

(draft of the Minutes of the August 17, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-48)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Penny Appenzellar, Ms. Muriel Friend, Mr. Jack Schamel, Mr. Wayne Adams, Ms. Bonnie Chollet, Ms. Martha Smith, Ms. Jessica Roberts, Mr. Karl Schwesinger, and Ms. Lee Saginario, Excused: Ms. Pat Silvernail, absent: Ms. Crystal Gullo-Buzzetti. Visitors: Pat Kinney, Judy Elston, Deborah Brimmer, and Bryan Boynton. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration.

Minutes. The minutes of the July 20, 2023 meeting (Document #2023-42) were presented for board review. Mr. Schamel moved that the July Board minutes be approved as presented, seconded by Mr. Padgett. **VOTE: Unanimously Approved.**

Financial Report. The July 2023 Financial Report was presented for board review. Ms. Dworkin moved, seconded by Mr. Schamel, to approve the July Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Mr. Schamel moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 08/17/2023 for the General Fund - \$33,508.15. **VOTE: Unanimously Approved.** Ms. Appenzellar moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 08/17/2023 for the CBA Fund -\$1,720.84. **VOTE: Unanimously Approved.**

Correspondence:

- Mr. Chapman shared a flyer for an upcoming STLS sponsored opportunity on 9/23/23
- Thank you notes received by the Bookmobile were passed around
- A call was received from the Harris Hills Parks Department commending the Horseheads staff for the "impeccably clean" condition in which they left the facilities which they had used for the summer reading club final party

President's Report

Director's Report:

Mr. Chapman reported on the following:

- Rob Warholic, with Essential Constructs is preparing estimates for the following services: HVAC, landscaping, waste management, snow removal, plumbing, electrical, and construction. He is planning to attend the September Buildings and Grounds Committee meeting.
- STLS has stated that the new district wide email system should be up and running by the end of September
- Ms. Deborah Brimmer and Mr. Bryan Boynton, Network IT Specialists, presented on the VOIP services, which are now being used at West Elmira, Big Flats, and Horseheads, and on proposed changes to the security system at all locations.
- An informative meeting was held with the Steele Foundation and CCLD administration.
- He will be representing CCLD at an upcoming "Drug Free Chemung" event sponsored by CASA Trinity.
- He was asked to join the local "Civics for Action" board.
- Narcan will be made available at all libraries, once training has been conducted. Staff participation is voluntary.
- Librarians are compiling changes needed for the code of conduct and reviewing a new "ban patron" guideline which he has created

- Civil service has passed and approved the safety officer position and Mr. Boynton's promotion to Network Specialist
- Carpets at Steele were cleaned on 8/13, due to unforeseen circumstances, the area was wet, thus Steele was closed to the public Monday 8/14-Wednesday 8/14, staff reported on the 14th.
- An in-person training is scheduled with Paylocity on Tuesday, September 5th. The session will be recorded and made available to supervisors
- A copy of the Vestal Public Library 5 year plan was distributed for review. A similar approach will be implemented

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Chollet, that Eastern be contracted for needed fire and security services within the district. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that all branches be closed for a district wide continuing education day on Friday, November 17, 2023. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the Wednesday hours of operation at the Van Etten branch, be changed to 11 a.m. to 5 pm. VOTE: Unanimously Approved.

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-44)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-45)

Buildings & Grounds Committee. (Document #2023-46)

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business:

- Ms. Jessica Roberts volunteered to be the trustee representative to the Steele Memorial Library Foundation
- Ms. Rogan, Mr. Hansen, and Mr. Padgett volunteered to be part of the 5 year plan committee

Public Expression.

Mr. Adams moved, seconded by Ms. Chollet to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, September 21, 2023, at 6:00pm at the West Elmira Library.