



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The November 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 16, 2017 at 6:00 pm at the [Horseheads Free Library, 405 S. Main Street, Horseheads, NY](#). The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2017-61)
4. Treasurer's report
 - a) Financial report (document 2017-62)
 - b) Report of Unpaid Bills Detail (document 2017-63)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Friends of CCLD Donation.**
Resolved that the CCLD Board of Trustees approve accepting a donation from the Friends of CCLD in the amount of \$1,175.00.
 - Consent Item: Approval of Cusick Family Fund Donation.**
Resolved that the CCLD Board of Trustees approve accepting a donation from the Cusick Family Fund administered by the Community Foundation of Elmira-Corning in the amount of \$3,750.00
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-64)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-65)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-66)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Kappanadze)
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Old business
11. New business
12. Period for public expression
13. Executive Session – update on Contract Negotiations
13. Adjournment

(Minutes of the OCTOBER 19, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-61)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Ann Hayes, Michael Muldoon, Marge Kappanadze, Lillian White, Rachel Dworkin, Richard Roberts, Tim Blandford, Jack Schamel and Phyllis Rogan. Excused: Pam Larnard, Bonnie Chollet, Karl Schwesinger and Jared Myers. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the September 2017 meeting (Document #2017-55) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The September 30, 2017 Financial Report (Document #2017-56) was presented for board review. Mr. Schamel moved, seconded by Ms. Dworkin to approve the report as submitted. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2017-57). Mr. Schamel moved, seconded by Mr. Blandford to approve the unpaid bill list dated 10/11/17 as amended to include Programming invoices amounting to \$1,270 which are due prior to the next meeting – General Fund - \$17,967.65 and Grant Fund - \$2,883.32. Vote: Unanimously Approved.

Correspondence. Mr. Shaw reported receipt of a note from ProAction thanking the Library District for hiring an older worker (one who formerly worked for ProAction). The National Soaring Museum thanked Ms. Ackerman and Ms. Poppendeck for participating in their 25th anniversary. A thank you note with a donation was also received from the Undercover Quilters Club.

President's Report. CONSENT ITEM: Resolved by Mr. Roberts, seconded by Mr. Muldoon that the CCLD Board of Trustees approves the appointment of Tim Blandford as Board Secretary. VOTE: Mr. Blandford abstained. Unanimously Approved. Mr. Blandford replaces Ms. Dworkin as she is moving out of her district.

Director's Report. Mr. Shaw reported the Cusick Family has notified CCLD of an unrestricted grant in the amount of \$3,759. A letter requesting the funds needs to be signed by the Board President. The Spencer/VanEtten School District has notified CCLD that based on circulation figures last year, the Library District can expect to receive \$2,700 to benefit the Van Etten Library. He also stated that the Circulation report that was included in the board packet had the wrong figures for the wireless usage. STLS has been contacted.

CONSENT ITEM: Ms. Silvernail moved, seconded by Ms. Hayes that the CCLD Board of Trustees accepts "Bullet Aid" from NYS Assemblyman Chris Friend (\$13,000) and NYS Senator O'Mara (\$15,000). VOTE: Unanimously Approved.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2017-58). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-59). Regarding the Committee's

suggestion to make the Election Commissioner a permanent position with a job description, Mr. Schamel moved, seconded by Mr. Muldoon to create a position of Election Commissioner and to make the position permanent. VOTE: Unanimously Approved. The Election Committee will make recommendations on the job description for the position following the November Trustee Election.

Election Committee. The Election Commissioner, Sue Cook, submitted a list of Election Inspectors for the 2017 Trustee Election. There are seven inspectors, one of whom did not attend training. Mr. Mosher and Ms. Rhodes have been chosen to be Head Inspectors. One inspector has requested to work the election and receive no pay. Mr. Roberts moved, seconded by Ms. Rogan to approve the list of inspectors and rates of pay as listed on the written document submitted by Ms. Cook – a total of \$775 altogether. VOTE: Unanimously Approved. The checks for payment will be processed immediately following the election.

Regarding the pay for the Election Commissioner, Sue Cook, Mr. Roberts moved, seconded by Ms. Rogan that for the 2017 Trustee Election, Ms. Cook be paid \$1,500 (One Thousand Five Hundred Dollars). VOTE: Unanimously Approved. Ms. Cook is doing a fabulous job.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-60). Mr. Muldoon stated that Kim Bolan's next visit to the Steele Library will be on October 30 and 31. She will meet with staff and board members and will also meet with Bob Butcher of Foor & Associates. The Library District is still awaiting quotes on the Tinker Lab expansion and the repairs to the doors of the Bookmobile.

Personnel Committee.

CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Roberts that the CCLD Board of Trustees approves the Personnel actions as corrected and submitted in writing. VOTE: Unanimously Approved.

Old Business. Ms. Dworkin will be serving in her position for one more meeting before moving out of her district. Venitra Clark has agreed to serve in her position as trustee of the 11th District. She will bring Ms. Clark to the November meeting. The board will need to appoint her to the position.

New Business. Ms. Kappanadze, Ms. Silvernail and Ms. Rogan reported on the recent STLS Trustee workshop they attended. Some of the subjects discussed were libraries who do not charge fines to their patrons, Mending Fences (controversial topics) and the Not-For-Profit Law.

Ms. Silvernail also reported on the October meeting of the Friends of CCLD. Some of the discussion centered around ways to honor Lee Keisling's memory, special mailings to shut-ins, and whether or not the Friends will give an annual sum to the library instead of requiring individual applications for funding from staff members.

Public Expression. Sisi Barr and Betsy Gorman, Chemung County representatives on the board of the Southern Tier Library System were present for the meeting. They wanted to touch base with the CCLD trustees and let us know they are working on our behalf.

Executive Session. Mr. Roberts moved, seconded by Ms. Hayes to move in to Executive Session to discuss the status of negotiations with the union for a new contract. The current

contract expires 12/31/17. VOTE: Unanimously Approved. Mr. Muldoon moved, seconded by Mr. Roberts to come out of Executive Session. VOTE: Unanimously Approved.

The meeting was adjourned at 7:06pm. The next regular meeting of the board will be held on Thursday, November 16th, 2017 at 6:00pm at the **Horseheads Free Library, 405 South Main Street, Horseheads, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-62)

Financial Report - OCTOBER 31, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 62,386	\$ 13,889	82%		INCLUDES lighting rebate \$4,766+Sleeth memorials \$1,215
Grants (other than N.Y.S.)	\$ -	\$ 36,313				INCLUDES Bullet Aid \$15,000; FR of CCLD \$11,874; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500; BF Wom. \$483; Elks for HH \$1,500; SCRLC \$2,526
Foundation Contributions	\$ 180,000	\$ 40,000	140,000	22%		1st & 2nd Qtr SML Foundation
Library District Tax Receipts	\$ 2,825,123	\$ 2,825,123	(0)	100%		
PILOT Funds	\$ 50,000	\$ 50,068				Pilot funds
Interest on Investments	\$ 4,400	\$ 2,749	1,651	62%		
State Aid						
Central Library Development	\$ 89,276		89,276	0%		
Central Book Aid	\$ 61,958		61,958	0%		
Local Library Services Aid	\$ 37,000	\$ 39,158	(2,158)	106%		100% OF 2017 Distribution
Other State Aid		\$ 192,033				INCLUDES final Restroom \$9,855 & 90% Teen Space \$182,178
TOTAL INCOME	\$ 3,324,032	\$ 3,247,831	\$ 304,615	97.71%	83%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 1,241,382	\$ 281,510	82%		
Overtime & Holiday Salaries	15,281	\$ 11,521	3,760	75%		
Employee Benefits						
FICA	117,670	\$ 98,548	\$ 19,122	84%		
NY State Retirement	246,107	\$ 175,651	\$ 70,456	71%		AMOUNT THAT IS DUE IN DECEMBER FOR 2017 IS \$183,255
Medical & Dental	399,834	\$ 298,239	\$ 101,595	75%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 22,081	\$ 8,114	73%		
Subtotal - Personnel Expenses	2,331,979	1,847,422	\$ 484,557	79%	83%	
Contractual						
Equipment	90,149	\$ 55,453	34,696	62%		INCLUDES Early Lit Stations \$10,676; Grant \$10,005; HH Found \$975
Telephone	11,400	\$ 11,461	(61)	101%		
Supplies	67,770	\$ 69,183	(1,413)	102%		TOTAL \$26,467=Grants \$2,300; FR of CCLD\$865; MKT \$1,590; FR of HH \$476; HH Foundation \$14,187;Bullet \$7,049
Travel & Continuing Education	15,015	\$ 9,551	5,464	64%		
Repairs & Maintenance	23,502	\$ 23,502	0	100%		
Postage	2,000	\$ 1,802	198	90%		
Library Materials (books, video, etc.)	328,109	\$ 254,353	73,756	78%		Total \$12,865 =Gifts \$7,114; Grants \$2,527, FR of CCLD \$2,981
Utilities	62,500	\$ 38,981	23,519	62%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 9,769	10,056	49%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,538	2,462	38%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 3,682	(1,682)	184%		Radiator, Generator, Sky Light repairs, Auto step motor replacement
Professional Fees (audit, engineer/legal fees)	28,075	\$ 34,893	(6,818)	124%		Includes Kim Boland \$3,658 & Audit final \$12,500; ST raised beds \$3,820
Data Processing Expenses (Cost Share)	130,163	\$ 64,159	66,004	49%		
Payment of Taxes	4,975	\$ 5,013	(38)	101%		
Library Programming	28,525	\$ 54,333	(25,808)	190%		TOTAL \$26,322=M.Space grant \$5,682; ARTS\$1,675; STLS \$290;Gift \$77; FR-HH \$9,527; FR-CCLD \$9,645; other Grant \$226
Chemung County costs (B&G, vision)	13,300	\$ 7,694	5,606	58%		
Capital Improvements STATE CONST see below	25,000	\$ 25,000	0	100%		Foor \$138; LaBella \$28,500 (extra in contingency)
Contingency Fund	52,782	\$ 9,287	43,495	18%		Capabilities non budget amt \$9,367; Prof fees (Cap Imp) \$3,638
Subtotal Expenses	\$ 3,273,752	\$ 2,558,392	\$ 715,360	78%	83%	
2016 & 2017 State Construction Projects		\$ 344,295				Restroom Project /Chiller Project+Vanderhoff shrub removal \$3,100
TOTAL EXPENSES	\$ 3,273,752	\$ 2,902,687				

Unpaid Bills Detail

As of November 8, 2017

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	11/07/2017	Non Fiction purchases	67.47
Total Ingram Library Services			<u>67.47</u>
Southern Tier Library System			
	11/07/2017	eBooks YA, FIC	7,512.57
Total Southern Tier Library System			<u>7,512.57</u>
TOTAL			<u><u>7,580.04</u></u>

Unpaid Bills Detail

As of November 8, 2017

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	11/07/2017	11/28 Adult program pd by ARTS	225.00
Total Aleta Yarrow			<u>225.00</u>
CCLD Petty Cash			
	11/07/2017	Petty Cash BF/WE	384.64
Total CCLD Petty Cash			<u>384.64</u>
Chemung Canal Trust Company			
	11/07/2017	Credit card - Prof. fees/wkshop reg/Vol Recog	1,204.89
Total Chemung Canal Trust Company			<u>1,204.89</u>
Fire Alarm Service Technology, Inc.			
	11/07/2017	Replace batteries in Power Supply	148.86
Total Fire Alarm Service Technology, Inc.			<u>148.86</u>
First Transit, Inc			
	11/07/2017	Bookmobile fuel-9/26-10/21 + Tires & repairs/oil chg	2,704.14
Total First Transit, Inc			<u>2,704.14</u>
Glenice Peel			
	11/07/2017	mileage 10/10-10/31	113.42
Total Glenice Peel			<u>113.42</u>
H. L. Treu Office Supply Corp.			
	11/07/2017	colored paper supply	13.40
Total H. L. Treu Office Supply Corp.			<u>13.40</u>
Jennie Lewis			
	11/07/2017	mileage reimb 10/13-10/20	57.30
Total Jennie Lewis			<u>57.30</u>
John Manfredi			
	11/07/2017	HH Volunteer Party 11/30	100.00
Total John Manfredi			<u>100.00</u>
Junior Library Guild			
	11/07/2017	Library materials BF	157.50
Total Junior Library Guild			<u>157.50</u>
Kimberly Bolan & Associates			
	11/07/2017	Project Mgmt & Data Analysis 9/13-9/28	595.00
Total Kimberly Bolan & Associates			<u>595.00</u>
Petty Cash-Steele			
	11/07/2017	Postage/supplies/YA Prog (pd by Friends)/Vol recog	1,111.13
Total Petty Cash-Steele			<u>1,111.13</u>
Rebecca Jackson			
	11/07/2017	HH Juv program supplies	63.28
Total Rebecca Jackson			<u>63.28</u>
Recorded Books			
	11/07/2017	AV purchases 10/20, 10/23	404.60
Total Recorded Books			<u>404.60</u>
Ronald Shaw			
	11/07/2017	Mileage 7/31-10/28 + Bolan dinner	285.81
Total Ronald Shaw			<u>285.81</u>
Sayles & Evans			
	11/07/2017	Attorney fees - Collective Bargaining 6/1-8/31	1,452.00
	11/07/2017	Attorney fees - General Svc 6/1-8/31	1,660.00
Total Sayles & Evans			<u>3,112.00</u>
Star-Gazette			
	11/07/2017	Legal notice for 2017 Election	301.43
Total Star-Gazette			<u>301.43</u>

Unpaid Bills Detail

As of November 8, 2017

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The Penworthy Company			
	11/07/2017	Library materials HH	642.14
Total The Penworthy Company			<u>642.14</u>
Unique Management Services, Inc.			
	11/07/2017	collection notices-OCT	366.95
Total Unique Management Services, Inc.			<u>366.95</u>
Vasco Brands, Inc.			
	11/07/2017	paper supplies all libraries	439.50
Total Vasco Brands, Inc.			<u>439.50</u>
Wegmans Food Markets Inc.			
	11/07/2017	programs Adult	130.24
Total Wegmans Food Markets Inc.			<u>130.24</u>
WLVY Radio			
	11/07/2017	Radio spots for Teen Halloween Dance pd by Friends	200.00
Total WLVY Radio			<u>200.00</u>
			<u><u>12,761.23</u></u>

Document #2017-64

Report of the November 1st, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Will Wehling, Rachel Dworkin, Jack Schamel and Marge Kappanadze; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Richard Roberts, Phyllis Rogan, Mike Muldoon, Pam Leonard, Pat Silvernail, Ann Hayes, Lillian White and Bonnie Chollet.

UNPAID BILLS: Ms. Hayes moved, seconded by Ms. Dworkin to approve the Unpaid Bill lists for the General fund dated 11/1/17 - \$27,134.73. VOTE: Unanimously Approved.

President Wehling stated that Tim Blandford officially takes over as Secretary of the board this month. At the November meeting, Ms. Dworkin will be introducing the person who is replacing her in the 11th District – Venitra Clark.

He thanked the board members who met with Kim Bolan this week. Ms. Bolan also met with staff and department heads brainstorming issues such as storage, programming and office space). Her report and a tentative floor plan are expected in January.

The Negotiating Committee met last week with the union reps. It was an agreeable environment. The next meeting is scheduled for November 8th.

Director Shaw reported the following:

Labor/Management meeting. At this month's meeting, the union reps stated that their new Labor Management Specialist has questioned the agreements signed by part-time staff to work extra hours at regular pay – stating that these agreements should be pre-approved and signed by the union – not the employee. More clarification is being requested.

Senior Library Clerk Promotions. After the interview process was completed, Ms. Schoeffler and Ms. Zell were given promotions from Library Clerk to Senior Library Clerk.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 6th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-65

Report of the November 8th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Lillian White and Marge Kappanadze. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the October 31st, 2017 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 11/8/17 for the Grant Fund - \$7,580.57 and General Fund - \$12,761.23. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Schamel stated that he received many complaints this year from people who did not want to drive out of their area to vote for their library trustee. Mr. Schamel moved, seconded by Ms. White that the Election Committee conduct a study to determine what it would cost the Library District to have a designated polling place in each District that has a vacancy. Vote: all affirmative. They might be able to enlist the assistance of Ms. Cook, the 2017 Library District Election Commissioner.

The meeting adjourned at 8:08am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 13th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-66

Report of the November 1st, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:34pm. Present were Mr. Muldoon, Ms. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Bolan was here this week and met with staff and board members. She has reviewed the overall layout of the building and plans to have a report and tentative floor plans by January. While here she also met with Bob Butcher of Foor & Associates. Ms. Bolan will also be researching the idea of installing exterior cameras to the Steele Library building.

Tinker Lab Expansion at Steele. The County Buildings & Grounds crew are expected to meet with Mr. Shaw tomorrow regarding the air conditioning, etc in the expansion of the lab and they will review the proposed Teen Area as well.

Horseheads Library. The agreement between CCLS and the new owner of Barber Funeral Home for the library to utilize parking spaces adjacent to the funeral home parking area is still in the hands of the attorney.

Bookmobile repairs. Regarding the repairs to the doors, other quotes have been requested with no response. The repairs will move forward with the Goodrich Auto Works quote of \$3,525, said repairs to be completed during the holiday break at the end of the year. The steps have been repaired this month; however, they may be needed to be replaced next spring. It was reported that there are only 4 Bookmobiles still in operation in all of New York State.

Minor jobs at Steele. The County Buildings & Grounds crew has completed the following jobs: setting up an area for the Zinio eReaders (for magazines), hanging the historical documents in the administration hallway and removing old furniture. The painting the red columns will continue as the Painter has the time to do so.

Mr. Shaw reported that in the last 3 years, the Library District budgets have included a total of over \$13,086 to install a hearing loop and updated sound equipment at the Steele Library. The project has not been undertaken due to the limited number of companies that are willing to take on this small of a project. Pro Audio Consulting has given quotes for the hearing loop and sound equipment in the auditorium, a screen drop and black windows in the Digital Media Lab, installing a TV screen and monitor in the conference room and installing a home theater receiver in the Tech Lab. The total cost of these projects is \$13,850. Pro Audio is willing to work on these projects now during their down time on larger projects. Since the cost falls within the amounts budgeted and his ability to approve, no further authorization is necessary. CCLD will move forward with these improvements to our meeting rooms.

The meeting adjourned at 5:53pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, December 6th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.