



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 August meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday August 15, 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 #2024-40)
4. Treasurer's report
 - a) Report of Unpaid Bills Detail
 - b) Monthly Cash Balance Report
 - c) Review of 2023 Audit – by Ben Owens and Rita King, Insero & Co.
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - a) 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 #2024-44)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2024-45)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2024-43)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Document #2024-44

Report of the August 7, 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, Jessica Roberts, and Mark Padgett. Board members attending were Ms. Lee Saginario, Mr. Karl Schwesinger, Ms. Pat Kinney, Ms. Crystal Gullo-Buzzetti, Mr. Kevin Hansen, and Ms. Karen Snyder. Ms. Holly Melott, CCLD management was also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 08/07/2024 for the General Fund in the amount of \$6,522.65. **Ms. Dworkin moved, seconded by Mr. Schwesinger, to approve payment of the General Fund in the amount of \$6,552.62 as submitted in writing. VOTE: Unanimously Approved.**

Ms. Dworkin moved, seconded by Ms. Crystal Gullo-Buzzetti to approve receipt of a check from the Arts Council of the Southern Finger Lakes in the amount of \$5,000. VOTE: Unanimously Approved.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 4, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2024-43

Report of the August 7, 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, Mr. Karl Schwesinger, Mr. Kevin Hansen, Ms. Karen Snyder, and Ms. Crystal Gullo-Buzzetti. Also attending was Ms. Holly Melott, CCLD Management.

Concerns about the outdoor sign and a leak in the utility sink were discussed.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 4, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2024-45

Report of the August 14, 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. Rachael Dworkin. 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 August 15, 2024 for the General Fund, \$141,850.02. Details will be forwarded to the full CCLD board for its consideration.

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

Mr. Chapman participated in a Chemung Canal positive pay training on August 13th.

Mr. Chapman has reached out to the board of elections to ensure that the 2025 proposed budget will be included on the district ballot in November.

Ben Owens and Rita King with Insero & Co., will be attending the August board meeting and presenting a review of the 2023 audit.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 11, 2024 at 8:45 a.m. via Zoom.

(Minutes of the July 18, 2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-40)

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

Minutes. The minutes of the June 20, 2024 meeting (Document #2024-34) were presented for board review. Ms. Smith moved that the June Board minutes be approved as presented, seconded by Ms. Garner. VOTE: Unanimously Approved.

Ms. Smith moved, seconded by Ms. Snyder, that the board accept the Monthly Cash Balance Reports as presented. VOTE: Unanimously Approved

Report of Unpaid Bills. Mr. Schwesinger moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 07/20/2024 in the amount of \$203,168.34. VOTE: Unanimously Approved.

Correspondence:

Mr. Chapman received a letter from a patron expressing concern about the present condition of the large meeting room at Steele. The issue is being addressed, from both a short and long term perspective.

President's Report: Ms. Dworkin reported on the following:

- Ms. Dworkin has heard positive feedback from constituents. They are enjoying the programs being offered, those at the West Elmira were frequently noted.
- She shared commentary from a fellow trustee, who was unable to attend. The programming in the juvenile department at Steele has been very enjoyable in recent weeks.

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

- Security consultant, Vince Vittatoe, will be on site 7/25 and 7/26. He will be conducting a safety and security audit at each branch. Information gathered will be used to compile the building and safety security handbook.
- Civil Service Commission has approved the creation of a second safety and security guard. The test was given on July 13th, he is awaiting results.
- He met with the CLSA committee concerning budget allocations for 2025, new services are being evaluated
- The approved CDAR changes have been completed
- He is seeking grant monies to purchase generators, to assist CCLD in their role as both a county cooling and warming location
- He met with the project manager and representative tradesmen who are involved in the renovations at Steele. Current constraints revolve around availability of carpet and furnishings. Renovations are scheduled to resume in October.
- An update about the projected mural for the Big Flats library was distributed. The artist is proposing that the mural be painted on a mounted board, in lieu of being directly on the outside wall.

- The final logo and rebranding will be revealed in the near future. He is proposing that policies, vision, mission, and goals statement be reevaluated.
- County Executives will be meeting with constituents from 9-1 on Tuesday, July 23rd in the large meeting room at Steele.
- Fall continuing education day is scheduled for Friday, November 22, 2024. Attendance will be mandatory for all CCLD employees.
- The 2025 budget was presented to the board in the amount of \$4,023,615.
- A new salary schedule was created and presented

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schwesinger, that a contractor be consulted to assess any potential damage to the Big Flats library, if a wooden mural was hung. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Snyder moved, seconded by Mr. Hansen, that all branches of CCLD be closed to the public on Friday, November 22nd so that staff may participate in a continuing education day. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Hansen moved, seconded by Ms. Snyder, that the 2025 budget proposal in the amount of \$4,023, 615, be accepted as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Garner moved, seconded by Ms. Smith, that the July 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 #2024-38)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2024-39)

Buildings & Grounds Committee. (Document #2024-37)

Personnel Committee.

Election & Continuity Committee. The committee will meet at 5:15 pm on Wednesday, August 7th at Steele.

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Snyder, that the Letter of Intent to Arnot Realty be amended to include a 6% seller's commission. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, that the board enter executive session to review personnel issues. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Garner, that the board exit executive session. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schwesinger, that the salary table presented by Mr. Chapman be accepted as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Smith, that the Bookmobile Driver position be moved to Grade 8 and that the Safety and Security Guard position be added at Grade 8. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Hansen moved, seconded by Ms. Garner, that the position of “Makerspace Technician” be created. VOTE: Unanimously Approved.

CONSENT ITEM: Mr. Schwesinger moved, seconded by Mr. Hansen, that the position of Makerspace Specialist be moved to Grade 11, effective on July 21, 2024. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Smith moved by Mr. Schwesinger that the Laborer position be moved to Grade 4 effective January 1, 2025. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Garner, that Mr. Chapman has permission to propose to Labor Management that the position of Librarian III be made administrative exempt. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Snyder that the office manager salary, be aligned with Grade 11 pay scale effective on the employee’s anniversary, providing that it meets or exceeds the administrative exemption minimum pay rate. VOTE: Unanimously Approved.

Old Business.

New Business:

Public Expression. Mr. Oli Cullen and Mr. Carmen Cullen proposed a detailed dvd sharing project to be implemented at Steele Memorial Library, while the current AV collection is unavailable due to ongoing renovations.

Ms. Smith moved, seconded by Ms. Garner to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, August 15, 2024, at 6:00pm at the West Elmira Library.

Acct #	Description	Balance as of 06/30/24	APR	Interest Earned - July 2024	Balance as of 07/31/24	Maturity date
	General Fund Checking	10,148.18	0.02%	4.17	26,555.49	
	Grant Fund Checking	247.10	0.02%	0.04	725.55	
	Payroll Checking Account	47,387.36	0.02%	0.74	17,300.74	
	General Imma/Savings	162,355.20	0.10%	-	-	*acct closed 7/10/24
	Grant/CBA Imma Savings	108,581.95	0.10%	9.31	98,591.26	
	PayPal Account	245.00			245.00	
	ICS Shadow Account	1,307,557.49	1.91%	1,934.60	1,092,231.78	
	Subtotal	1,636,522.28		1,948.86	1,235,649.82	
4609	CDAR-26 weeks	3,033,753.64	4.75%	11,980.70	3,045,734.34	10/3/2024
R-4587	CDAR-26 weeks	252,812.80	4.75%	998.39	253,811.19	10/3/2024
R-4676	CDAR-52 weeks	505,217.79	4.40%	1,851.04	507,068.83	4/3/2025
4641	CDAR -13 weeks	252,841.89	4.80%		-	7/5/2024
R-4536	CDAR-13 weeks	255,845.08	4.80%			7/5/2024
5468	CDAR-13 weeks	-	4.85%		-	4/4/2024
5484	CDAR -26 weeks	255,934.32	4.90%			7/5/2024
R-5492	CDAR -52 weeks	1,022,892.90	4.70%	3,997.49	1,026,890.39	1/2/2025
R-2815	CDAR -13 weeks	-	4.75%		255,976.58	10/10/2024
2823	CDAR - 13 weeks	-	4.75%		256,068.54	10/10/2024
	Subtotal	5,579,298.42		18,827.62	5,345,549.87	
	Total Cash	7,215,820.70			6,581,199.69	