



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)

## Agenda

**The December meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 18, 2024 at 6:00 pm at the Steele Memorial Library.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-8607), or Mr. Chapman (733-8611).

1. Call to order
  2. Pledge of allegiance
  3. Approval of minutes (document #2023-72)
  4. Treasurer's report
    - a) Financial report (document #2023-77)
    - b) Report of Unpaid Bills Detail
  5. Correspondence
  6. President's report (Dworkin)
  7. Director's Report
    - Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
- Committee reports:
- a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document #2024-02)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2024-03)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2024-01)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Hansen)
9. Executive Session
  10. Old business
  11. New business
    1. Installation and introduction of newly elected trustees
    2. Election of slate of 2024 officers
    3. Trustee financial training with Nancy Kirby
  12. Period for public expression
  13. Adjournment

*(draft of the Minutes of the December 21, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-72)*

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

**Minutes.** The minutes of the November 16, 2023 meeting (Document #2023-66) were presented for board review. Mr. Jack Schamel moved that the November Board minutes be approved as presented, seconded by Ms. Roberts. **VOTE: Unanimously Approved.**

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

**Report of Unpaid Bills.** Mr. Schamel moved, seconded by Ms. Roberts, that the board authorize the payment of the unpaid bills dated 12/21/2023 for the General Fund - \$71,317.15. **VOTE: Unanimously Approved.** Mr. Schamel moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 12/21/2023 for the CBA Fund -\$3,265.81. **VOTE: Unanimously Approved.**

**Correspondence:**

- Multiple donations and memorials have been received
- Positive patron feedback has been received regarding the wrapping station on the second floor at Steele
- Civil Service has posted the tests for the position of Library Assistant and Librarian II

**CONSENT ITEM:** Ms. Dworkin moved, seconded by Mr. Padgett, that the check in the amount of \$5,000, from the Charlotte Cook be accepted. **VOTE: Unanimously Approved.**

**CONSENT ITEM:** Ms. Dworkin moved, seconded by Mr. Padgett, that the check in the amount of \$165,000 from the Horseheads Foundation be accepted. **VOTE: Unanimously Approved**

**CONSENT ITEM:** Ms. Dworkin moved, seconded by Mr. Schamel, that the check in the amount of \$1,000, from the Carlos and Kristina Flores, via the Bank of America Charitable Gift Fund be accepted. **VOTE: Unanimously Approved.**

**CONSENT ITEM:** Ms. Dworkin moved, seconded by Mr. Schamel, that the board authorize the payment of the unpaid bills dated 12/06/2023 - \$42,499.74 for the General Fund and \$12,423.82 for the Central Library District and Central Book Aid Fund. **VOTE: Unanimously Approved.**

**President's Report:**

- The volunteer appreciation dinner sponsored by the Horseheads Library Friends group on December 24, 2023, was well attended and enjoyed by all
- Mr. Padgett has been nominated to serve as vice president, Ms. Roberts as treasurer, Ms. Smith as secretary
- Ms. Dworkin expressed her sincere gratitude to Mr. Schamel, Ms. Chollet, Ms. Rogan, and Ms. Silvernail for their dedication and service to the Library Board

**Director's Report:**

Mr. Chapman reported on the following:

- Mr. Chapman, Ms. Nancy Kirby, and Ms. Melott met with investment representatives from Chemung Canal and Trust Co
- He and Ms. Melott met with representatives from Perry and Carroll to review property insurance coverage changes for 2024
- He is recommending that the identified HVAC projects be completed at the Horseheads, Big Flats, and West Elmira at a total cost of \$232,050.00. Each project will be overseen by Essential Constructs.
- Librarian, Connie Ogilvie-Vigliante will be retiring as of 12/31/23, he intends to fill the vacancy with a Librarian III. Civil Service has been contacted to prepare an open competitive position.
- Librarian, Caroline Poppendeck is developing a "Tea Lending Library" which will be featured during the winter months
- Renovation of the Horseheads Library meeting room will begin January 2024
- Tiles on the front entrance of the Horseheads Library have been re-slatted

**CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Smith, that per Nancy Kirby's suggestion the following amounts be invested in CDARs from the Chemung Canal Trust Company: \$1,000,000 x 52 weeks, \$250,000 x 26 weeks and \$250,000 x 13 weeks presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Roberts, that per Nancy Kirby's direction the "Positive Pay" check authorization feature provided by the Chemung Canal Trust Company at a cost of \$30/month be established on the general fund account. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Chollet moved, seconded by Mr. Schamel, that the crime bond policy coverage be changed from Selective to Hartford Insurance. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Chollet, that proposal from Essential Constructs, in the amount of \$232,050, for HVAC renovations at the Horseheads, Big Flats, and West Elmira Library be approved as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Roberts, that the December Personnel Actions be approved as presented. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the board enter executive session to discuss personnel issues. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, that the board exit executive session to discuss personnel issues. VOTE: Unanimously Approved.**

**CONSENT ITEM: Mr. Schamel moved, seconded by Mr. Padgett, that Ms. Holly Melott's job title be changed to the salary exempt position of office manager effective 1/1/24. VOTE: Unanimously Approved.**

**CONSENT ITEM: Mr. Schamel moved, seconded by Ms. Chollet, that Ms. Holly Melott's compensation be \$58,500 annually beginning 1/1/2024. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2023-68)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-69)

**Buildings & Grounds Committee.** (Document #2023-70)

**Personnel Committee.**

**Election & Continuity Committee.**

**Advocacy Committee.**

**Old Business.**

**New Business:**

**Public Expression.**

**Mr. Schamel moved, seconded by Mr. Adams to adjourn. VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, January 18, 2024, at 6:00pm at the Steele Memorial Library.

## Document #2024-01

### Report of the January 3, 2024 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 Rachel Dworkin and Martha Smith. Board members attending were Kevin Hansen, Karl Schwesinger, Jessica Roberts, Crystal Gullo-Buzzetti, Lee Saginario, Penny Appenzellar, Pat Kinney, Muriel Friend, and Mark Padgett. Paul Chapman and Holly Melott, CCLD management were also present.

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 12/31/2023 in the amount of \$15,313.68, dated 1/3/24 in the amount of \$8,074.28 for the General Fund and dated 12/31/23 \$2,821.68 for the Central Library District and Central Book Aid Fund. **Ms. Appenzellar moved, seconded by Ms. Friend to approve payment of the General Fund in the amount of \$23,387.96 and Central Book Aid Fund in the amount of \$2821.68 as submitted in writing. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- He received a call from the Elmira Mayor's office. They are developing a video highlighting the community and would like to include CCLD
- Representatives from the South Central Regional Library Council visited on Wednesday, January 3<sup>rd</sup>.
- He and Ms. Melott are working in conjunction with consultants, Nancy Kirby and Regina Hill, to create more concise budget codes and companies within Quickbooks
- The website will be updated to reflect 2024 trustee information, meeting dates, and locations
- A trustee financial training will be scheduled with Nancy Kirby later this month
- Monies have been moved to CDAR investments, as per the vote at the December board meeting

Ms. Dworkin will submit a letter to the Board of Elections, requesting that they resume hosting the trustee election beginning in November 2024.

The meeting adjourned at 7:00 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 7, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2024-01**

**Report of the January 3, 2024 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. Rachel Dworkin, Ms. Lee Saginario, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

AirTemp will be overseeing the HVAC renovation projects, which is due to start in the near future.

New term contracts are in full operation.

Mr. Chapman recently met with Higher Information Groups, replacement copy machines for both staff and patron use will be arriving soon.

The West Elmira restroom renovation is underway, a portable restroom is currently being utilized.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 7, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

**Document #2024-3**

**Report of the January 10, 2024 meeting of the Budget & Finance Committee of the Chemung County Library District**

Attending the meeting via Zoom: Ms. Jessica Roberts, Ms. Crystal Gullo-Buzzetti, and Ms. Rachel Dworkin. Also in attendance Mr. Paul Chapman and Ms. Holly Melott, CCLD Administration. The meeting opened at 8:45 a.m.

The December 31, 2023 Financial Report was presented to the Committee. The report will be forwarded to the full CCLD board for its consideration.

The unpaid bill list dated January 18, 2024 for the General Fund - \$78,641.34, for the CBA fund - \$171.60. Details will be forwarded to the full CCLD board for its consideration.

Mr. Chapman and Ms. Melott are working closely with consultants, Nancy Kirby and Regina Hill to overhaul the budget codes within Quickbooks.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 10, 2024 at 8:45 a.m. via Zoom.

8:11 AM

01/10/24

## Chemung County Library District General Fund Unpaid Bills Detail As of January 18, 2024

Type	Date	Memo	Open Balance
<b>Air Temp Heating &amp; Air</b>			
Bill	01/18/2024	Maintenance Agreement - invoice #183583	3,186.00
Total Air Temp Heating & Air			3,186.00
<b>Blackbourn Solutions</b>			
Bill	12/31/2023	Av Supplies BF	124.86
Total Blackbourn Solutions			124.86
<b>Elmira Water Board</b>			
Bill	12/31/2023	St water 09/29-12/05/2023	116.88
Total Elmira Water Board			116.88
<b>Essential-Constructs LLC</b>			
Bill	12/31/2023	HH Slate Repointing & Sealing - Front Entry - 23-1089-001- funded by Foundation	8,925.00
Total Essential-Constructs LLC			8,925.00
<b>Filomena Jack</b>			
Bill	01/18/2024	Teen Knitting series 101 -x 4 Jan 2024	270.00
Bill	01/18/2024	Adult art class - SML 1/10/24 - pd w/Community Grant funds	250.00
Total Filomena Jack			520.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	01/18/2024	monthly maintenance alarm @ SML 46914	72.50
Total Fire Alarm Service Technology, Inc.			72.50
<b>Greenleaf Recycling</b>			
Bill	01/18/2024	Waste mgmt services -WE/HH/BF/ST	730.00
Total Greenleaf Recycling			730.00
<b>Insero</b>			
Bill	12/31/2023	Final billing of auditing services for 2022	9,500.00
Total Insero			9,500.00
<b>Jemco</b>			
Bill	01/18/2024	Invoice #77207 cooling tower service contract installment	635.00
Total Jemco			635.00
<b>Kim Chebalo</b>			
Bill	01/18/2024	1/22/24 HH class- Vintage Spoon Ring Making	400.00
Total Kim Chebalo			400.00
<b>Library Market</b>			
Bill	01/18/2024	Website & logo redesign - invoice #3170	15,950.00
Total Library Market			15,950.00
<b>Perry &amp; Carroll, Inc.</b>			
Bill	01/18/2024	insurance renewals #10220,#10221,#10185	34,735.51
Bill	01/18/2024	2024 insurance renewals #102264	354.00
Total Perry & Carroll, Inc.			35,089.51
<b>Regina Hill</b>			
Bill	12/31/2023	QB consultant services - invoice 1097	425.00
Total Regina Hill			425.00
<b>Southern Tier Library System</b>			
Bill	12/31/2023	Billed entity phone system invoice 4375	601.00
Total Southern Tier Library System			601.00
<b>Tammy Wilcox</b>			



8:11 AM

01/10/24

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of January 18, 2024**

Type	Date	Memo	Open Balance
Bill	01/18/2024	Gentle Movements -x 4 Jan sessions @ HH - pd by HH Friends	100.00
Total Tammy Wilcox			100.00
<b>Tax Collector Linda Cross</b>			
Bill	01/18/2024	BF property tax-2024	27.15
Total Tax Collector Linda Cross			27.15
<b>Tim Collins</b>			
Bill	01/18/2024	T.A.L.E. - teen drama progam 1/16-1/31/24 - #10 outreach sessions pd w/grant fund	1,200.00
Bill	01/18/2024	Adult prog - Improv 1/31/24	120.00
Bill	01/18/2024	Teen Creative Wrting x 3 Jan sessions - pd w/grant \$	300.00
Bill	01/18/2024	Air Clubhouse writing sessioni - teen prog 1/18 -grant funds	100.00
Bill	01/18/2024	Teen D & D - x 2 Jan sessions - pd w/grant funds	200.00
Total Tim Collins			1,920.00
<b>Vasco Brands, Inc.</b>			
Bill	01/18/2024	cleaning sup all lib-inv 140042	318.44
Total Vasco Brands, Inc.			318.44
<b>TOTAL</b>			<b>78,641.34</b>

12:39 PM

01/09/24

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of January 9, 2024

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
Bill	12/31/2023	- invoice #4385	171.60
Total Southern Tier Library System			171.60
<b>TOTAL</b>			<b>171.60</b>

## Chemung County Library District General Fund Unpaid Bills Detail As of December 31, 2023

Type	Date	Memo	Open Balance
<b>Amazon Capital Services</b>			
Bill	12/31/2023	- programming, supplies, materials	2,082.66
Total Amazon Capital Services			2,082.66
<b>Blackstone Publishing</b>			
Bill	12/31/2023	BF -audiobooks-invoice customer #151732	167.99
Total Blackstone Publishing			167.99
<b>Brodart Co.</b>			
Bill	12/31/2023	processing needs - - invoice # 634165	109.15
Total Brodart Co.			109.15
<b>Chemung Canal Trust Company</b>			
Bill	12/31/2023	Mastercard charges:	698.30
Bill	12/31/2023	Mastercard charges:	1,822.98
Total Chemung Canal Trust Company			2,521.28
<b>Elmira Water Board</b>			
Bill	12/31/2023	WE water 09/21/2023-11/27/2023	39.61
Total Elmira Water Board			39.61
<b>Horseheads Do It Center</b>			
Bill	12/31/2023	HH - building supplies - invoice #384362	7.99
Total Horseheads Do It Center			7.99
<b>Ingram Library Services</b>			
Bill	12/31/2023	Dec Library material -	5,919.13
Total Ingram Library Services			5,919.13
<b>MidWest Tape</b>			
Bill	12/31/2023	December materials	3,281.72
Total MidWest Tape			3,281.72
<b>NYSEG</b>			
Bill	12/31/2023	gas & elec - BF	305.92
Total NYSEG			305.92
<b>OverDrive, Inc</b>			
Bill	12/31/2023	patron online resource checkouts- Dec	20.93
Total OverDrive, Inc			20.93
<b>Pitney Bowes</b>			
Bill	12/31/2023	postage meter refill	803.00
Total Pitney Bowes			803.00
<b>Staples Advantage</b>			
Bill	12/31/2023	office supplies	20.64
Total Staples Advantage			20.64
<b>Verizon Wireless</b>			
Bill	12/31/2023	mobile phone charge x 2 lines-end of year balance/payment	33.66
Total Verizon Wireless			33.66
<b>TOTAL</b>			<b>15,313.68</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of January 3, 2024

Type	Date	Memo	Open Balance
<b>Burr Consulting LLC</b>			
Bill	01/03/2024	HR Consultant January retainer- services 2024	1,800.00
Total Burr Consulting LLC			1,800.00
<b>Chemung County Treasurer</b>			
Bill	01/03/2024	2024 Sewer tax for Steele Library building & parking lot	1,396.30
Total Chemung County Treasurer			1,396.30
<b>Data443</b>			
Bill	01/03/2024	2024 annual -Smartshield License - invoice #38288	1,877.26
Total Data443			1,877.26
<b>Haefele TV, Inc.</b>			
Bill	01/03/2024	Internet service for VE for Jan 2024 service	85.95
Total Haefele TV, Inc.			85.95
<b>KONE</b>			
Bill	01/03/2024	Steele Elevator Maintenance - 2024 - invoice# 871253832	2,040.00
Total KONE			2,040.00
<b>MH Software</b>			
Bill	01/03/2024	Calendar Software - all libraries-2024 annual fee	625.08
Total MH Software			625.08
<b>Town of Elmira</b>			
Bill	01/03/2024	WE - Sewer Tax - 2024	125.19
Total Town of Elmira			125.19
<b>Town of Horseheads</b>			
Bill	01/03/2024	HFL- Sewer Tax - 2024	124.50
Total Town of Horseheads			124.50
<b>TOTAL</b>			<b>8,074.28</b>

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of January 3, 2024

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
Bill	12/31/2023	December Library material -	671.68
Total Ingram Library Services			671.68
<b>Southern Tier Library System</b>			
Bill	12/31/2023	50% speaker fee for Cont Ed - invoice #4188	2,150.00
Total Southern Tier Library System			2,150.00
<b>TOTAL</b>			<b>2,821.68</b>