report – August 2011
Doc. #11-120	Budget Report – August 2011
Doc. #11-121	Warrants – August 2011

Trustee Collins asked, "What is the \$849.98 credit for equipment on the Expense Budget Report for July and August 2011." Director Wigg will report back to the Board with the answer.

Trustee Snyder questioned \$30,264.16 amount paid to CDW-G. Director Wigg responded over \$26,000 was spent for hardware/software for STLS and member libraries under the Gates grant.

The Financial Reports for July and August were approved.

Trustee Archer read a thank you note to STLS from John Hammond, Political Action Committee for STLS trustee contributions to the PAC.

STANDING COMMITTEE REPORTS

Executive **Bonnie Weber, Chair**
No Report

Administration **Martin Green, Chair**
Doc. #11-122 Trustee Green mentioned Executive session to be held under Board Actions in Agenda.

Facilities **Judy Cross, Chair**
No Report

Finance & Audit **Ruth Sprague, Chair**
Doc. #11-123 Trustee Sprague reported the Finance Committee has sent a Request for Proposal to three insurance brokers. The committee plans to recommend which company to accept at the November Board Meeting.

Nominating **Judy Cross, Chair**
No report

System Services Committee - Sherry Collins, Chair
Doc. #11-124 Trustee Collins reported later in Agenda.

Trustee Cindy Emmer's name should be entered into the attendance for the System Services Committee Minutes for July 21, 2011.

AD-HOC COMMITTEE REPORTS

Ad-hoc Policies Committee

Doc. #11-125 Trustee Collins reported later in Agenda

Grants Award (Construction)

Doc. #11-126 The Construction Grant Committee held a meeting on August 30, 2011 to review the proposals from Corning, Chemung, Savona and Wellsville Libraries for the 2011-2012 Construction Aid Grant from NYS.

FINANCIAL STRATEGIES TEAMS

Revenue Enhancement Trustee Wexell mentioned the Foundation Incorporation documents have been filed with the Division of Library Development for the Foundation.
Doc. #11-127

Foundation Board Meeting Trustee Wexell requested each Trustee to submit three to five names each of people capable of contributing \$100 donations. The names need to be submitted by the end of September. A solicitation letter will be sent to STLS member library trustees and names suggested by STLS trustees for a mailing of approximately 500 individuals in November.
Doc. #11-128

Advocacy Trustee Figenschel reported the Advocacy Committee printed 5,000 publicity brochures at a cost of \$415. The Committee posted listings on the wall of all STLS members organized by county. Trustees signed up to visit individual Libraries and Reading Centers and distribute the publicity brochures.
Doc. #11-129

Trustees were directed to go on line to their Legislators web-sites and sign up to receive Emails alerts.

BOARD ACTIONS

Beginnings – Family Literacy Library Services - Director Wigg presented the final report on the Beginnings-Family Literacy Library Service Grant to the Board. It is an early literacy project that focused on training in, and implementation of, early literacy techniques to assist parents and caregivers in laying an essential foundation of pre-reading and pre-writing skills in children from birth to age 5.

**Trustee Collins made the motion to accept the Beginnings – Family Literacy Library Services Grant. The motion was seconded and approved.

Executive Session called by the Administration Committee

**Trustee Green made a motion to go into Executive session at 3:00 p.m. The motion was seconded and approved.

The Board of Trustees reassembled at 4:06 p.m. with the regular Board Meeting.

**Trustee Green made a motion to approve a new position at STLS for Deputy Executive Director. The motion was seconded and approved. The vote was thirteen (13) Trustees approved one opposed the motion.

Construction Aid Grants

Doc. #11-130 Trustee Archer presented the 2011-2012 Construction Aid Projects to the Board. He mentioned the total amount of the grant (\$369,001) has been awarded to STLS Member Libraries/Reading Centers.

**Trustee Archer made a motion to approve the Chemung, Corning, Savona, and Wellsville Libraries proposals for construction aid grants for 2011-2012. The motion was seconded and approved.

STLS By-Law Changes

Doc. #11-131 Trustee Collins presented the revised STLS By-Laws to the Board.

Corrections to the By-Laws are: Page two, third paragraph, last word at end of second line, "eh" should be "the"; page three, first paragraph, second line "T5rustee" should be "Trustee"; page three, first paragraph, third line, "precluded the" should be "precludes"; page three, last paragraph, third line, "Eash" should be "Each".

**Trustee Yanda made the motion to accept the STLS By-Laws with changes. The motion was seconded and approved.

STLS Purchasing Policy

Doc. #11-132 Trustee Collins presented the STLS Purchasing Policy to the Board.

Corrections to STLS Purchasing Policy: First page, third paragraph, fourth line, "practice s" should be "practices"; first page, third paragraph, eighth line, "for" should be "forth"; second page, first paragraph, third line, "Request" should be "written request".

**President Weber made a motion to accept the STLS Purchasing Policy effective January 1, 2012. The motion was seconded and approved.

STLS Outstanding Support for Libraries Award

Doc. #11-133 No document provided.

**Trustee Sprague made the motion to approve David Crowley as recipient of the STLS Outstanding Support for Libraries Award. The motion was seconded and approved.

BOARD INFORMATION

Summary of Evaluation of System Services

Doc. #11-134 Trustee Collins presented the System Services Evaluation – 2011 Preliminary Report. This survey was conducted during the month of August, using both the online resource SURVEYMONKEY and paper copies. Thirty-three libraries/reading centers responded to the survey this year. The report will be presented to the Membership at the Annual Meeting in October.

Preliminary Report on STLS Plan of Service 2012-2016

Doc. #11-135 Director Wigg presented results of the on-line survey “Choosing Service Priorities for STLS Services.”

STLS 2010 990 Report

Doc. #11-136 President Weber presented the 2010 STLS IRS 990 report to the Board.

Library Visits Library visits will be scheduled by Trustees to distribute publicity brochures.

Who have you talked to? President Weber asked Trustees to continue to talk up the STLS Library System.

President’s Report President Weber scheduled the STLS employee luncheon for January 17, 2012 to be held at STLS. Trustee Cross will co-ordinate the event.

President Weber mentioned annual STLS Board Member contribution to STLS.

President Weber reported Pulteney Free Library is celebrating their 130th year anniversary . An event will be held October 4th to celebrate.

**Trustee Selwood made a motion to acknowledge the Pulteney Free Library’s 130th year anniversary. The motion was seconded and approved.

Trustee Sprague suggested acknowledging the Pulteney Free Library’s 130th year anniversary at the Annual Meeting on October 25th.

Director’s Report

Doc. #11-137 Director Wigg said that the 51st STLS Annual Meeting will be held on October 25th at the Bath Country Club in Bath at 5:30 p.m. Michael Wetherbee, Superintendent of Schools, Wayland-Cohocton Central Schools will be speaking.

ADJOURNMENT

The Board meeting adjourned at 5:00 p.m.

The next Board meeting will be held on October 25th at the Annual Meeting held at Bath Country Club located in Bath at 5:30 p.m.

Respectfully submitted,
Joyce Houck