

*(Minutes of the August 18, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-48)*

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present in person: Ms. Jessica Roberts, Mr. Kevin Hansen, Ms. Penny Appenzellar, Ms. Pamela Larnard, Mr. Karl Schwesinger, Mr. Jack Schamel, Mr. Mark Padgett, Ms. Pat Silvernail, Ms. Martha Smith, Ms. Lee Saginario, and Ms. Bonnie Chollet. Excused: Ms. Phyllis Rogan and Ms. Muriel Friend. Absent: Ms. Crystal Gullo-Buzzetti. Also present were Mr. Ron Shaw, Mr. Owen Frank, and Ms. Holly Melott on belief of the Library District Administration.

**Minutes.** The minutes of the July 21, 2022 meeting (Document #2022-42) were presented to the board for review. Ms. Pam Larnard moved that the July Board meeting minutes be approved as presented, seconded by Mr. Jack Schamel. **VOTE: Unanimously Approved.**

**Financial Report.** The July 31, 2022 Financial Report (Document #2022-43) was presented for board review. Mr. Jack Schamel moved, seconded by Mr. Mark Padgett, that the July Financial Report be approved as distributed. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills.** (Document #2022-44) Mr. Jack Schamel moved, seconded by Ms. Bonnie Chollet, that the board authorize the payment of the unpaid bills dated August 18, 2022 for the General Fund - \$25,647.91 and the Grant Fund - \$5,351.88. **VOTE: Unanimously Approved.**

Mr. Chris Petrilose from Perry & Carroll Inc. presented an overview of a new health insurance option coverage for retirees to utilize beginning January 2023.

**CONSENT ITEM:** Ms. Rachel Dworkin moved, seconded by Mr. Jack Schamel, that the following resolution be accepted:

**Whereas, Broome County has secured contracts with United Healthcare for Medicare Advantage and Prescription Drug Benefits Plans (MAPD plans) for Medicare primary retirees of the participating entities of the Broome County Purchasing Alliance (BCPA) and**

**Whereas, Broome County allows participation of other interested municipalities pursuant to General Municipal Law 119-o, and**

**Whereas, each participating municipality will enter into its own contract with United HealthCare under the BCPA to receive the preferred pricing and coverage of the alliance and**

**Whereas, Chemung County Library District wishes to participate in the BCPA MAPD Program effective 1/1/2023, therefore be it**

**Resolved that Chemung County Library District agrees to participate with Broome County and other participating municipalities in the BCPA for Medicare Advantage and Prescription Drug Benefit Services for its eligible retirees and be it**

**Further resolved that Chemung County Library District agrees to provide Broome County via BCPA Portal any information required to facilitate account registration including but not limited to, census information of Medicare primary retirees including date of birth, gender and zip code. Copy of current Summary Plan Description and Benefit Summary along with this resolution, and be it**

**Further resolved, that the Chemung County Library District is authorized to execute any agreements, documents, or papers as may be necessary to implement the intent of this resolution. VOTE: Unanimously Approved.**

**Correspondence.** Nothing to report.

**President's Report.** Ms. Dworkin introduced and welcomed Mr. Owen Frank as the interim director.

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the August Personnel Actions be approved as presented. VOTE: Unanimously Approved.**

**Director's Report** - Mr. Frank reported on the following:

- The Horseheads Pavilion project is nearing completion. Board members were invited to attend a dedication ceremony on Thursday, September 22<sup>nd</sup>.
- Staff has requested that in January 2023, the board resume the rotation of monthly board meetings to include each of the branch locations.
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**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that all items on the video game list submitted by Ms. Deb Brimmer be approved for purchase. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2022-45).

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2022-46).

**Buildings & Grounds Committee.** All three air conditioning units at the Big Flats branch need to be replaced. Capital project investment funds have been allocated for use at Big Flats and are available. Elmira Structure has a secured bricks to repair the damage done at Steele at an approximate cost of \$2,900. The cost of the installation of a ventilation system in the MakerSpace is approximately \$44,000. Bob Butcher needs to be enlisted to oversee this project. The cooling tower at Steele is in need of repair and maintenance at an approximate cost of \$15,000.

**Personnel Committee.** The personnel committee will begin the search for a new director.

**Election & Continuity Committee.** STLS Board representative Kim Salisbury is resigning from the board and the CCLD Board needs to appoint her replacement. Trustee petitions are available and must be returned to the business office by Monday, September 12, 2022 at 3 pm.

The next regular meeting of the Board will be held on Thursday, September 15, 2022 at 6:00 pm in the auditorium of the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**8/31/2022**

<b>Income</b>	<b>2022 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 57,150	\$ (235,962)	\$ 293,112	-413%		\$337,945 transferred to Steele Foundation - Denton & Krazinski donations
Grants (other than N.Y.S.)		\$ 55,131				Friends:\$18,000Appalachian:\$27,080.85;United Way \$250;Arts Council \$3,200;SCRLC \$5600
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 40,000	160,000	20%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	0	100%		
PILOT Funds	\$ 65,000	\$ 33,067		51%		
Interest on Investments	\$ 8,000	\$ 3,548	4,452	44%		
<b>State Aid</b>						
Central Library Development	\$ 57,200		57,200	0%		
Central Book Aid	\$ 46,898		46,898	0%		
Local Library Services Aid	\$ 26,025	\$ 38,541	(12,516)	148%		
Other State Aid - State Construction Funds		\$ 25,010				
<b>TOTAL INCOME</b>	<b>\$ 3,654,785</b>	<b>\$ 3,153,848</b>	<b>\$ 549,146</b>	<b>86%</b>	<b>67%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,728,402	1122553.95	\$ 1,728,402	65%		
Overtime & Holiday Salaries	24,227	\$ 7,032	17,195	29%		
<b>Employee Benefits</b>						
FICA	133,852	\$ 84,604	\$ 49,248	63%		
NY State Retirement	261,806	\$ 181,534	\$ 80,272	69%		
Medical & Dental	504,158	\$ 362,682	\$ 141,476	72%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 26,662	\$ (1,268)	105%		
<b>Subtotal - Personnel Expenses</b>	<b>2,677,839</b>	<b>1,785,068</b>	<b>\$ 892,771</b>	<b>67%</b>	<b>67%</b>	
<b>Contractual</b>						
Equipment	19,000	\$ 10,648	8,352	56%		2021 purchases:lpad&phones:\$772 Grant/\$306 Friends\$:hotspots:Microfiche:\$6000grant/\$2165Friends
Telephone	10,800	\$ 8,755	2,045	81%		
Supplies	45,200	\$ 31,076	14,124	69%		\$15,000=split w/STLS:P'sTestprep&Brainfuse/\$103 - Grant \$1228 T-lab supplies
Travel & Continuing Education	10,626	\$ 1,896	8,730	18%		
Repairs & Maintenance	28,635	\$ 11,161	17,474	39%		
Postage	2,925	\$ 887	2,038	30%		
Library Materials (books, video, etc.)	382,843	\$ 218,581	164,262	57%		Gifts:\$5522;Grant\$5737
Utilities	59,000	\$ 35,297	23,703	60%		
Building Cleaning Supplies	14,200	\$ 11,510	2,690	81%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 2,701	399	87%		
Insurance	34,700	\$ 34,700	0	100%		
Vehicle Operation / Maintenance	5,000	\$ 1,097	3,903	22%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 29,521	1,874	94%		
Data Processing Expenses (Cost Share)	116,134	\$ 74,570	41,564	64%		
Payment of Taxes	5,150	\$ 3,716	1,434	72%		
Library Programming	39,897	\$ 44,118	(4,221)	111%		\$10,890Grant/\$4,037Friends/HH Bullet Aide:\$150.12/HH Friends \$505/Gift\$22
Chemung County costs (B&G, vision)	14,000	\$ 7,015	6,985	50%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 590	51,051	1%		Insurance
<b>Subtotal Expenses</b>	<b>\$ 3,562,085</b>	<b>\$ 2,341,437.76</b>	<b>\$ 1,249,178</b>	<b>66%</b>	<b>67%</b>	
2022 Projects:		\$ 28,531				\$22663 HH Pavilion - pd for by HH Foundation/\$5868 - Steele parking lot (retainer)
<b>TOTAL EXPENSES</b>	<b>\$ 3,562,085</b>	<b>\$ 2,341,438</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of September 15, 2022**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Bryan Boynton</b>				
	Bill	09/15/2022	IT phone stipend for on call - for 3rd quarter 2022	90.00
Total Bryan Boynton				<u>90.00</u>
<b>Deborah L. Brimmer</b>				
	Bill	09/15/2022	IT phone stipend for on call - for 3rd quarter 2022	90.00
Total Deborah L. Brimmer				<u>90.00</u>
<b>Elmira Water Board</b>				
	Bill	09/15/2022	ST water 06/13-08/11/2022 & WE water 06/08-08/03	305.02
Total Elmira Water Board				<u>305.02</u>
<b>Erica Unterman</b>				
	Bill	09/15/2022	"Natural Dyes & Techniques" - 9/26 @ St - pd w/grant	350.00
Total Erica Unterman				<u>350.00</u>
<b>Filomena Jack</b>				
	Bill	09/15/2022	"Pumpkins" Art class - St- pd w/grant funds via Zoon	232.80
Total Filomena Jack				<u>232.80</u>
<b>Ingram Library Services</b>				
	Bill	09/15/2022	August Library material -	5242.37
Total Ingram Library Services				<u>5242.37</u>
<b>John van Otterloo</b>				
	Bill	09/15/2022	IT phone stipend for on call - for 3rd quarter 2022	90.00
Total John van Otterloo				<u>90.00</u>
<b>Julie Spicer</b>				
	Bill	09/15/2022	Tai Chi programs online 09/06-10/18/2022- HH	280.00
Total Julie Spicer				<u>280.00</u>
<b>Southern Tier Library System</b>				
	Bill	09/15/2022	Quarterly STLS IT Contract - Costshare 3rd quarter	35035.50
				<u>35035.50</u>
				<u>35035.50</u>
Accessible Archives		09/15/2022	Online subscription	229.95
Aleta Yarrow		09/15/2022	Art class - St - pd w/grant \$	230.00
Amazon Credit plan		09/15/2022	all lib purchases	3365.99
Baker & Taylor Books		09/15/2022	Juv purchases	1431.02
Blackstone		09/15/2022	Audiobooks - ST	100.00
Burr Consulting LLC		09/15/2022	HR Consultant - August charges	2700.00
Cengage Learning Inc		09/15/2022	Udemy online database-annual fee	7000.00
CCLD Petty cash		09/15/2022	Petty cash - WE/JUV/BF/St	952.99
Chemung Canal & Trust		09/15/2022	Mastercard purchases	1224.94
			Mastercard - subscription fees	195.98
Dataflow, Inc		09/15/2022	flyers for Teen prog	195.00
Demco		09/15/2022	processing supplies	404.08
Didgeridoo Down Under		09/15/2022	VE SRC program	500.00
Findaway World LLC		09/15/2022	HH Juv	62.93
First Transit		09/15/2022	Bkm fuel - 06/26-07/23/2022	529.30
Image Integrator		09/15/2022	Microfiche service contract	218.75

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of September 15, 2022

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Jane Kim Pronti	09/15/2022	HH Program 9/13	300.00
Midwest	09/15/2022	Aug AV purchases	2383.63
Mobile Beacon	09/15/2022	#5 replacement hotspots -pd by Friends	330.00
New York Times	09/15/2022	Annual subscription 7/30/22-7/28/23	1146.85
New York Bus Sales	09/15/2022	Bkm repair - engine cooling tank	600.26
Penn Yan Library	09/15/2022	refund for lost book - pd by patron	29.00
Ridley's Book Repair	09/15/2022	Book service repair - genealogy	1083.75
Star Gazette	09/15/2022	BF subscription 7/1/23-8/31/23	94.70
Town of Big Flats	09/15/2022	water bill 5/2/-8/11/22	58.83
Village of Horseheads	09/15/2022	water bill 4/30-7/31/22	90.34
			67173.98

Central Library District and Central Book Aid Fund

Unpaid Bills Detail

As of September 15, 2022

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books		09/15/2022	Ref materials	138.74
Ingram Library Services		09/15/2022	August Library material -	1,296.95
Midwest		09/15/2022	August av -	284.26
Total				<u>1,719.95</u>

**Document #2022-54**

**Report of the September 7, 2022 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin, Mr. Kevin Hansen, and Mr. Karl Schwesinger. Also attending were Mr. Owen Frank and Ms. Holly Melott, CCLD Management.

The committee discussed the following:

- The initial quote in the amount of \$2,925 from Elmira Structures, to replace the bricks damaged on the exterior at Steele remains accurate.
- Chemung County Buildings and Grounds has advised:
  1. They will oversee the rebuilding of the cooling tower at Steele. No price estimate is available at this time. The project will likely begin when the outside temperatures have dropped.
  2. Gary Morenus, recommends utilizing LaBella Associates and O'Connor Plumbing and Heating to oversee the ventilation of the MakerSpace at Steele.
  3. The entire HVAC system at the Big Flats branch needs to be replaced. The estimated cost is \$12,000.
- An annual backflow test was conducted at Steele.
- Locks for the public restrooms on the first floor at Steele have been replaced to ensure patron privacy.
- The floor in the restroom at the West Elmira branch is discolored and needs to be replaced. Don Bishop has been advised.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 5, 2022 at 5:30pm in the auditorium of the Steele Memorial Library.





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.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

To: CCLD Board of Trustees

From: Owen Frank, Interim Director

Date: September 15, 2022

Subject: Approval of Personnel Actions

**Promotions:**

**Change FT/PT Status:**

n/a

**Retirement:**

Ronald Shaw

**End of Probationary Period- Permanent Appointment:**

n/a

**New Hires:**

n/a

**Resignations:**

Kirsten Frisbee – p/t page - Steele

**Terminations:**

n/a

**Leave:**

n/a

**Step Increases:**

Library Page- Elizabeth Weston – step increase to 4

Bookmobile Driver – Kimberly Jones step increase to step 15

Microcomputer Technician – John van Otterloo to step 5