



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

Agenda

The April meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday April 18, 2024 at 6:00 pm at the West Elmira Library.

The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-9173, ext. 2308), or Mr. Chapman (733-9173, ext 2307).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2024-16)
4. Treasurer's report
 - a) Financial report -pending
 - b) Report of Unpaid Bills Detail
 - c) Monthly Cash Balance Report
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 #2024-20)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2024-21)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2024-19)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
 1. Matt Burr – HR consultant contract renewal
 2. Acceptance of Friends annual disbursement - \$16,500
 3. Acceptance of Community Foundation Grant for Pop Expo - \$1500
 4. Approval of proposed masonry repair project at Big Flats
12. Period for public expression
13. Adjournment

Document #2024-20

Report of the April 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, Mark Padgett, Jessica Roberts, and Martha Smith. Board members attending were Kevin Hansen, Lee Saginario, and Muriel Friend. Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 04/03/2024 for the General Fund in the amount of \$38,700.44. **Ms. Dworkin moved, seconded by Ms. Roberts, to approve payment of the General Fund in the amount of \$38,700.44, as submitted in writing. VOTE: Unanimously Approved. Bills detail will be presented to the full board for approval at the April board meeting.**

Mr. Chapman reported on the following:

- A recent after hours teen Nerf battle event and children's department Easter themed visit from Tanglewood were both well attended and enjoyed by community members. Each event demonstrated collaboration among the various departments at Steele.
- "Hattye Skelley" will be honored on 4/12/24 for her generous donation to CCLD. All staff are encouraged to wear a hat in recognition.
- He is holding weekly meetings with Denis Bocage, safety and security officer, and Matt Burr, HR consultant. During which time they are developing a safety and security manual.

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, May 1, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2024-19

Report of the March 6, 2024 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Rachel Dworkin, Ms. Lee Saginario, Mr. Kevin Hansen, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman shared a mural project proposal from the Big Flats Advocates.

An estimate for masonry repair work at the Big Flats Library has been received and will be sent on to the full board for approval.

Mr. Chapman will be meeting with Rob Warholic, from Essential Constructs, and the mobile dental clinic representatives to assess the outdoor construction needs.

Representatives from Nickersons Construction will be at Steele on 4/4 to get measurements for the technology renovation project.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 1, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2024-21

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

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

Ms. Melott presented the unpaid bill list dated April 18, 2024 for the General Fund, \$5,120.18. Details will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the March Monthly Cash Balance Report which will be forwarded to the full CCLD board for its consideration.

On Monday, April 15, Mr. Chapman and Ms. Melott will be meeting with Nancy Kirby, Regina Hill and Ben Owens from Inero Accounting Firm, to review and finalize the Quickbooks chart of accounts transition.

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

(draft of the Minutes of the March 21, 2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-16)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Lee Saginario, Ms. Jessica Roberts, Mr. Karl Schwesinger, Ms. Martha Smith, Ms. Judith Elston, Mr. Wayne Adams, Ms. Muriel Friend, Ms. Laurie Garner, Ms. Karen Snyder, Ms. Pat Kinney, and Ms. Penny Appenzellar. Excused: Ms. Crystal Gullo-Buzzetti. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration. Visitors: Ms. Amanda Zell, Ms. Nancy Kirby, Mr. Bill Stowell, and Ms. Patsy Stowell.

Minutes. The minutes of the February 15, 2024 meeting (Document #2024-10) were presented for board review. Mr. Padgett moved that the February Board minutes be approved as amended, seconded by Ms. Appenzellar. **VOTE: Unanimously Approved.** Correction: Ms. Crystal Gullo-Buzzetti present. Ms. Karen Snyder and Ms. Judith Elston will join the Election and Continuity Committee.

Financial consultant, Nancy Kirby reviewed the Cash Balance Position Report, dated 2/29/24. Ms. Roberts moved, seconded by Mr. Adams, that the board accept the Cash Balance Position Report, dated 2/29/24. **VOTE: Unanimously Approved**

Financial Report. The February 2024 Financial Report is pending and will be presented for approval at a later date.

Report of Unpaid Bills. Mr. Adams moved, seconded by Ms. Snyder, that the board authorize the payment of the unpaid bills dated 03/21/2024 for the General Fund - \$49,446.12. **VOTE: Unanimously Approved.**

Correspondence:

- A check in the amount of \$16,500 was received from the Friends of the Library

President's Report:

- The Chemung County Board of Elections is unable to host the trustee election
- Ms. Dworkin and Mr. Chapman attended a Blackspace Manifesto Workshop, sponsored by a collaboration of local interest groups
- Representatives from the personnel committee, along with Mr. Chapman and HR Consultant, Matt Burr will be conducting a virtual interview for the Librarian III position on Tuesday, March 18

Director's Report:

Mr. Chapman reported on the following:

- He and Ms. Melott continue to have financial/budget meetings with consultant Nancy Kirby and Regina Hill. The transition to Quickbooks online will be made in the near future.

CONSENT ITEM: Ms. Smith moved, seconded by Ms Appenzellar, that as per the recommendation of financial consultant, Nancy Kirby, \$500,000 of restricted funds be invested in a 52 week CDAR from Chemung Canal Trust Company. **VOTE: Unanimously Approved.**

CONSENT ITEM: Mr. Hansen moved, seconded by Mr. Schwesinger, that as per the recommendation of financial consultant, Nancy Kirby, \$250,000 of restricted funds be invested in a 26 week CDAR from Chemung Canal Trust Company. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that as per the recommendation of financial consultant, Nancy Kirby, \$250,000 of restricted funds be invested in a 13 week CDAR from Chemung Canal Trust Company. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Padgett moved, seconded by Mr. Adams, that as per the recommendation of financial consultant, Nancy Kirby, \$3,000,000 of the tax levy funds be invested in a 26 week CDAR from Chemung Canal Trust Company. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Padgett moved, seconded by Mr. Hansen, that as per the recommendation of financial consultant, Nancy Kirby, that as the original CDAR investments from Chemung Canal Trust Company opened 1/4/24 mature, that they roll over for continued investing. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that the NY State Annual Report be accepted as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the funds needed in the amount of \$89,250 for the Horseheads portion of the HVAC repair project be taken from the Horseheads Foundation restricted funds. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that the Steele Circulation Desk Renovation Project, in the amount of \$51,170, to be paid from the fund balance, be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that the Steele Interior Painting Project, in the amount of \$94,367, to be paid from the fund balance, be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the Steele Technology Space Renovation Project, in the amount of \$189,312, \$128,584 to be paid from anticipated NY State Aide funds and the remaining \$60,728 from the fund balance, be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar that the Steele Slate Floor Renovation Project, in the amount of \$40,460, to be paid from the fund balance, be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Hansen moved, seconded by Mr. Adams, that the March 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 #2024-14)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2024-15)

Buildings & Grounds Committee. (Document #2024-13)

Personnel Committee. The annual director evaluated will be distributed in the near future.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business:

- \$1,150 was received from the Community Arts Foundation, to be used for the Pop Expo on 5/18/24
- Mr. Chapman will be attending the STLS Plan of Service meeting on 3/22/24

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that the Five Year Plan of Service be approved as presented. VOTE: Unanimously Approved.

Public Expression.

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

The next regular meeting of the board will be held on Thursday, April 18, 2024, at 6:00pm at the West Elmira Library.

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

04/09/24

Type	Date	Memo	Open Balance
American Button Machines			
Bill	04/18/2024	Button Machine supplies - invoice #251070	179.96
Total American Button Machines			179.96
EBSCO Information Services			
Bill	04/18/2024	Invoice #9253927 Christian Science Monitor - annual subscription pd w/gift \$	119.00
Total EBSCO Information Services			119.00
Erica Unterman			
Bill	04/18/2024	"Millefiori Polymer Pendants" - 4/22 @ SML-pd w/grant funds	333.00
Total Erica Unterman			333.00
First Transit, Inc			
Bill	04/18/2024	Bkm fuel for March invoice #11936657	347.16
Total First Transit, Inc			347.16
Greenleaf Recycling			
Bill	04/18/2024	Waste mgmt services -WE/HH/BF/ST	365.00
Total Greenleaf Recycling			365.00
Star-Gazette			
Bill	04/18/2024	HH annual subscription through 04/30/2025	696.06
Total Star-Gazette			696.06
Tammy Wilcox			
Bill	04/18/2024	Gentle Movements -x 4 April sessions @ HH - pd by HH Friends	100.00
Total Tammy Wilcox			100.00
Tim Collins			
Bill	04/18/2024	April Teen sessions #21 total - pd w/grant funds	2,280.00
Bill	04/18/2024	SML Juv Theater Camp & Improv & Improv Class - #5 total sessions	700.00
Total Tim Collins			2,980.00
TOTAL			5,120.18

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

Type	Date	Memo	Open Balance
Air Temp Heating & Air			
Bill	04/03/2024	SML HVAC maintenance outside of contract--invoice #184604	763.00
Total Air Temp Heating & Air			763.00
Aleta Yarrow			
Bill	04/03/2024	"Mark Making in Watercolor" adult prog 4/16 SML pd w/grant funds	250.00
Total Aleta Yarrow			250.00
Amazon Capital Services			
Bill	04/03/2024	- programming, supplies, materials	5,593.54
Total Amazon Capital Services			5,593.54
Burr Consulting LLC			
Bill	04/03/2024	HR Consultant April retainer- services 2024	1,800.00
Total Burr Consulting LLC			1,800.00
Chemung Canal Trust Company			
Bill	04/03/2024	Mastercard charges:	2,810.32
Bill	04/03/2024	Mastercard charges:	205.70
Total Chemung Canal Trust Company			3,016.02
Culligan Water			
Bill	04/03/2024	staff water dispenser-monthly rental fee	60.00
Total Culligan Water			60.00
Eastern Metal			
Bill	04/03/2024	parking lot barricades	559.96
Total Eastern Metal			559.96
Falkowski Excavating & Sewer Service			
Bill	04/03/2024	Plumbing call @ BF - inv 6760	350.00
Total Falkowski Excavating & Sewer Service			350.00
Filomena Jack			
Bill	04/03/2024	Adult prog-Oil Pastel "Umbrellas" pd w/grant funds - 04/08 @ WE	250.00
Total Filomena Jack			250.00
Fire Alarm Service Technology, Inc.			
Bill	04/03/2024	monthly maintenance alarm @ SML Invoice #47715	330.00
Total Fire Alarm Service Technology, Inc.			330.00
Haefele TV, Inc.			
Bill	04/03/2024	monthly internet service for VE for April 2024 service	85.95
Total Haefele TV, Inc.			85.95
IBFG Farms			
Bill	04/03/2024	plowing/salt SML/HH/BF/WE 3/24/24 - invoice #022	2,445.00
Bill	04/03/2024	plowing/salt SML/HH/BF/WE 3/21 & 3/24/24 - invoice #021 & #022	2,160.00
Total IBFG Farms			4,605.00
Ingram-Library Services			
Bill	04/03/2024	Library materials - non fiction print	381.28
Total Ingram-Library Services			381.28
Ingram Library Services			
Bill	04/03/2024	Library material -	10,258.40
Total Ingram Library Services			10,258.40
Jemco			

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

Type	Date	Memo	Open Balance
Bill	04/03/2024	quarterly contract installment - cooling tower invoice #78103	635.00
Total Jemco			635.00
JGF Funding			
Bill	04/03/2024	monthly copier leases - inv #436768	1,635.31
Total JGF Funding			1,635.31
Johnny's Selected Seeds			
Bill	04/03/2024	Seed lending library collection -	99.90
Total Johnny's Selected Seeds			99.90
Kim Chebalo			
Bill	04/03/2024	04/08/24 HH class- Vintage Spoon Ring Making	400.00
Total Kim Chebalo			400.00
Mary Alice Little			
Bill	04/03/2024	Silent Reading party - Harpist 4/12/24	100.00
Total Mary Alice Little			100.00
MidWest Tape			
Bill	04/03/2024	AV collection - SML/BF/HH/WE	1,171.48
Total MidWest Tape			1,171.48
NYSEG			
Bill	04/03/2024	gas & elec -BF	627.32
Total NYSEG			627.32
Penworthy Company			
Bill	04/03/2024	Library materials -Bkm- invoice #0597100-IN	1,026.89
Total Penworthy Company			1,026.89
Pitney Bowes			
Bill	04/03/2024	postal machine ink	200.38
Total Pitney Bowes			200.38
Regina Hill			
Bill	04/03/2024	QB consultant services - invoice 1113	625.00
Total Regina Hill			625.00
Southern - Tier Library System			
Bill	04/03/2024	STLS rebill & YA downloadables- invoice # 4464/4463/4462	1,691.44
Total Southern - Tier Library System			1,691.44
Southern Tier Library System			
Bill	04/03/2024	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE - invoice #4480	1,800.00
Total Southern Tier Library System			1,800.00
Staples			
Bill	04/03/2024	office supplies	215.91
Total Staples			215.91
Verizon Wireless			
Bill	04/03/2024	Bkm mobile phone charge x 2 lines	88.67
Total Verizon Wireless			88.67
W. B. Mason Co, Inc.			
Bill	04/03/2024	office supplies -invoice #245488728	79.99
Total W. B. Mason Co, Inc.			79.99

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04/03/24

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

	Type	Date	Memo	Open Balance
TOTAL				<u>38,700.44</u>