

Trustee Newsletter

March/April 2019

In this issue...

Updates from FLLS	- 1
Lori Cochran Wins FLLS Scholarship	- 2
State Budget	- 3
Trustee Interview: Steve Moolin	- 4
Setting a Board Meeting Agenda	- 5
Sexual Harassment Prevention Training	- 6
Upcoming Events	- 6
2019 Library Grants from the CFTC	- 7
Fun!	- 7

Updates from FLLS

Greetings everyone!

February and March have been busy months for us here at the Finger Lakes Library System. We have been spending quite a bit of time working with member libraries' boards and directors on school ballot referendums that will be coming up this May. Many of our libraries are going for larger than usual increases and some that do not ask for regular increases who are asking this year. If you have any questions about library referendums, marketing tips, or need help making infographics for your campaign, please contact Sarah Glogowski or Nora Burrows by phone or email. We are always here to help and also provide services such as sample wording, help with the public referendum meetings, and can attend village/town/county/school board meetings with you.

At the end of February, we headed to Albany for Library Advocacy Day with many advocates from our libraries. Thank you to all of the trustees, directors, staff, patrons, and library friends who attended. We were in Albany to ask our legislators to not only restore the governor's cuts, but to increase funding to libraries. The results of our advocacy work were a little disappointing. Read more about the State budget on page 3.

At the beginning of March, we held our annual Summer Planning Meeting for library staff. There were 36 attendees from our member libraries and 6 performers representing 4 organizations as guests. Several of the performers brought along animals, including



FLLS Updates, continued on page 2

FLLS Updates (cont'd from page 1)

an Angora rabbit, two chickens, a python, and an American crow named Russell. We had space-themed crafts, snacks, raffles, and more to celebrate Summer 2019 "A Universe of Stories." Visit our Facebook page for pictures!

Immediately after the Summer Planning Meeting, we dove into the Adult and Family Literacy Grant applications. These are both 3-year grants that the State Library offers to the public library systems. The Adult Literacy Grant covers our online resource for job seekers, JobNow, which offers help with resumes, job interviews, and career guidance. The Family Literacy Grant covers the Family Literacy Mini-Grants that we offered to member libraries the past two years and other early literacy-related resources.

And all of a sudden it's the beginning of April! Did you do any April Fools' Day pranks? A number of libraries got in the game; check out some of the fun pranks libraries did on page 7.



Lori Cochran Wins FLLS Scholarship

Congratulations to Powers (Moravia) Library Director Lori Cochran for winning the FLLS full scholarship to attend the Association for Rural and Small Libraries Conference. Held September 5 – 7 in Burlington, Vermont, Lori will be joining over 700 library professionals working in small and rural public libraries for the ARSL Conference. Her scholarship includes membership to ARSL for one year, transportation costs to the conference, and conference attendance costs.



Lori wrote in her scholarship application that she's excited for the opportunity to learn new and creative ways to market and fundraise for her library so that she can enhance experiences for her patrons. "There is great satisfaction in providing my community a safe, neutral and ever-evolving space to learn, create and just have some fun. Our small and rural libraries offer experiences that make for a better quality of life for everyone in our community."

The Association for Rural and Small Libraries is a network of persons throughout the country dedicated to the positive growth and development of libraries. ARSL believes in the value of rural and small libraries and strives to create resources and services that address national, state and local priorities for libraries situated in rural communities. Their annual conference is one of the fastest growing library conferences nationally and is a great opportunity for rural and small library directors to network with other directors in similar situations.

We are also excited that FLLS Outreach Librarian Jenny Shonk will be speaking at this year's ARSL Conference. Jenny will be presenting her popular talk "Beg, Borrow, Steal" that will show libraries how to offer simple and engaging adult programs on a limited library budget. Participants will leave Jenny's session with over 50 low-cost, simple program ideas that they can implement in their library immediately. Jenny presented a version of this talk at the 2018 NYLA Conference that was extremely well received.

Congratulations to both Lori and Jenny for their excellent work!

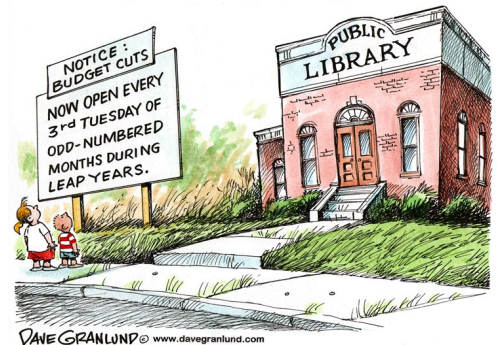
State Budget for Libraries

By Sarah Glogowski

On Monday, April 1, NYLA released a statement about the Fiscal Year 2019 – 2020 New York State Budget. NYLA has called this year's budget process "the most difficult, opaque, and contentious in recent memory." Assembly Minority Leader Brian M. Kolb released a statement calling the budget "a tax and spend debacle and precisely the fiscal disaster many predicted would follow the new one-party Democratic rule in Albany." Senator James L. Seward states "the plan does nothing to help struggling small businesses, ignores our upstate needs, and slaps more unfunded mandates on local governments."

Historically, we have seen that NY State Republicans support library aid more than Democrats. The last time Democrats were in control, libraries lost vital funding strides and the same occurred this week with their current control. The 2019 – 2020 budget will include:

- ◇ State Library Aid: \$96.6 million. Cuomo proposed a \$5 million cut to library aid. The Senate included an additional \$1 million in their proposed budget released in March. While the \$5 million cut was restored, we are at flat funding for library aid.
- ◇ State Public Library Construction Aid: \$14 million. The most devastating aspect to our member libraries in this budget is the \$20 million loss in construction aid. Library construction aid is vital to our public libraries that were built usually 60 – 100 (or more) ago. Libraries are being used differently from when they were first constructed; our patrons now expect and want flexible shelving, meeting rooms and dedicated spaces for children and teens. Many of our libraries have old heating systems, no air conditioning, and are in need of upgraded lighting. This loss in construction aid could be detrimental to multi-year construction projects already in place.
- ◇ 2020 Census - \$20 million. The 2020 Census will be the first Census conducted mainly online. We know libraries will be involved in urging complete count efforts and will be a safe and welcoming space to complete the Census. The \$20 million will have a portion of funding for libraries, but we do not know what this will look like currently.
- ◇ Targeted Aid - \$15 million. While Bullet Aid has been lost to our member libraries, it looks like an effort of some type of supplemental aid was made in the current budget. This \$15 million will be targeted aid to school districts, public libraries, and not-for-profits, and will be divided equally between the Senate, Assembly, and the Governor. As soon as we know more, I will be sending out information on how to apply for this aid.



Advocacy work can be disappointing, and this year was certainly the case. The FLLS Board of Trustees, staff, and I thank all who attended Advocacy Day, filled out the NYLA advocacy email alerts, took part in our postcard campaign and wrote letters to the editor. Over the next few months, the 23 public library system directors will be working with NYLA to evaluate why the advocacy tactics we employed this year on the State level did not work. I also firmly believe that when we have a new State Librarian in the next few months, leadership at the State Level will take on a more enhanced advocacy role for all libraries in the State.

Trustee Interview: Steve Moolin



Name: Steve Moolin

Where are you a trustee? Aurora Free Library and Finger Lakes Library System

Current job: Retired Architect and active Board member at Aurora Free Library and Schwartz Towers Senior Living apartments in Auburn, NY. In addition, advise Boards of Schweinfurth Art Center, Lansing Community Library, and am Guest Lecturer in personnel development issues for Cornell University's Master of Engineering in Engineering Management Program.

Education/work background: 37 years of active architectural practice with last 12 years as a principal/owner of Beardsley Architects + Engineers in Auburn, NY.

Trusteeship is volunteer work. Why did you become a trustee? Accidentally while I was still working. Started at the Schweinfurth serving on their Board of Directors and found I could contribute to organizations that improved people's quality of life through my management and project experience.

What is the best thing about being a trustee? Walking into the Library and seeing things buzz with activity!

What is the most challenging thing about working on a library board? Understanding where best to focus our efforts as a Board to make a lasting difference that will reach the needs of our patrons.

What are you most proud of? Being associated with dedicated library professionals.

What current library trend are you most interested in? The role the library plays in lifelong learning as a way to enjoy life regardless of your age.

What advice would you give to a new library trustee or someone considering being a trustee? Dig in! Approach a Board member and offer your help, there's always opportunity especially when you ask.

What do you do for fun? Paint and draw.

What would you like to learn? To play piano.

What are you currently reading or watching? Reading Bettany Hughes' tome *Istanbul: A Tale of Three Cities*.

Is there anything about you that others would be surprised to know? I worked as an apprentice welder on the Trans-Alaskan Pipeline.



Setting a Board Meeting Agenda

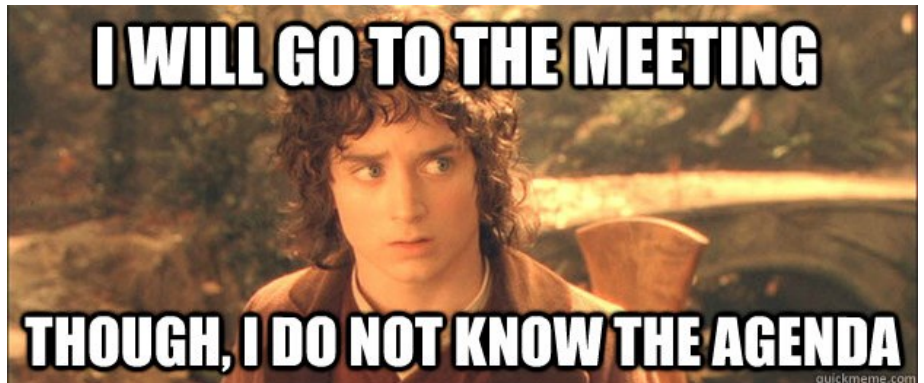
By Sarah Glogowski

During recent visits to member library board meetings, the topic of creating agendas has come up multiple times. United For Libraries has a helpful document entitled "Effective Meetings for Library Boards of Trustees" that can be viewed at <http://bit.ly/effectivelibboardmtgs>. They state: "A good agenda is the best tool you have for ensuring that a meeting goes smoothly, that all issues of importance are adequately addressed, and that everyone has an opportunity to contribute thoughts and ideas."

The 2018 Handbook for Library Trustees discusses agendas on page 32. They write: "A consistent and business-like agenda is essential for the efficient conduct of library business. The agenda serves as the blueprint for the meeting and should be followed closely."

The most commonly asked question about agendas I am asked is who creates the agenda for the board meeting. I agree with the Handbook for Library Trustees in that the agenda should be developed by the director, reviewed with the Board President, and then sent out to the full Board well ahead of time with all pertinent materials. As the director, running the day-to-day operation of the library allows the director insight on which items need to be addressed in meetings. The Board President may have requests, such as advocacy discussions or fundraising updates, that they would like added and the director should work with the Board President to make sure these agenda items are added.

The two biggest concerns I see facing some of our member libraries is the director being excluded from contributing to the agenda, and the agenda and board materials being sent out right before a meeting. To be effective, library directors need input to their board meetings, even though they are non-voting members of the board. Through a comprehensive director's report, they should be giving their boards monthly updates. Directors also have first-hand knowledge of standard agenda items and their typical yearly timeline, such as the library budget, Annual Report, and more. As for board materials being sent out in a timely manner, to be an effective trustee, board members must receive the packet of documents several days in advance to be able to participate knowledgeably. A trustee must make decisions during meetings based on the best information available. Attending a meeting where you just get handed pages of financial information, for example, does not allow for this.



If you need samples of board agendas, there's one on page 32 of the 2018 Handbook for Library Trustees. You can also view the Finger Lakes Library System's board meeting agendas on our website at <https://www.flls.org/board-of-trustees/>. Agendas typically include the adoption of the agenda, approval of prior meeting minutes, public comment periods, director's report, financial report, committee reports, old business, and new business. Changes to the agenda may also be adopted at the beginning of the meeting.

Need help with crafting an agenda? Please let me or Nora know and we would be happy to help.

Sexual Harassment Prevention Training

There have been a number of questions and concerns about the Sexual Harassment Prevention Training. Hopefully, this will clear up most of them. (This information was also sent out via email on Wednesday, March 20, 2019.)

FLLS will be holding two live sessions for Sexual Harassment Prevention Training. The training for supervisors will be held on Tuesday, May 28. The session for non-supervisors will be held on Thursday, May 30.

We understand that not everybody will be able to make the live sessions. We do however strongly recommend that if you can attend live trainings that would be the preferred method, especially for this initial training. Going forward next year, there will be regional live training sessions available, but those won't satisfy your requirements for this year. Training for 2019 must be completed by October 8, 2019.

We will be making an online training session available. Kristi will be using the video training the State has created and developing an interactive part to meet state requirements for online training sessions. The development of the complete training, video and interactivity, will hopefully be done a month or two after the live FLLS trainings, as Kristi has to receive specialized training as well. Just watching the videos online from the State does not meet the training requirements.

Volunteers need to take the employee training, no matter how many or few hours they volunteer for.

If someone oversees even one person, whether it is staff or a volunteer, they **MUST** go to the supervisor training. **Trustees should receive the supervisor training.**

If you have received sexual harassment prevention training from another organization in New York State sometime this year and it is of the level you need for your work in the library, that is sufficient training. Get a copy of your certification of completion to have on hand for your library.

If you have additional questions, please contact Kristi Downham at kdownham@flls.org.

Upcoming Events

Sexual Harassment Prevention Training for Supervisors

- ♦ **Tuesday, May 28, 9am-12pm**
- ♦ FLLS
- ♦ <http://bit.ly/2Twjb44>, registration required
- ♦ This workshop meets the NYS requirements for training for supervisors on sexual harassment prevention. All board members, directors, and anyone that supervises another person should plan on attending this meeting. There will only be one session for the supervisor training.

The Power of Small: Rural Libraries Help Communities Thrive

- ♦ **Thursday, April 18, 2019, 3pm**
- ♦ Webinar from WebJunction
- ♦ <http://bit.ly/2OyFOE9>

Role of a Board President

- ♦ **At your convenience**
- ♦ Archived webinar from the NYSL
- ♦ <https://vimeo.com/237910660>

2019 Library Grants from the Community Foundation

Congratulations to the libraries who were awarded 2019 Library Grants from the Community Foundation of Tompkins County:

- ♦ Apalachin Library
- ♦ Aurora Free Library
- ♦ Berkshire Free Library
- ♦ Candor Free Library
- ♦ Cortland Free Library
- ♦ Edith B Ford Memorial Library
- ♦ George P & Susan Platt Cady Library
- ♦ Groton Public Library
- ♦ Hazard Library
- ♦ Interlaken Public Library
- ♦ Lansing Community Library
- ♦ Lodi Whittier Library
- ♦ Newfield Public Library
- ♦ Phillips Free Library
- ♦ Seneca Falls Library

- ♦ Seymour Public Library District
- ♦ Southworth Library Association
- ♦ Tappan Spaulding Memorial Library
- ♦ Tompkins County Public Library
- ♦ Ulysses Philomathic Library
- ♦ Waverly Free Library Association

"This grant cycle was inspired by the Bernard Carl and Shirley Rosen Library Fund which seeks to promote genuine intellectual curiosity and a lifelong love of reading and learning, by promoting greater and easier access by youth to local libraries." (<http://www.cftompkins.org/granting/grant-opportunities/>) The 2020 Library Grant cycle will open in December of 2019 and all public libraries in the Finger Lakes Library System are eligible to apply.



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Fun!

Happy April Fools' Day! Check out these library-style pranks!

The National Book Foundation announced the inaugural 5 Under 5 Honorees <http://bit.ly/5under5nbf>

Borrow a cat from the Toronto Public Library tpl.ca/cats

Say hello to AL, your new Artificial Librarian from the Stickney-Forest View Public Library District <http://bit.ly/ArtificialLibrarian>



Quality Assurance Technician

- Ensure each book has that just right book smell
- Identify a range of scents, from "New Book" to "Classic Musty"

Applications due April 1st



TODAY ONLY

CHECK OUT A KITTEN
TO BRING HOME

3-WEEK LOAN PERIOD
APPLIES



SACRAMENTO PUBLIC LIBRARY