



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 January 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 16, 2020 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Swearing in of New Members
4. Approval of minutes (document #2020-01-67)
5. Treasurer's report
 - a) Financial report (document 2020-02)
 - b) Report of Unpaid Bills Detail (document 2020-03a, -03b, -03c)
6. Correspondence
7. President's report (**Rogan**)
Slate of Officers
Election of Officers
8. Director's Report
Consent Item: Approval of Personnel Actions
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
Consent Item: Approval of the CSEA proposal
9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2019-04)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-05)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-06)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the December 19, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2020-1)

The meeting was called to order at 6:00 pm by President Marge Kappanadze. Present were Pat Silvernail, Ann Hayes, Pam Larnard, Martha Smith, Jack Schamel, Karl Schwesinger, Rachel Dworkin, Kevin Hansen, Jessica Roberts, Bonnie Chollet, Phyllis Rogan, and Lee Saginario, excused Lillian White. Absent was Tim Blandford. Also present were Holly Melott and Ron Shaw, the Library District's Administration, and twenty-two residents of Chemung County.

Mr. Schamel moved that the order of the agenda be changed to allow public expression first, seconded by Ms. Chollet. VOTE: Unanimously approved. Residents of Chemung County expressed their opinions on the recent "Frozen Drag Storytime" event that was held at the Steele Memorial Library.

Minutes. The minutes of the November 2019 meeting (Document #2019-67) were presented for board review. The minutes of the November meeting are approved as distributed by unanimous consent.

Financial Report. The November 31, 2019 Financial Report (Document #2019-68) was presented for board review. Mr. Schamel moved, seconded by Ms. Dworkin to approve the November Financial Report as distributed in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-69). Ms. Hayes moved, seconded by Ms. Chollet that the board authorize the payment of the unpaid bills dated December 29, 2019, General Fund -\$50,236.95, Grant Fund -\$2485.84 as distributed in writing. Vote: Unanimously approved.

Correspondence. Mr. Shaw shared a number of holiday greetings which had been received.

President's Report. Ms. Kappanadze thanked the trustees who will be going off the board for their commitment and service.

Director's Report. Mr. Shaw reported on the following:

CONSENT ITEM: Approval of the 2020 Holidays and Observances. Resolved by Ms. Chollet, seconded by Ms. Smith. Vote: Unanimously approved.

CONSENT ITEM: Approval of the proposal for services from Mengel, Metzger, & Barr. Resolved by Ms. Dworkin, seconded by Mr. Schamel. Vote: Unanimously approved.

CONSENT ITEM: Approval of the Personnel Actions for December (Appendix C). Resolved by Ms. Dworkin, seconded by Mr. Schwesinger that the CCLD Board of Trustees approves the Personnel actions as submitted. Vote: Unanimously Approved.

CONSENT ITEM: Approval of the 2020 Board and Committee meetings. Resolved by Mr. Schamel, seconded by Ms. Smith. Vote: Unanimously Approved, as edited.

CONSENT ITEM: Approval of the 2020 Strategic Plan. Resolved by Ms. Chollet, seconded by Ms. Smith. 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 #2019-70). Ms. Kappanadze expressed gratitude to staff and board members who completed the 2020 Strategic Plan.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-71).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-72). Mr. Schwesinger stated that Elmira Structures submitted the lowest bid for installation of the outdoor sign at Steele. Ms. Rogan resolved that the bid from Elmira Structures for \$47,000 for installation of the outdoor sign at Steele be accepted, seconded by Ms. Smith. Vote: Unanimously Approved.

Personnel Committee. Ms. Dworkin encouraged members to join a Library Friends advocacy group. Ms. Chollet will chair the Personnel Committee in 2020.

Election & Continuity Committee. Nothing to report at this time.

Advocacy Committee. Nothing to report at this time.

Old Business.

New Business. Discussion ensued concerning library promotional materials. The previously used flyer will be updated and evaluated. Hiring a public relations consultant was proposed, Mr. Shaw will glean further information.

The meeting was adjourned at 7:10 pm. The next regular meeting of the board will be held on Thursday, February 20, 2020 at 6:00pm at the **West Elmira Library, 1231 W. Water St. Church, Elmira, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-68)

Financial Report - December 31, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 51,997	\$ 15,878	76.61%		
Grants (other than N.Y.S.)	-	\$ 193,190				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$5800; BF \$496; ARTS \$4,740 & M FAIRE \$7,703 for M. Faire (STLS,CC, CmOG, CCTC); Chess T \$200; Cornag Inc \$1,000, MetLife \$1000; Gifts BF\$50/ST\$195/HH\$135/Gen\$20
Foundation Contributions	\$ 200,000	\$ 73,097	\$ 126,903	37%		SML Foundation 1st & 2nd Qtr distribution; HH Found \$158,097
Library District Tax Receipts	\$ 3,009,492	\$ 3,085,885	(76,393)	103%		
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000	\$ 9,859	(3,859)	164%		
State Aid						
Central Library Development	\$ 99,272	\$ 99,322	(50)	100%		annual distribution
Central Book Aid	\$ 67,599	\$ 67,633	(34)	100%		annual distribution
Local Library Services Aid	\$ 37,000	\$ 39,566	(2,566)	107%		
Other State Aid	\$	\$ 20,243				
TOTAL INCOME	\$ 3,541,238	\$ 3,640,793	\$ 59,879	103%	100%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year
Personnel					
Salaries	1,625,978	\$ 1,560,669	\$ 65,309	96%	
Overtime & Holiday Salaries	24,508	\$ 15,487	\$ 9,021	63%	
Employee Benefits					
FICA	126,202	\$ 113,985	\$ 12,217	90%	
NY State Retirement	259,000	\$ 256,290	\$ 2,710	99%	
Medical & Dental	482,818	\$ 440,441	\$ 42,377	91%	
Other (Disability, Wk Comp, Unemp)	19,940	\$ 20,536	(596)	103%	
Subtotal - Personnel Expenses	2,538,446	2,407,408	\$ 131,038	95%	100%
Contractual					
Equipment	45,367	\$ 40,971	\$ 4,396	90%	
Telephone	13,565	\$ 9,683	\$ 3,882	71%	
Supplies	50,200	\$ 52,300	(2,100)	104%	
Travel & Continuing Education	14,915	\$ 11,260	\$ 3,655	75%	
Repairs & Maintenance	24,415	\$ 24,415	\$ 0	100%	
Postage	2,000	\$ 2,069	(69)	103%	
Library Materials (books, video, etc.)	364,116	\$ 346,038	\$ 18,078	95%	
Utilities	58,200	\$ 54,212	\$ 3,988	93%	
Building Cleaning Supplies	13,325	\$ 13,507	(182)	101%	
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 2,368	\$ 432	85%	
Insurance	31,130	\$ 31,130	\$ 0	100%	
Bookmobile Operation / Maintenance	7,000	\$ 2,895	\$ 4,105	41%	
Professional Fees (audit, engineer/legal fees)	23,075	\$ 23,075	\$ 0	100%	
Data Processing Expenses (Cost Share)	127,725	\$ 128,124	(399)	100%	
Payment of Taxes	5,080	\$ 5,040	\$ 40	99%	
Library Programming	36,889	\$ 71,637	(34,748)	194%	
Chemung County costs (B&G, vision)	13,000	\$ 10,185	\$ 2,815	78%	
Capital Imp/Proj Mgmt STATE CONST see below	25,000	\$ 25,000	\$ 0	100%	
Contingency Fund	52,890	\$ 52,890	\$ 0	100%	
Subtotal Expenses	\$ 3,449,138	\$ 3,314,207	\$ 134,931	96%	100%
2018/19 (Teen) State Construction Projects		\$ 312,550			
TOTAL EXPENSES	\$ 3,449,138	\$ 3,626,757			

Grants \$26594, SML Foun \$1599

Total \$14581=Gifts \$1566; HH Found \$3,617; HH Friends \$842; CCLD FR \$481; Grants \$7281; MKT \$1360; M.Faire \$154; SML Found \$1,156

Grants \$533

\$375 Grants

Total \$17544.04=Gifts \$8219.09; Grants \$5,288; SML Found \$2,028; HH Friends \$2289; HH Found \$280

Audit \$10,000

Total \$31127=Grant \$10250; FR of CCLD \$8113 (\$645=Spooky Stacks); HH FR \$3713; M. Faire \$6,696; MKting \$320; HH Foundation \$1733; Maker Camp \$102; Gifts \$200

Bolan \$16,600, AH \$1,600

includes \$12354 R & M, \$1172 Ins, \$34466 Prof Fee, & 4898 Programming

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01/07/20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 31, 2019

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	12/31/2019	Non-Fiction Materials - Dec	1,146.10
Total Ingram Library Services			1,146.10
Midwest Tape, LLC			
Bill	12/31/2019	CBA educational DVDs D...	1,037.20
Total Midwest Tape, LLC			1,037.20
Southern Tier Library System			
Bill	12/31/2019	eBook purchases Non-Fi...	723.24
Bill	12/31/2019	eBook purchases Non-Fi...	1,141.99
Total Southern Tier Library System			1,865.23
TOTAL			<u>4,048.53</u>

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01/07/20

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 31, 2019

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	12/31/2019	Book purchase St - Juv Dec	1,674.25
Total Baker & Taylor Books			1,674.25
Ingram Library Services			
Bill	12/31/2019	Library Materials all libraries Nove...	426.71
Bill	12/31/2019	Library Materials all libraries Dece...	900.45
Bill	12/31/2019	Library Materials all libraries Dece...	643.34
Bill	12/31/2019	Library Materials all libraries Dece...	138.78
Bill	12/31/2019	Library Materials all libraries Dece...	180.50
Bill	12/31/2019	Library Materials all libraries Dece...	376.67
Bill	12/31/2019	Library Materials all libraries Dece...	669.52
Bill	12/31/2019	Library Materials all libraries Dece...	348.35
Bill	12/31/2019	Library Materials all libraries Dece...	199.00
Total Ingram Library Services			3,883.32
MidWest Tape			
Bill	12/31/2019	A/V purchases - including cases ...	3,897.33
Bill	12/31/2019	A/V purchases - Dec - WE	2,280.89
Bill	12/31/2019	A/V purchases - Dec - HH	827.96
Total MidWest Tape			7,006.18
TOTAL			12,563.75

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 8, 2020

Type	Date	Memo	Open Balance
Al Baccile Paving, LLC			
Bill	01/08/2020	HH snow plow 12/17-12/19	125.00
Bill	01/08/2020	HH snow plow 12/2	30.00
Total Al Baccile Paving, LLC			155.00
Aleta Yarrow			
Bill	01/08/2020	Behind the Mask pt 1 - St 1/9 - pd w/Community Arts Grants \$	235.00
Bill	01/08/2020	The Colors of Our World - 1/8 @ HH	225.00
Total Aleta Yarrow			460.00
Amanda Farley			
Bill	01/08/2020	reimb ST JUV prog supplies	90.19
Total Amanda Farley			90.19
Amazon Credit Plan			
Bill	01/08/2020	Purchases all libraries 11/11-12/09 -including Spooky Stacks & G...	2,313.10
Total Amazon Credit Plan			2,313.10
Baker & Taylor Books			
Bill	01/08/2020	Book purchase St - Juv Dec	1,096.72
Total Baker & Taylor Books			1,096.72
Blackstone Publishing			
Bill	01/08/2020	Audiobooks purchase - ST - Dec pd w/gift funds	74.00
Total Blackstone Publishing			74.00
Brandon Reyes			
Bill	01/08/2020	Elmira Ukulele Society - 2/4 @ St	80.00
Total Brandon Reyes			80.00
Casella Waste Systems, Inc.			
Bill	01/08/2020	BF/HH/WE replace damaged ck#3210	2,130.00
Total Casella Waste Systems, Inc.			2,130.00
CCLD Petty Cash			
Bill	01/08/2020	Petty cash - WE - supplies & programming	165.79
Bill	01/08/2020	Petty cash - WE/BF - supplies & programming	7.96
Bill	01/08/2020	WE/BF/ST - C Ed/sup, prog- inc WRC- pd by Friends & Tink Lab ...	960.13
Bill	01/08/2020	WE/BF/ST/Juv/C Ed/sup, prog-inc WRC- pd Friends & TLab sup-...	302.10
Total CCLD Petty Cash			1,435.98
Central NY Newspapers			
Bill	01/08/2020	Bid advertisement for boiler project	100.61
Total Central NY Newspapers			100.61
Chemung Canal Trust Company			
Bill	01/08/2020	Credit card -recurring monthly/annual fees only	85.00
Bill	01/08/2020	prog/PRIME/ITmembership dues/supplie/WRC - pd by Friends/F...	2,947.43
Total Chemung Canal Trust Company			3,032.43
Chemung County Chamber of Commerce			
Bill	01/08/2020	2020 membership dues	350.00
Total Chemung County Chamber of Commerce			350.00
City of Elmira			
Bill	01/08/2020	sewer tax ST parking lot 2020	16.86
Bill	01/08/2020	sewer tax ST bldg 2020	1,612.50
Total City of Elmira			1,629.36
Demco, Inc.			

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 8, 2020

Type	Date	Memo	Open Balance
Bill	01/08/2020	processing supplies	193.58
Total Demco, Inc.			193.58
DexYP			
Bill	01/08/2020	advertising -phone book annual for 2020	492.60
Total DexYP			492.60
Don's Book Repair			
Bill	01/08/2020	Genealogy items repaired	432.25
Total Don's Book Repair			432.25
Elmira City School District			
Bill	01/08/2020	Kindergarten class - Garden Sprout program - pd by Friends - fiel...	67.80
Total Elmira City School District			67.80
Elmira Water Board			
Bill	01/08/2020	Water bill WE - 10/15-12/10	36.96
Total Elmira Water Board			36.96
Emma Howard			
Bill	01/08/2020	mileage reimb 10/16-12/13	11.08
Total Emma Howard			11.08
Filomena Jack			
Bill	01/08/2020	Crochet 101 1/4 @ St	300.00
Bill	01/08/2020	Thinking about Thinking - teen program @ St	100.00
Total Filomena Jack			400.00
Glenice Peel			
Bill	01/08/2020	Mileage 11/1-12/18	131.66
Total Glenice Peel			131.66
Haefele TV, Inc.			
Bill	01/08/2020	Internet service for VE for 2020	879.40
Total Haefele TV, Inc.			879.40
Horseheads Do It Center			
Bill	01/08/2020	Rock Salt - HH	67.96
Total Horseheads Do It Center			67.96
Horseheads Printing			
Bill	01/08/2020	monthly flyers - pd by HH Foundation	157.74
Total Horseheads Printing			157.74
Imperial Door Controls, Inc.			
Bill	01/08/2020	for parts/service not covered under agmt St	262.63
Total Imperial Door Controls, Inc.			262.63
Ingram Library Services			
Bill	01/08/2020	Library Materials all libraries December	64.89
Bill	01/08/2020	Library Materials all libraries December	186.08
Bill	01/08/2020	Library Materials all libraries December	2,493.21
Bill	01/08/2020	Library Materials all libraries December	85.47
Bill	01/08/2020	Library Materials all libraries December	527.13
Bill	01/08/2020	Library Materials all libraries December	77.24
Bill	01/08/2020	Library Materials all libraries December	794.71
Bill	01/08/2020	Library Materials all libraries December	65.58
Bill	01/08/2020	Library Materials all libraries December	882.34
Total Ingram Library Services			5,176.65

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 8, 2020

Type	Date	Memo	Open Balance
Jeannette Burnett			
Bill	01/08/2020	Sewing classes - Tinker Lab 1/7, 14, 21, 28 & 2/4, 11	300.00
Total Jeannette Burnett			300.00
Karen Curren			
Bill	01/08/2020	Gourd Birdhouse Painting @ St 12/10 - additional student	20.00
Total Karen Curren			20.00
Kelly Schrage			
Bill	01/08/2020	refund for lost item	17.00
Bill	01/08/2020	refund for lost items	15.99
Total Kelly Schrage			32.99
Maggie Young			
Bill	01/08/2020	special project reimbursement	54.88
Total Maggie Young			54.88
Mary Hand			
Bill	01/08/2020	refund for returned item	20.00
Total Mary Hand			20.00
Mary Rose Shaw			
Bill	01/08/2020	Terra Cotta Pot Painting @ St 1/4	275.00
Total Mary Rose Shaw			275.00
MCI			
Bill	01/08/2020	Long distance chg-BF/HH annual charges	749.04
Total MCI			749.04
MH Software			
Bill	01/08/2020	Calendar Software - all libraries-2020 annual fee	625.08
Total MH Software			625.08
Michelle Erickson			
Bill	01/08/2020	reimbursement for VE programming & supplies	89.95
Bill	01/08/2020	Jan mileage	31.97
Total Michelle Erickson			121.92
MidWest Tape			
Bill	01/08/2020	A/V purchases - Oct - Dec - WE	1,270.99
Bill	01/08/2020	A/V purchases - Oct - Dec - WE	1,243.51
Bill	01/08/2020	audiobook purchases - St - pd w/gift funds	1,426.63
Bill	01/08/2020	HH Friends AV Dec	119.97
Total MidWest Tape			4,061.10
Multi Media Services			
Bill	01/08/2020	printed envelopes	932.41
Total Multi Media Services			932.41
Nick Frisk			
Bill	01/08/2020	IT consultant for windows update	1,894.60
Total Nick Frisk			1,894.60
Noah's Ark Animal Workshop, Inc.			
Bill	01/08/2020	BF program 2/11	370.22
Total Noah's Ark Animal Workshop, Inc.			370.22
Perry & Carroll, Inc.			
Bill	01/08/2020	Annual Property/liability,crime,D&O, flood & auto	33,673.83

Chemung County Library District General Fund
Unpaid Bills Detail
 As of January 8, 2020

Type	Date	Memo	Open Balance
Total Perry & Carroll, Inc.			33,673.83
Rainy Toad Gaming (Troy Naida)			
Bill	01/08/2020	Teen game night 1/14 @ WE	65.00
Total Rainy Toad Gaming (Troy Naida)			65.00
Rebecca Jackson			
Bill	01/08/2020	reimbursement for 2019 homeschooling program @ HH	1,038.80
Total Rebecca Jackson			1,038.80
Recorded Books			
Bill	01/08/2020	7 day use charges - 11/1-11/30	71.76
Total Recorded Books			71.76
Reliable Computer Products			
Bill	01/08/2020	#5 toners for VE - 3 colored, 2 black	518.00
Total Reliable Computer Products			518.00
Sayles & Evans			
Bill	01/08/2020	Attorney fees - General Svcs month of Nov	1,387.50
Total Sayles & Evans			1,387.50
Sedgwick Business Solutions			
Bill	01/08/2020	Remaining balance for chairs @ St	6,861.04
Total Sedgwick Business Solutions			6,861.04
Staples Credit Plan			
Bill	01/08/2020	IT supplies all libraries	475.80
Total Staples Credit Plan			475.80
Time Warner Cable			
Bill	01/08/2020	Cable service at ST - annual fee 2020	169.20
Total Time Warner Cable			169.20
Town of Big Flats			
Bill	01/08/2020	Water Dist tax 2020	27.30
Total Town of Big Flats			27.30
Town of Elmira			
Bill	01/08/2020	WE - Sewer Tax - 2020	138.30
Total Town of Elmira			138.30
Town of Horseheads			
Bill	01/08/2020	HFL- Sewer Tax - 2020	259.60
Total Town of Horseheads			259.60
Unique Management Services, Inc.			
Bill	01/08/2020	collection notices - November & December	295.35
Bill	01/08/2020	collection notices- December	268.50
Total Unique Management Services, Inc.			563.85
Verizon			
Bill	01/08/2020	annual mobile phone charge - IT	1,146.96
Bill	01/08/2020	annual phone BF & HH	1,059.48
Bill	01/08/2020	sytanx charge for 2020 x 12 months - St	5,355.96
Total Verizon			7,562.40
W. B. Mason Co, Inc.			
Bill	01/08/2020	calendar for new VE clerk	26.99

1:26 PM

01/08/20

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 8, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	01/08/2020	office supplies - ST	82.05
Total W. B. Mason Co, Inc.			109.04
Wegmans Food Markets Inc.			
Bill	01/08/2020	Ad, Teen, & BF programming - Dec	183.37
Total Wegmans Food Markets Inc.			183.37
Xerox Corporation			
Bill	01/08/2020	maintenance agreement contract fee for BF copier	36.92
Total Xerox Corporation			36.92
TOTAL			<u>83,856.65</u>

11:27 AM

01/08/20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 8, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
Bill	01/08/2020	Reference materials	129.49
Total Baker & Taylor Books			129.49
Midwest Tape, LLC			
Bill	01/08/2020	CBA educational DVDs ...	18.74
Total Midwest Tape, LLC			18.74
TOTAL			148.23

Document #2020-4

Report of the January 8, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Jack Schamel, Phyllis Rogan and Martha Smith and Holly Melott and Ronald Shaw, CCLD management. Other board members in attendance were Pat Silvernail, Karl Schwesinger, Bonnie Chollet, Ann Hayes, Jessica Roberts, Rachel Dworkin, Kevin Hansen, Lee Saginario, and Pam Larnard.

Ms. Rogan called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 12/31/2019 for the General Fund - \$12,563.75 and the Grant Fund - \$4048.53, dated 1/8/2020 for the General Fund - \$83,856.65. Ms. Dworkin moved, seconded by Mr. Schamel to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Director Ron Shaw gave the following reports:

Mr. Shaw stated that staff are requesting that a security guard be hired to have on the premises during hours of operation. Mr. Shaw has instructed staff to uphold and maintain the established Library Code of Conduct. There have been no formal complaints or incidents reported at this time.

A strict "No Food Policy" has been enacted at Steele due to numerous occasions that patrons were leaving food throughout the building.

Members of the Labor Management Committee have requested that an amendment be added to the current contract, which would allow employees who retire after 10 years of library service, be granted paid health insurance coverage. Mr. Schamel made a recommendation be sent to the board, not to entertain this proposal.

The Friends group will be giving \$18,000 for library programming in 2020. Monies will be distributed. Supervisors are considering, not holding a district wide Summer Reading party this year. Branches will have adequate funding to host their own celebrations.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 5th, 2020 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2020-4

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The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 5th, 2020 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2020-5

Report of the January 8, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Ms. Rachel Dworkin, Ms. Jessica Roberts, Mr. Jack Schamel, Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 5:45 p.m.

Ms. Melott presented the December 31, 2019 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated 12/31/2019 for the General Fund - \$12,563.75 and the Grant Fund - \$4048.53, dated 1/8/2020 for the General Fund - \$83,856.65. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 12, 8:45 am in the Petrie Conference Room of the Steele Memorial Library.

Document #2020-6

Report of the January 8, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Martha Smith, Ms. Rachel Dworkin, Mr. Jack Schamel, and Ms. Lee Saginario. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Boiler at Steele – No new updates on the NY State Grant fund money for this project.

New Sign –Steele – Mr. Shaw is waiting to hear back.

Kitchen/Breakroom renovations – This project will be pursued further once the sign is complete.

The Horseheads Foundation has expressed interest in painting and replacing the flooring in the meeting room at Horseheads.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 5th 2020 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.