

***(draft of the 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 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 13<sup>th</sup>, 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 23<sup>rd</sup> 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 22<sup>nd</sup> 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 7<sup>th</sup> 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.**

**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.