

**SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING**

Tuesday, April 19, 2011  
Steele Memorial Library, Elmira  
2:00 pm

**MINUTES**

Approved at the May 17, 2011 Board Meeting

**TRUSTEES PRESENT:**

Mrs. Bonnie Weber (presiding)	- 2011	Mrs. Denise King	- 2014
Mr. Philip Archer	- 2012	Mrs. Pat Selwood	- 2013
Mrs. Sherry Collins	- 2015	Mr. Jerry Smyder	- 2014
Ms. Judith Cross	- 2014	Mrs. Ruth Sprague	- 2012
Mrs. Maija DeRoche	- 2013	Dr. Dale Wexell	- 2015
Mrs. Diana Figenschel	- 2011	Mr. Alfred Yanda	- 2015
Mr. Martin Green	- 2013		

Staff present: Ken Behn, Lorie Brown, Joyce Houck

President Weber called the Board of Trustees meeting to order. She introduced Ronald Shaw, Director of the Chemung County Library District. Mr. Shaw discussed the role of Chemung County Library District (CCLD) as the central library of the Southern Tier Library System, their intent to provide services including more electronic resources and a wider range of training opportunities, said that CCLD is listening to what member libraries want, and indicated that CCLD will work with STLS to provide service to member libraries. Trustee Green and President Weber thanked Mr. Shaw for his collegial approach.

**AGENDA REVIEW**

Doc. #11-43            The April Agenda was approved.

Doc. #11-20            The January Minutes were approved with the correction of date of Minutes.

**FINANCIAL REPORTS**

Doc. #11-21	Treasurer's Report – January 2011
Doc. #11-22	Financial Clerk's Report – January 2011
Doc. #11-23	Budget Report – January 2011
Doc. #11-24	Warrants – January 2011
Doc. #11-25	Treasurer's Report – February 2011
Doc. #11-26	Financial Clerk's Report – February 2011
Doc. #11-27	Budget Report – February 2011
Doc. #11-28	Warrant – February 2011

Financial Reports for January and February were approved

Doc. #11- 44 Notes of Meeting on March 15, 2011 were approved with the correction of location of meeting.

Doc. #11-45 Treasurer's Report – March 2011  
Doc. #11-46 Financial Clerk's Report – March 2011  
Doc. #11-47 Budget Report – March 2011  
Doc. #11-48 Warrant – March 2011

President Weber asked why the Books expenditure was at 155% on page 5 in the Budget Report. Director Wigg will get back to the Board with an answer.

The Financial Reports for March were approved.

## **STANDING COMMITTEE REPORTS**

### **Executive**

#### **Bonnie Weber, Chair**

President Weber reported the Executive Committee met on March 24<sup>th</sup>. The Committee appointed Denise King to fill the Chemung County Trustee position for Term of Office: 2010-2014. Alfred Yanda was appointed to fill the Trustee position for Allegany County for Term of Office: 2011-2015. The LSTA grant to support the 2011 Summer Reading program was also approved

A discussion on quorum was raised. Trustee Collins read the By-Laws which state: The Executive Committee is empowered to make time-sensitive decisions and to advise the Director on crucial issues between regularly scheduled Board meetings or when there is not a quorum at a regular Board meeting. Four members present shall constitute a quorum for the action within the Executive Committee. The Secretary shall make a written record of the decisions and actions taken at all meetings of the Executive Committee and report them at the next regular meeting of the Board of Trustees.

Trustee Green will research quorums and public meetings.

The Board also discussed whether it wished to reconsider actions taken by the Executive Committee. Some trustees had experience with Boards conducting affirming votes on Executive Committee actions; others said that authority is invested in the Executive Committee, as stated in the by-laws, to make decisions on behalf of the STLS Board.

### **Administration**

#### **Martin Green, Chair**

Trustee Green reported the Administration Committee has been working on Director Wigg's evaluation. A final report will be presented at the next Board meeting following a one-on-one meeting between the Board President and the Executive Director.

**Facilities**                      **Judy Cross, Chair**  
No Report

**Finance & Audit**            **Ruth Sprague, Chair**  
Trustee Sprague reported the Audit has been completed. The Committee has discussed how much should the Board of Trustees be involved in the day to day operation of STLS and will be discussing a draft purchasing policy at the next Finance Committee meeting. Trustee Sprague said that the committee would discuss STLS insurance coverage at a future committee meeting and a plan to review current policies and request proposals from multiple insurance agents.

**Nominating**                No report

**System Services Committee - Sherry Collins, Chair**  
No report.

## **AD-HOC COMMITTEE REPORTS**

### **Ad-hoc Policies Committee**

Doc. #11-52                      Trustee Collins reported that the Policies Committee sent a letter to Perry and Carroll Insurance Agency asking for clarification and understanding of STLS insurance coverage. Trustee Collins read the letter to the Board and then reported that she had received the letter back from Perry and Carroll with Julie Monahan's signature indicating that the statements in the letter were correct in describing STLS insurance coverage.

The Policy committee is pondering whether or not to ask Perry & Carroll to reply on their letterhead, to make it official.

## **FINANCIAL STRATEGIES TEAMS**

**Revenue Enhancement**                      Dale Wexell reported on a dinner/meeting for potential Foundation trustees held by the Foundation Steering committee at STLS on April 13<sup>th</sup>. During that meeting Trustee Wexell presented a draft outline of first year Foundation activities. He indicated that the Foundation cannot move forward until we recruit four more Foundation Trustees. The Foundation Steering Committee is asking potential Trustees for a 1 year commitment and to raise \$20,000, an amount Trustee Wexell suggested is obtainable from already identified sources.

Doc. #11-53

**Foundation Steering Committee**  
Doc. #11-54

President Weber urged STLS Trustees to submit names of persons to serve on the Foundation Board. We need Foundation Board members who will make the time commitment and actively build this new organization. The Foundation Steering Committee will meet next on May 4th.

## **Advocacy**

Diana Figenschel reported that the committee had held its first meeting of the year just prior to the Board Meeting. The Committee plans to redraft the three-fold brochure describing STLS and its services to members and to develop talking points STLS trustees can use in making presentations to community organizations. Judy Cross will provide training for trustees with tips on how to conduct the presentations. Denise King mentioned that the Advocacy Committee intends to contact State Legislators, find out what their office hours are and schedule one-on-one meetings with them. The Committee will present a draft brochure at the next Board meeting in May.

## **BOARD ACTIONS**

### **New Trustee Oath of Office**

Doc. #11-55 President Weber administered the Oath of Office to Denise King and Al Yanda. Denise King will be filling an unexpired term of 2010-2014 for Chemung County. Al Yanda will be serving a term of 2011-2015 for Allegheny County.

### **Authority of the Board Policy**

Doc. #11-56 The proposed Authority of the Board Policy was presented to the STLS Board. President Weber mentioned the Board has to establish an effective date of the Policy. She indicated we need to recruit an Auditor. She asked Trustees to read the Auditor responsibilities outlined in the Authority of the Board Policy. She asked if anyone would consider becoming the Auditor, please contact her. The Auditor will be presented at the next Board meeting in May.

\*\*Trustee Collins made the motion to accept the Authority of the Board Policy with an adoption date of July 1, 2011. The motion was seconded and approved.

### **STLS Policy on Removal of a Board Member**

Doc. #11-57 The Board of Trustees discussed the STLS Policy on Removal of a Board Member that was adopted March 2005. Trustee Collins stated that the policy is not needed because the topic is covered in various other policies and the STLS By-Laws.

\*\*Trustee Collins made the motion to rescind the STLS Policy on Removal of a Board Member. The Motion was seconded and approved.

### **STLS Policy on Evaluation of Executive Director**

Doc. #11-58 Trustee Green discussed the STLS Policy on the Evaluation of the Executive Director.

\*\* The Policy on Evaluation of Executive Director was moved by the STLS Policies committee. The motion was seconded and approved.

### **2010 STLS Annual Report**

Doc. #11-59 Director Wigg explained the 2010 STLS Annual Report to the Board. This report covers System trustee representation, programs, services and revenue and expenditures. It is filed each year with the Division of Library Development.

## BOARD INFORMATION

### NYS Comptroller Annual Update Document

Doc. #11-60            Director Wigg explained the NYS Comptroller Annual Update to the Board.

**Library Visits**            President Weber encouraged Trustees to visit Member Libraries.

**Who have you talked to?**    President Weber asked Trustees to continue to talk up the STLS Library System. She said that as we move forward with the Foundation we need to be talking more and more about STLS.

**President's Report**    President Weber mentioned the New York State Library Trustees Association is having a conference in Albany, NY on April 29<sup>th</sup>-30<sup>th</sup>. She asked Trustees to advise her or Director Wigg if they are interested in attending.

President Weber applauded Trustee Selwood for her letter to the Editor which was published in the Chronicle Express Newspaper.

### Director's Report

Doc. #11-61

Director Wigg discussed the 2011 STLS budget. Due to legislative reductions in state aid to libraries, the System will receive approximately \$16,000 less than budgeted. If gas prices rise to \$4.50/\$5.00 per gallon our vehicle operations costs may be from \$5,500-\$8,500 over budget, for a total possible revenue shortfall of \$21,500-\$24,000. Because year two of the Gates Broadband grant will reimburse STLS for approximately \$20,000 in salaries, STLS could likely end the year with a balanced budget.

Director Wigg reported that E-books in the System-wide collection are very popular. As soon as titles are purchased, they are checked out. According to the American Association of Publishers, E-book sales in the US rocketed more than 200% in February 2011 as compared with February 2010.

## ADJOURNMENT

Meeting adjourned at 4:19 pm. The next meeting will be held on May 17th at the Watkins Glen Library in Watkins Glen at 2:00 pm.

Respectfully submitted,  
Joyce Houck

April 12, 2011

To: Perry and Carroll, Inc.  
From: Sherry Collins  
Chairman, Policies Committee  
STLS Board of Trustees

Dear Sirs:

This letter is to confirm our understanding of certain issues pertaining to “bonding”, “sureties”, and “crime coverage” insurances.

After meeting with Mel Dunlap and Julie Monahan on November 22, 2010, the STLS Policies Committee decided that it was necessary to make sure we, STLS, understood what these terms meant, what they entailed, what coverage we really have, and what coverage we really need.

It is the Committee’s understanding that a “fidelity bond” is a separate policy that is written to protect STLS from the criminal actions of a specific person, who is named in the policy, and that the “fidelity bond” must be updated each times that person is replaced.

“Sureties” can mean either “fidelity bonding” or “crime coverage”. The Committee understands that “crime coverage” is what STLS currently subscribes to, and that it covers such financial loss as stolen cash and fraudulent check writing, with certain exclusions.

Our crime coverage with Perry and Carroll includes all actions taken by our trustees when they are performing any duties that could usually come within the scope of the duties of an employee, such as, for example, signing checks. In our case that would include trustees when they are acting as Treasurer and/or Auditor, for example. In the event of a loss incurred due to the actions of a trustee it is the responsibility of STLS to inform the insurance company that the trustee was acting in the capacity of an employee.

Please respond affirming this collective Committee understanding, or correcting it.

Thank you for your attention to this matter, and your assistance in the past.