



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 May 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday May 20 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online and it is recommended that all members attend remotely.** 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. Auditor's Report
4. Approval of minutes (document #2021-25)
5. Treasurer's report
 - a) Financial report (document 2021-26)
 - b) Report of Unpaid Bills Detail (document 2021-27)
6. Correspondence
7. President's report (Dworkin)

Consent Item: Approval of 2021 Audit
Resolved that the CCLD Board of Trustees approve the 2021 Audit as submitted.
8. Director's Report

Consent Item: Approval Teen Library Card
Resolved that the CCLD Board of Trustees approve the Teen Card as submitted.

Consent Item: Approval of Personnel Actions
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2021-28)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2021-29)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2021-30)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)

Consent Item: Approval of Election Committee Resolutions
Resolved that the CCLD Board of Trustees approve the Election Committee Resolutions as submitted.
 - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
 - Revision to Wireless Policy
13. Period for public expression
14. Adjournment

(Minutes of the April 15, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-25)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Jessica Roberts, Crystal Gullo-Buzzetti, Martha Smith, Kevin Hansen, Phyllis Rogan, Karl Schewesinger, Pam Larnard, Ann Hayes, Penny Appenzellar, and Lee Saginario. Also present were Holly Melott and Ron Shaw on behalf of the Library District's Administration.

Minutes. The minutes of the March 2021 meeting (Document #2021-19) were presented for board review. Ms. Dworkin moved that the March Board minutes be approved as amended, seconded by Ms. Hayes. **VOTE: Unanimously Approved.**

Financial Report. The March 31, 2021 Financial Report (Document #2021-20) was presented for board review. Ms. Hayes moved, seconded by Ms. Gullo-Buzzetti, to approve the March Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-21) Ms. Hayes moved, seconded by Ms. Larnard, that the board authorize the payment of the unpaid bills dated 04/15/21 for the General Fund - \$56,484.11. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, seconded by Ms. Silvernail. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Hansen, that the NYS Annual Report be approved as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Rogan moved, seconded by Ms. Hayes, that the Personnel Actions are approved as amended. VOTE: Unanimously Approved.

Correspondence.

President's Report. Ms. Dworkin will be meeting with the CCLD legal team on April 27th. Let her know of any issues which should be addressed in the contract. The Negotiating Committee will be meeting with the Union legal representation on May 18th, they will be meeting independently prior to that date.

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

- The Marketing Committee has requested a dedicated line item in the annual budget. The committee is updating their draft plan to include recent changes.
- The Direct Access plan has been reviewed by Director's Advisory Council, there are no revisions, the plan will remain the same.
- As per the NY Division of Library Development, all central libraries are to be open a minimum of 55 hours/week as of 6/1/21. CCLD is already meeting this requirement.
- Acorn TV will be removed as of May 14th, if credits still exist they can be used in other streaming databases or Overdrive. There is no further information available supporting or expounding on the reasoning behind this decision.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2021-22)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-23)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-24). Additional notes: Items returned to any of the libraries are now only quarantined for 24 hours. Bob Butcher will be submitting a statement from Marchuska Brothers for labor utilized in the breakroom renovations, a 5% retainer will remain until the project is finalized. Mr. Shaw is waiting to hear back from County Building & Grounds concerning the availability of movable wall units for the adult reference office. The new pavilion being built at Horseheads will be constructed on the grass, there will be no loss of parking space. The Horsehead Foundation will be funding that project.

Personnel Committee. Ms. Appenzellar reported that the committee will be meeting with Mr. Shaw to review the director evaluations, a report to the entire board will follow.

Election & Continuity Committee. Ms. Hayes will not be seeking re-election in November of 2021. She is canvassing for a replacement. Ms. Rogan reminded trustees to alert her as soon as possible if they too, will not be running in November.

Advocacy Committee.

Old Business.

New Business.

Ms. Dworkin moved, seconded by Mr. Hansen to enter executive session. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Gullo-Buzzetti to exit executive session. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Hayes to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, May 20, 2021, at 6:00pm online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2021-26)

Financial Report - April 30, 2021

Income	2021 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 8,096	\$ 49,054	14.17%		
Grants (other than N.Y.S.)		\$ 27,400				Friends: 18,000; Community Arts: \$500;Olmstead \$500
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 21,371	178,629	11%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,129,384	(10,000)	100%		
PILOT Funds	\$ 65,000	\$ 53,414		82%		
Interest on Investments	\$ 8,000	\$ 2,477	5,523	31%		
State Aid						
Central Library Development	\$ 79,418		79,418	0%		
Central Book Aid	\$ 54,079		54,079	0%		
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,614,668	\$ 3,242,142	\$ 388,340	90%	33%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,709,806	\$ 510,538	\$ 1,199,268	30%		
Overtime & Holiday Salaries	24,227	\$ 4,940	19,287	20%		
Employee Benefits						
FICA	132,654	\$ 51,941	\$ 80,713	39%		
NY State Retirement	276,605	\$ 80,452	\$ 196,153	29%		
Medical & Dental	506,128	\$ 162,201	\$ 343,927	32%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 25,423	\$ (7,912)	145%		
Subtotal - Personnel Expenses	2,666,931	835,495	\$ 1,831,436	31%	33%	
Contractual						
Equipment	0	\$ 42	(42)	0%		Bulled Aide:\$42
Telephone	10,800	\$ 9,935	865	92%		
Supplies	45,200	\$ 2,341	42,859	5%		Grant: \$1005-Tinker Lab supplies;National Lib Week \$89.76- Marketing
Travel & Continuing Education	10,120	\$ 980	9,140	10%		
Repairs & Maintenance	28,635	\$ 6,314	22,321	22%		
Postage	2,925	\$ 1,515	1,410	52%		
Library Materials (books, video, etc.)	375,041	\$ 68,819	306,222	18%		Gifts: \$2312
Utilities	59,000	\$ 13,929	45,071	24%		
Building Cleaning Supplies	14,200	\$ 5,734	8,466	40%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 338	2,762	11%		
Insurance	34,700	\$ 34,638	62	100%		
Vehicle Operation / Maintenance	5,000	\$ (900)	5,900	-18%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 2,225	29,170	7%		
Data Processing Expenses (Cost Share)	116,134	\$ 54,534	61,600	47%		
Payment of Taxes	5,150	\$ 5,015	135	97%		
Library Programming	37,997	\$ 9,850	28,147	26%		Grant\$1630;\$100 HH Friends;CCLD Friends\$1562;Bullet Aide \$51
Chemung County costs (B&G, vision)	14,000	\$ 2,873	11,127	21%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641		51,641	0%		
Subtotal Expenses	\$ 3,521,969	\$ 1,083,638.44	\$ 2,468,290	31%	33%	
2021 Projects: St Breakroom Renovation		\$ 29,959				\$4,855.72 -final boiler payment;\$25,103.75 St Breakroom renovation
TOTAL EXPENSES	\$ 3,521,969	\$ 1,083,638				

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05/05/21

Chemung County Library District General Fund
Unpaid Bills Detail
 As of May 5, 2021

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	05/05/2021	"Everybody Loves Pop-ups" 5/13 - St via Zoom - pd w/grant funds	235.00
Total Aleta Yarrow			235.00
Amazon Credit Plan			
Bill	05/05/2021	purchase all libraries 3/8-4/8	2,818.39
Total Amazon Credit Plan			2,818.39
Blackstone Publishing			
Bill	05/05/2021	Audiobooks purchase - BF & ST -April	207.99
Bill	05/05/2021	Audiobooks purchase - BF & ST -April	65.56
Total Blackstone Publishing			273.55
Broad Reach			
Bill	05/05/2021	Juv library material - April	366.91
Total Broad Reach			366.91
Chemung Canal Trust Company			
Bill	05/05/2021	Mastercard charges -St Juv & Teen prog/Text alert service/T-Lab supplies-pd w/grant funds	986.53
Total Chemung Canal Trust Company			986.53
Connie Oglivie			
Bill	05/05/2021	reimbursement for items purchased	54.28
Total Connie Oglivie			54.28
Demco, Inc.			
Bill	05/05/2021	Bookends for HH pd w/Bullet Aide	59.94
Bill	05/05/2021	St - processing supplies - pd w/gift \$	155.95
Total Demco, Inc.			215.89
Eastern Copy Products			
Bill	05/05/2021	Contract base rate charge & overage charge -St copier	805.00
Total Eastern Copy Products			805.00
Elmira Water Board			
Bill	05/05/2021	St - 2/09/21-04/09/2021	37.86
Total Elmira Water Board			37.86
Filomena Jack			
Bill	05/05/2021	"Fabric Posey Pins: Hand Sewing" - St - pd w/grant funds - via Zoom	300.00
Total Filomena Jack			300.00
Ingram Library Services			
Bill	05/05/2021	April Library material -	11,000.97
Total Ingram Library Services			11,000.97
Karen Curren			
Bill	05/05/2021	Gourd birdhouse painting kits - 5/1-5/12	600.00
Total Karen Curren			600.00
Marchuska Brothers Construction, LLC			
Bill	05/05/2021	2nd + final payment for breakroom renovation @ Steele	9,846.25
Total Marchuska Brothers Construction, LLC			9,846.25
Mengel Metzger & Barr			
Bill	05/05/2021	Invoice for 2021 audit #490527	10,000.00
Total Mengel Metzger & Barr			10,000.00
MidWest Tape			

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05/05/21

Chemung County Library District General Fund
Unpaid Bills Detail
 As of May 5, 2021

Type	Date	Memo	Open Balance
Bill	05/05/2021	April Av purchases HH/WE/St/St Juv	3,602.62
Total MidWest Tape			3,602.62
Noah's Ark Animal Workshop, Inc.			
Bill	05/05/2021	VE program supplies	289.75
Total Noah's Ark Animal Workshop, Inc.			289.75
Oriental Trading Company, Inc.			
Bill	05/05/2021	Juv prog supplies	140.72
Total Oriental Trading Company, Inc.			140.72
Perry & Carroll, Inc.			
Bill	05/05/2021	Inv # 401725 - effective 2/6/21 - Crime- renew policy/Directors & Officers - renew policy	2,810.00
Total Perry & Carroll, Inc.			2,810.00
Postler & Jaeckle Corp			
Bill	05/05/2021	Installation of boiler @ Steele -final payment	23,014.52
Total Postler & Jaeckle Corp			23,014.52
Rebecca Jackson			
Bill	05/05/2021	reimbursement for homeschool program supplies -pd by Friends	330.38
Total Rebecca Jackson			330.38
Risa Nichols			
Bill	05/05/2021	refund for returned item	25.00
Total Risa Nichols			25.00
Robert L. Butcher			
Bill	05/05/2021	Schematic design for Breakroom Refresh at ST - project mgmt - final payment invoice #313	200.00
Bill	05/05/2021	Restoration of Steele parking lot - initial payment invoice #315	900.00
Total Robert L. Butcher			1,100.00
Southern Tier Library System			
Bill	05/05/2021	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE	1,800.00
Bill	05/05/2021	Bookshelf for diversity display	65.90
Total Southern Tier Library System			1,865.90
Staples Credit Plan			
Bill	05/05/2021	office supplies	31.00
Total Staples Credit Plan			31.00
Star-Gazette			
Bill	05/05/2021	St annual subscription through 3/2022	896.16
Bill	05/05/2021	BF subscription through 04/30/22	86.78
Total Star-Gazette			982.94
The Penworthy Company			
Bill	05/05/2021	Library materials Big Flats	507.95
Total The Penworthy Company			507.95
Vasco Brands, Inc.			
Bill	05/05/2021	vacuum repair	472.91
Total Vasco Brands, Inc.			472.91
TOTAL			72,714.32

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05/05/21

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 5, 2021

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	05/05/2021	Non-Fiction Materials-April	1,039.25
Total Ingram Library Services			1,039.25
Midwest Tape, LLC			
Bill	05/05/2021	CBA educational DVDs A...	611.79
Total Midwest Tape, LLC			611.79
TOTAL			<u>1,651.04</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 20, 2021

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	05/20/2021	Book purchase -St Juv & Bkm April	1,450.07
Total Baker & Taylor Books			1,450.07
Chemung County Buildings & Grounds Dept.			
Bill	05/20/2021	1st Quarter 2021 Maintenance:\$3487.48 & Utilities Fees \$13,195.22	16,682.70
Total Chemung County Buildings & Grounds Dept.			16,682.70
Cherry Lake Publishing			
Bill	05/20/2021	Steele JUV book purchases	1,903.72
Total Cherry Lake Publishing			1,903.72
First Transit, Inc			
Bill	05/20/2021	Bkm fuel 03/28/21-04/24/21	171.35
Total First Transit, Inc			171.35
Orkin			
Bill	05/20/2021	Treatment of carpenter bees @ BF -	300.00
Total Orkin			300.00
Vasco Brands, Inc.			
Bill	05/20/2021	janitorial supplies - all libraries -invoice #126994A	71.70
Total Vasco Brands, Inc.			71.70
TOTAL			20,579.54

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05/11/21

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 20, 2021

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
Bill	05/20/2021	Reference materials	147.78
Total Baker & Taylor Books			147.78
TOTAL			<u>147.78</u>

Document #2020- 28

Report of the May 5, 2021 meeting of the Executive Committee of the Chemung County Library District:

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

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 5/5/21 in the amount of \$72,714.32 for the General Fund and \$1,651.04 for the Grant Fund. **Ms. Hayes moved, seconded by Ms. Silvernail to approve payment of the General and Grant Fund bills as submitted in writing. VOTE: Unanimously Approved. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Ms. Hayes, that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic. VOTE: Unanimously Approved.**

Director, Mr. Shaw reported on the following:

- New York capacity restrictions are being lifted, but will have no direct impact on the library buildings.
- Mr. Shaw discussed the 2022-2026 Central Library Aid plan with Brian Hildreth. A compromise was agreed upon. Central Library Aid will be reduced by 10% over the next 5 years, but CCLD will retain the remaining 50% at the conclusion.
- Mr. Shaw spoke with a patron regarding a donation of \$165,000 to be used to purchase hardcover books. He directed them to contact the Steele Foundation to enhance the investing potential.
- The Friends organization will begin accepting book donations, by appointment only, in the near future. Mr. Shaw will share contact information as soon as it is available.

The majority of members are in favor of continuing to conduct meetings via Zoom. The situation will continue to be assessed.

The Negotiating Committee met with attorney, Kim Middaugh. Their next meeting will be on Tuesday, May 18 at 10:30 and will include representation from both parties.

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, June 2, 2021 at 6pm via Zoom.

Document #2021-29

Report of the May 12, 2021 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting via Zoom were CCLD board members Ms. Jessica Roberts, Ms. Rachel Dworkin and Ms. Ann Hayes. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the April 30, 2021 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 May 20, 2021 for the General Fund - \$20,579.54, Grant Fund - \$147.78. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that it is now time to begin preparing the 2022 budget. He anticipates requesting a higher property tax cap override, than in recent years, primarily due to increased salary and health care expenditures.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 9, 2021 at 8:45 a.m. via Zoom.

Document #2021-30

Report of the May 5, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

- The staff breakroom project at Steele is complete.
- Architect, Bob Butcher, has completed drawings for the parking lot paving project at Steele. A legal notice seeking bids will be published in the Star Gazette on May 11, 12, & 13. Project completion is anticipated by the end of 2021.
- Staff have requested that the large crack in the ramp entrance to Steele be filled in, and that a handrail be installed, code regulations will be monitored and an estimate will be gleaned for both concerns.
- Construction grant proposals are due to STLS by 6/11/21. Mr. Shaw will consult with Brian Hildreth about anticipated amounts.
- Horseheads Foundation is funding the pavilion construction project outside the Horseheads Library, sponsored by Eagle Scout, Andrew Whitmarsh. Mr. Schwesinger noted that a building permit needs to be in place before construction begins.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 2, 2021 at 5:30pm via Zoom.