



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.cclid.lib.ny.us

Agenda

The February 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on February 18, 2016 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2016-07)
4. Treasurer's report
 - a) Financial report (document #2016-08)
 - b) Report of Unpaid Bills Detail (document #2016-09)
6. Correspondence
7. President's report.

Consent Item: Appointment of Ad-Hoc Election Committee.

Resolved: That the Board approve the appointment of Mr. James Hare and Mrs. Phyllis Rogan as members of an ad-hoc committee to investigate alternative procedures to follow should CCLD decide to hold its own election for trustees.

Discussion Item: Discussion of the CCLD Board of Trustees Elections process.

8. Director's Report.
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-11)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-12)
 - d) Personnel Committee (Kappanadze)

Consent Items: Approval of Personnel Actions (Appendix C).

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the JANUARY 21, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-07)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, Ann Hayes, William Wehling, Bonnie Chollet, John Schamel, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare and Jared Myers. Excused: Tim Blandford and Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Newly elected board members – Ann Hayes - District 2; William Wehling – District 4; James Hare – District 12; Rachel Dworkin – District 11; and Jared Myers – District 15 took their oath of office given by notary Sherrill Collins. The board thanked Ms. Collins for serving in this capacity.

Minutes. The minutes of the December 2015 meeting (Document #2016-01) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The December 31, 2015 Financial Report (Document #2016-02) was presented for board review. Mr. Schamel reported that for fiscal year 2015, CCLD revenues were higher than expected and the expenses ended up under budget. By unanimous consent the December 31, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-03). By unanimous consent, the board authorizes the payment of the unpaid bills dated 1/13/16 – General Fund \$33,609.11 as distributed in writing.

Correspondence. Mr. Shaw fielded one patron complaint and received a copy of the January 8, 2016 letter from the Chemung County Board of Elections regarding the Library District's trustee election.

President's Report.

CONSENT ITEM: Approval of CCLD Board of Trustees slate of Officers. Mr. Roberts stated that the officers will remain the same in 2016 – Richard Roberts – President; Marge Kappanadze – Vice-President; Rachel Dworkin – Secretary and John Schamel – Treasurer. Mr. Hare moved, seconded by Ms. Reynolds that the board approves the appointment of the slate of officers for 2016 as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Selective Insurance for 2016. Ms. Silvernail moved, seconded by Ms. Hayes that the Board approves Selective Insurance Company as CCLD's agency for 2016. VOTE: Unanimously Approved.

Mr. Roberts stated that all board members have received a copy of the January 8, 2016 letter from the Chemung County Board of Elections regarding CCLD's Election Process for the election of its trustees. In order for Chemung County to handle the election according to their terms, CCLD will need to make changes to the Legislation that formed the District. After much discussion, an ad-hoc committee will be formed to investigate alternative procedures to follow should CCLD decide to hold its own election for trustees. Jim Hare & Phyllis Rogan volunteered to serve on this committee. This matter will be on the Agenda for the next meeting of the board.

During the last week, when Southern Tier Library System's Workflows (the checkout software) was down for 5 days, CCLD staff members went above and beyond in providing service to Library District patrons. The board wanted to give kudos to our library staff for their great attitude during this difficult time.

Director's Report. Mr. Shaw discussed the following:

CCLD Issues. Mr. Shaw stated that the expected delivery of Tax Forms from both the IRS and New York State is the end of January. CCLD has also received a check from the Corning Library in the amount of \$2,000 to be used to add more magazines to the Zinio database in 2016.

ADVOCACY DAY. Wednesday, March 2nd is the NYLA Advocacy Day for our libraries. STLS will again be taking a bus – more information will be forthcoming upon receipt from STLS.

Programs. Family Literacy Learning Day in Fayetteville – two CCLD staff members will attend on January 28th. Patron Appreciation Week is being held the week of February 15-20. Each CCLD library will choose one day to celebrate with patrons. More information will be sent once plans have been finalized. Hogmanay – was a huge success this year. Libraries collected 1,131 cans and forgave \$3,891.72 in fines. The food was donated to the Food Bank of the Southern Tier and the Van Etten Food Cupboard. Maker Expo 2016. Save the date, May 21st, for the Maker Expo to be held at the Steele Library. Volunteers have been requested from the staff and community and Deb Brimmer would like to have at least 2 board members serve on a planning committee. Both Ms. Rogan and Ms. Chollet expressed interest in serving on this committee.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2016-4). Mr. Roberts reported that the Committee paid the first of the month bills and accepted donations amounting to 26,000 from various donors.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-5). Mr. Schamel distributed copies of the final 2015 Fund Balance Report for board review. He also passed around a copy of the December 31, 2015 Financial Report of the Public Library Foundation of Chemung County (Horseheads).

Mr. Shaw reported that the audit of CCLD's 2015 financial statements is scheduled for the week of April 18, 2016. He also stated that he will be sending the board a request for equipment purchases for our libraries to be funded by CCLD.

Ms. Santulli stated that one extra invoice was received that requires payment before the next meeting. Envoy Environmental Consultants sent a bill in the amount of \$2,111 for the air sample and monitoring during the elevator project at the Steele Library. Mr. Schamel moved, seconded by Ms. Hayes to pay the invoice to Envoy Environmental Consultants. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-06). Ms. Hayes stated that Lee Younge and Betsy Gorman of the Big Flats Library Advocates submitted their request to install a "reading garden" behind the Big Flats Library. All information was included in the board packet. While Committee Chairman Michael Muldoon could not attend this meeting, he has followed up with an email recommendation that CCLD move forward with the Big Flats Pavilion Project (although not necessarily as designed right now). If the money is going to be spent (no matter who spends the money) it should be done to allow for the design to have the maximum impact possible. He feels the schematic design is a little too one dimensional for a project that has the potential to be multifaceted. He also has contacted Karl Schwesinger of Fagan Engineers to request information about the location of the Big Flats drainage ditch that drained Lake Minier from the parking lot. Questions about payment for labor and the need for any project for CCLD requiring payment of prevailing wages were discussed. After review and discussion regarding this project, Ms. Reynolds moved, seconded by Ms. Dworkin that the CCLD Board of Trustees supports the concept of a "reading garden" at the Big Flats Library and are willing to work with the Big Flats Library

Advocates once additional information regarding design, labor and ultimate costs are received.
VOTE: Unanimously Approved.

Mr. Shaw reported receipt of a letter from the Town of Elmira Zoning Officer that informs the Library District of the need for a carbon monoxide detecting device to be installed at the West Elmira Library. All CCLD library buildings will need to comply with this new law by June 27, 2016.

Personnel Committee. Ms. Kappanadze reported that the Committee has met with Molly Bailey, the Consultant who is conducting an evaluation of the entire CCLD organization. She is in the process of finalizing her reports which should be available at the next board meeting.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C). Ms. Dworkin moved, seconded by Ms. Rogan to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Old Business. None.

New Business. None

Public Expression. Sisi Barr, newly appointed trustee to the Southern Tier Library System Board was present and stated that she wants to be informed of any concerns that the Chemung County Library District has so that she can bring them to the STLS board.

Executive Session. Ms. Kappanadze moved, seconded by Ms. Chollet to move into Executive Session to discuss a personnel issue. Mr. Shaw and Ms. Santulli were excused from the meeting. Mr. Hare moved, seconded by Ms. Silvernail to come out of Executive Session.

Ms. Rogan moved, seconded by Mr. Schamel to add \$1,500 to Ms. Santulli's 2015 salary and to give her the 1.5% raise for this year based on that figure. VOTE: Unanimously Approved.

The meeting was adjourned at 7:35pm. The next regular meeting of the board will be held on Thursday, February 18, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2016-08)

Financial Report - January 31, 2016

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 4,184	\$ 72,516	5%		
Grants (other than N.Y.S.)	\$ -	\$ 2,955				Corning Library \$2,000 for Zinio; Friends of CCLD \$955
Foundation Contributions	\$ 165,000	\$ -	165,000	0%		
Library District Tax Receipts	\$ 2,725,648	\$ -	2,725,648	0%		
PILOT Funds	\$ 40,000	\$ -				
Interest on Investments	\$ 1,000	\$ -	1,000	0%		
State Aid						
Central Library Development	\$ 89,276	\$ -	89,276	0%		
Central Book Aid	\$ 61,958	\$ -	61,958	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid			0			
TOTAL INCOME	\$ 3,196,582	\$ 7,139	\$ 3,152,398	0%	8%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 102,713	\$ 1,315,917	7%		
Overtime & Holiday Salaries	14,787	\$ 363	14,424	2%		
Employee Benefits						
FICA	109,658	\$ 7,596	\$ 102,062	7%		
NY State Retirement	266,616	\$ 19,172	\$ 247,444	7%		
Medical & Dental	395,628	\$ 28,809	\$ 366,819	7%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 7,698	\$ 19,130	29%		
Subtotal - Personnel Expenses	2,232,147	166,351	\$ 2,065,796	7%	8%	
Contractual						
Equipment	40,689	\$ 12,119	28,570	30%		SouthWest Grant \$11,261
Telephone	11,350	\$ 9,907	1,443	87%		
Supplies	42,900	\$ 4,357	38,543	10%		MakerSpace Grant \$662
Travel & Continuing Education	14,715	\$ 313	14,402	2%		
Repairs & Maintenance	39,412	\$ 3,106	36,306	8%		
Postage	2,000	\$ 60	1,940	3%		
Library Materials (books, video, etc.)	318,551	\$ 14,347	304,204	5%		
Utilities	67,000	\$ -	67,000	0%		
Building Cleaning Supplies	21,325	\$ 2,426	18,899	11%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ -	4,000	0%		
Insurance	38,701	\$ 1,014	37,687	3%		
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,825	\$ 5,832	14,993	28%		HR Consultant \$2,900
Data Processing Expenses (Cost Share)	124,308	\$ 7,126	117,182	6%		VPN-Time Warner
Payment of Taxes	4,975	\$ 2,056	2,919	41%		
Library Programming	27,500	\$ 5,577	21,923	20%		TOTAL \$2,458=Grant \$200; Gifts \$1,210; HH Friends \$1,048
Chemung County costs (B&G, vision)	12,000	\$ -	12,000	0%		
Capital Improvements STATE CONST see below	25,000	\$ -	25,000	0%		
Contingency Fund	61,618	\$ -	61,618	0%		
Debt Service	\$ 16,290	\$ -	16,290	0%		
Subtotal Expenses	\$ 3,126,306	\$ 234,591	\$ 2,891,715	8%	8%	
2015 & 2016 State Construction Projects		\$ 2,111				Elevator Air Monitoring
TOTAL EXPENSES	\$ 3,126,306	\$ 236,702				

Unpaid Bills Detail

As of February 10, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Al Baccile Paving, LLC			
	02/10/2016	HH Snow removal JAN 2016	175.00
Total Al Baccile Paving, LLC			<u>175.00</u>
Aleta Yarrow			
	02/10/2016	Adult Prog 2/29 pd by ARTS grant	160.00
Total Aleta Yarrow			<u>160.00</u>
Capabilities, Inc.			
	02/10/2016	Cleaning BF/HH/WE for JAN	1,460.00
Total Capabilities, Inc.			<u>1,460.00</u>
CCLD Petty Cash			
	02/10/2016	Petty Cash BF/ST JUV	500.78
Total CCLD Petty Cash			<u>500.78</u>
Demco, Inc.			
	02/10/2016	bk labels & tape/JUV prog/date stamp	350.24
Total Demco, Inc.			<u>350.24</u>
Empire Electronics, Inc.			
	02/10/2016	SW grant - 3D printer/XBox/Playstation	6,450.00
Total Empire Electronics, Inc.			<u>6,450.00</u>
First Transit			
	02/10/2016	Bookmobile fuel-1/4-1/21	144.07
Total First Transit			<u>144.07</u>
Glenice Peel			
	02/10/2016	mileage reimb 1/7-2/5	82.00
Total Glenice Peel			<u>82.00</u>
Horseheads Do It Center			
	02/10/2016	HH - supplies	16.18
Total Horseheads Do It Center			<u>16.18</u>
JanWay Company USA, Inc.			
	02/10/2016	supply of red bags to be reimb by Friends	1,195.15
Total JanWay Company USA, Inc.			<u>1,195.15</u>
John Manfredi			
	02/10/2016	ST Patron App day 2/19	120.00
Total John Manfredi			<u>120.00</u>
Kash Iraggi-Wiggins			
	02/10/2016	2/27 program at HH	225.00
Total Kash Iraggi-Wiggins			<u>225.00</u>
Library Supply Solutions			
	02/10/2016	Supply of Security Strips	396.00
Total Library Supply Solutions			<u>396.00</u>

Unpaid Bills Detail

As of February 10, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Maggie Young			
	02/10/2016	Geneal supplies for rare books/supplies for Patron App	72.88
Total Maggie Young			<u>72.88</u>
Michelle Erickson			
	02/10/2016	VE Program Supplies feb	47.79
Total Michelle Erickson			<u>47.79</u>
Orkin			
	02/10/2016	Pest control ST ANNUAL for 2016	344.25
Total Orkin			<u>344.25</u>
Petty Cash-Steele			
	02/10/2016	postage, supplies, PROG AD/YA, mileage BF	333.03
Total Petty Cash-Steele			<u>333.03</u>
Pitney Bowes			
	02/10/2016	supplies for mail machine	177.00
Total Pitney Bowes			<u>177.00</u>
Raco Industries			
	02/10/2016	replacement scanners	331.20
Total Raco Industries			<u>331.20</u>
Reliable Computer Products			
	02/10/2016	printer cartridges-ST	198.00
Total Reliable Computer Products			<u>198.00</u>
Rushford Free Library			
	02/10/2016	Payment for Lost item	8.00
Total Rushford Free Library			<u>8.00</u>
Sayles & Evans			
	02/10/2016	Attorney fees 10/9-10/30	651.00
Total Sayles & Evans			<u>651.00</u>
Scholastic Library Publishing			
	02/10/2016	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
South Central Regional Library Council			
	02/10/2016	SCRLC wkshop registration 3/9	10.00
Total South Central Regional Library Council			<u>10.00</u>
Southern Tier Library System			
	02/10/2016	Costume rental	12.73
Total Southern Tier Library System			<u>12.73</u>
Staples Advantage			
	02/10/2016	book tape, envelopes, canned air	245.12
Total Staples Advantage			<u>245.12</u>

Unpaid Bills Detail

As of February 10, 2016

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Town of Big Flats		
02/09/2016	BF -Water Bill 11/9-2/1	28.75
Total Town of Big Flats		<u>28.75</u>
Unique Management Services, Inc.		
02/10/2016	collection notices-JAN	465.40
Total Unique Management Services, Inc.		<u>465.40</u>
Vasco Brands, Inc.		
02/10/2016	cleaning/paper supplies	1,466.59
Total Vasco Brands, Inc.		<u>1,466.59</u>
Wegmans Food Markets Inc.		
02/10/2016	WE/Teen programming	58.09
Total Wegmans Food Markets Inc.		<u>58.09</u>
		<u>15,876.35</u>

Unpaid Bills Detail

As of February 3, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
City Directories			
	02/02/2016	Reference materials	274.40
Total City Directories			<u>274.40</u>
Ingram Library Services			
	02/03/2016	Non Fiction purchases	22.00
Total Ingram Library Services			<u>22.00</u>
Southern Tier Library System			
	02/02/2016	NF processing fees	63.75
Total Southern Tier Library System			<u>63.75</u>
Value Line Publishing, Inc.			
	02/02/2016	reference materials	1,300.00
Total Value Line Publishing, Inc.			<u>1,300.00</u>
			<u><u>1,660.15</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 3, 2016

Document #2016-09

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	02/03/2016	purchases all libraries 12/8/15-1/8/16	3,213.47
Total Amazon Credit Plan			<u>3,213.47</u>
Blackstone Audio			
	02/03/2016	DVD purchases 12/17/15	150.00
Total Blackstone Audio			<u>150.00</u>
Cengage Learning, Inc.			
	02/03/2016	Fiction Purchases-ST	361.36
Total Cengage Learning, Inc.			<u>361.36</u>
Chemung Canal Trust Company			
	02/03/2016	SW grant/WE Prog(pd by Friends)/wkshop/supplies, etc	1,417.56
Total Chemung Canal Trust Company			<u>1,417.56</u>
Chris Corter			
	02/03/2016	mileage 12/2-1/12/16	50.76
Total Chris Corter			<u>50.76</u>
Doris Jean Metzger			
	02/03/2016	reimb Teen prog supplies	34.47
Total Doris Jean Metzger			<u>34.47</u>
Elmira Water Board			
	02/03/2016	Water bills - ST/WE 11/9-1/11	184.12
Total Elmira Water Board			<u>184.12</u>
First Transit			
	02/03/2016	Bookmobile fuel-11/23-12/17	183.06
Total First Transit			<u>183.06</u>
Hunt Engineers			
	02/03/2016	Engineering fees ST Elevator - FINAL	3,508.20
Total Hunt Engineers			<u>3,508.20</u>
Ingram Library Services			
	02/03/2016	Library materials - all libraries	6,357.11
Total Ingram Library Services			<u>6,357.11</u>
Janet Ackerman			
	02/03/2016	mileage 1/20, 1/28	131.22
Total Janet Ackerman			<u>131.22</u>
John Manfredi			
	02/03/2016	HH Patron App day 2/17	120.00
Total John Manfredi			<u>120.00</u>
Lyalya T. Littrell			
	02/03/2016	Patron Refund	15.00
Total Lyalya T. Littrell			<u>15.00</u>

Chemung County Library District General Fund

Document #2016-09

Unpaid Bills Detail

As of February 3, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Maggie Young			
	02/03/2016	Geneal purchases & supplies for rare books	317.80
Total Maggie Young			<u>317.80</u>
Michelle Barrett			
	02/03/2016	Mileage 12/10/15	21.77
Total Michelle Barrett			<u>21.77</u>
Michelle Erickson			
	02/03/2016	VE Program Supplies Dec/Jan	71.72
Total Michelle Erickson			<u>71.72</u>
MidWest Tape			
	02/03/2016	DVD/Audio purchases - HH/ST/WE	1,758.14
Total MidWest Tape			<u>1,758.14</u>
MNJ Technologies Direct, INC.			
	02/03/2016	SWest grant - Projector/Touchscreen monitors/Privacy filters/APC	12,395.35
Total MNJ Technologies Direct, INC.			<u>12,395.35</u>
Office Equipment Source, Inc.			
	02/03/2016	BF Copier Main Agmt 10/25-1/24	16.74
Total Office Equipment Source, Inc.			<u>16.74</u>
Oriental Trading Company, Inc.			
	02/03/2016	Program Supplies HH	562.76
Total Oriental Trading Company, Inc.			<u>562.76</u>
ProQuest LLC			
	02/03/2016	Star Gazette Microfilm-annual	2,454.38
	02/03/2016	Elec Ref - Heritage Quest/Ancestry	3,057.00
Total ProQuest LLC			<u>5,511.38</u>
Staples Credit Plan			
	02/03/2016	Printing cost of BKM cook book	228.73
Total Staples Credit Plan			<u>228.73</u>
Swift Office Equipment, Inc.			
	02/03/2016	Maint agmt 10/6-1/13 - HH Copier	491.34
Total Swift Office Equipment, Inc.			<u>491.34</u>
Tanglewood			
	02/03/2016	BF program 2/2/16	90.00
Total Tanglewood			<u>90.00</u>
The Equestrian			
	02/03/2016	2015/16 yearbook for Steele Memorial Library	70.00
Total The Equestrian			<u>70.00</u>
Touchboards			
	02/03/2016	SW grant - smart board w/projector	5,213.55
			<u>5,213.55</u>

Chemung County Library District General Fund

Document #2016-09

Unpaid Bills Detail

As of February 3, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Touchboards			5,213.55
USA TODAY			
	02/03/2016	Annual Subscription 2016	325.03
Total USA TODAY			325.03
Verizon			
	02/03/2016	ST elevator ANNUAL	285.48
Total Verizon			285.48
			43,086.12

Document #2016-10

Report of the February 3rd, 2016 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Georgia Reynolds and Richard Roberts and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Ann Hayes, Pat Silvernail, Phyllis Rogan, Will Wehling, Bonnie Chollet and Michael Muldoon. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Ms. Silvernail to approve the Unpaid Bill lists dated February 3, 2016 – General Fund - \$43,086.12 and the Grant Fund - \$1,660.15. VOTE: Unanimously Approved.

President's Report. Mr. Roberts stated a meeting was held with the Chemung County Board of Elections regarding the Library District's Election of Trustees. The County would like to handle all of the petition process – their deadline date differs from the current CCLD deadline. For any District for which only one person has submitted a petition and is unopposed, they would like to declare that person the winner – no write-in votes would be necessary on the ballot. Our attorney has indicated that this would not be legal according to the Legislation that formed the District. The County gave an estimate of what it would cost to hold an election in just one location in the Library District - that cost would be approximately \$6,500 and would cover ballots, poll books and inspectors. The CCLD Attorney will be present at the next meeting and this matter will be put on the agenda as a discussion item.

Director Report. Mr. Shaw stated that the vacancy for the West Elmira and Youth Services Part Time Library Clerk position has been advertised to the staff. Interviews will be scheduled soon for both the Senior Library Clerk promotion and the Librarian 2 position.

He also reported the following:

- Equipment Requests. These were sent out at the last board meeting. Approval will be requested at the next meeting for the Van Etten request, the Youth Services request (Friends of CCLD have donated \$2,000) and the YA request for West Elmira.
- The Maker Expo Committee has been formed with 7 staff members and board members Ms. Rogan and Ms. Chollet. Thank you to both of you.
- The downstairs computers that were put in place due to the elevator being out of commission will be kept in that spot due to the positive response received from patrons. Patrons can sign in at the computer but are still limited by all other policies/procedures.
- Time Warner News – Your Hometown. The video shows how the Steele Memorial Library has adapted to changing decades. It is available on CCLD's Facebook page. Staff members did an excellent job with the interviews shown on the video.
- Elmira Master Plan - CCLD is participating by having the Neighborhood Map of Elmira next to the elevator at the Steele Library with instructions encouraging patrons to suggest names for their neighborhoods.
- 50 Item Limit. In 2014 member libraries agreed to a materials checkout limit of 50 per patron account. This number can be overridden for homeschoolers. Member libraries also agreed that all patron registrations will now have a one-year term and will need to be renewed each year.
- The 2015 Annual Report will show that circulation up and program numbers are down from the previous year.

- Due to the difficulty in finding qualified Microcomputer Specialists a request from Deb Brimmer, IT Department Head and endorsed by Mr. Shaw has been sent to Civil Service for a Technician position to be added to the IT list. We have received approval for this position which will hopefully allow CCLD to hire much needed IT support.

The meeting adjourned at 6:23pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 2nd, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-11

Report of the February 10th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting was CCLD board member Georgia Reynolds. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:10am.

Ms. Santulli presented the January 31st, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 2/10/16 Unpaid Bills Detail for the General Fund bills totaling \$15,876.35. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the financial section of the 2015 Annual Report. The report will be forwarded to the full CCLD board for its review and approval at the next meeting.

Mr. Shaw reported receipt of \$6,533.16 from the Southern Tier Library System which represents approximately 14 months of collection of fine money on behalf of CCLD through STLS' PayPal account. He also reported receipt of \$5,959 from New York State which is the final payment in State Construction funds for the Steele Elevator project that has been closed out.

Mr. Shaw stated that he will re-send the equipment requests to the board for approval at the February board meeting and provide an update on reserve funds.

Ms. Reynolds was at the Steele Library this past week and wanted to commend staff member Bob Manchester for his grace and great attitude while working at the Customer Service desk. There were long lines at both Circulation checkout desks and he noticed this and acted on it immediately.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 9th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

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Report of the February 3rd, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Ms. Hayes and Mr. Roberts. Also attending was Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The project is complete. A final invoice from Hunt Engineers (Project Manager) in the amount of \$3,508.20 was reviewed and the Committee approved it to be submitted to the Executive Committee for payment.
- Bathroom Project at the Steele Library. Mr. Shaw and Bob Butcher (Project Manager from Foor & Associates) have met and the scope of the project is being finalized. Chemung County has asked for the blower units in the restrooms to be replaced. Other requests being considered are a floor drain, hose bib and a baby changing table and mirror for the men's room. A water fountain has been requested as well as toilet tissue dispensers that cannot be broken into. Glazed block is being considered for the walls. The design will be completed and presented to the Committee for review.
- West Elmira Library. The newest water bill shows that there is no longer a leak in the water lines.
- Chiller replacement at Steele. CCLD is still waiting for a new estimate from Trane Engineering as requested by DASNY for the application for State funding. Mr. Morenus, the County rep in charge of monitoring the HVAC system, has agreed to contact some firms to receive an estimate for the project.
- Big Flats Library "reading garden". Mr. Muldoon stated that he contacted Karl Schwesinger of Fagan Engineers who stated that there is no drainage ditches installed in the grass area behind the library.

The meeting adjourned at 5:30pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 2nd, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Office of the Director, CCLD
February 2016

Major accomplishments:

In order to solve recruitment issues for a Microcomputer Specialist assisted Deb in working with Civil Service in order to receive approval for a Computer Technician position that will allow more applicants to meet civil service criteria. This will hopefully allow CCLD to hire a PT person to assist in IT.

Appeared on WENY Early Morning Show - talked about Friends of CCLD, Friends of the Horseheads Free Library and the Big Flats Advocates. Focused on the Friends of CCLD Book Sale, fundraising by the other groups and the use of Friends funds to assist CCLD in its mission.

Visited Diven Elementary as a "guest reader" for 4-yr. old pre-k. Read "Willow and the Snow Day Dance" to 4 classes.

Met with Gary Morenus (Chemung County B&G) re: Chiller replacement project and bathroom project. We reviewed our current issues, discussed the end goals of the projects and Gary made several recommendations. I also asked him to discuss the bathroom project with Mr./ Butcher.

Met with Andrew Banas regarding the maker expo. We discussed the date and probable schedule of the event, and the possibility of additional publicity and live feed from the event.

Spoke with Jim Holohan (Taitem) again regarding other possible incentives for projects identified from the energy audit. Also contacted Mike Straight, (NYSERDA, EDGE Regional Outreach Contractor, STREDC)- while there are funds left for the Commercial Existing Facilities Program CCLD is not eligible due to the start date of any projects.

Interview with WOKN/WLVY/WELM/WEHH. Discussed the new focus on online services throughout Chemung County, the Dark Fiber initiative, downloadable materials, programming for teens and future projects/

Interview with Megan Zhang, Time Warner Cable News re: history of SML and new technologies. Gave her a tour of the building to include AV lab, tech training lab and the makerspace. Video is available on our website- the piece is titled " Your Hometown: Steele Memorial Library Adapts to Changing Decades."

Spoke with Sara Lattin (Sen. O'Mara's office), Scott Esty (Assy. Friend's office) and Karen Balsen (DLD Library Systems Services Liaison) to update them on current BOE and legislative issues. Informed them of the creation of a committee that will work with them and provided the contact information.

Spoke with Deb Marshall (North Tonawanda PL) about how they conduct their annual budget vote which is held in the library during National Library Week. In 2015 they used the standard voting booths but will use paper ballots in 2016 due to the cost quoted by the Niagara County

BOE (cost of machines quoted at \$15,000). She mentioned the additional costs of pre-printing ballots for machine scan, the purchase of lockable boxes and the need for election monitors.

Working with Brian Hildreth on the Central Library Plan of Service and the Ad Hoc Central Library Planning Committee. The committee we be formed in January and meet late February at SML. STLS will subsidize committee members' mileage and pay for lunch.

Follow-up with Brian Hildreth regarding the Central Library Committee. Members have been recruited through STLS. We discussed the intent of the committee, CCLD input, the promotion of CCLD Central Library services and the possibility of new services, i.e., a new database or other option.

Continued follow-up with Jennie Lewis re: CoolNerd Kiosk (the kiosks aggregate a library's content from multiple digital vendors, including OverDrive, OneClick Digital and Biblioteca), PatronLink (takes data and compresses it against their database to find trends about patrons, create reports for use in marketing, etc.), and SignUp (an online meeting room scheduling software that will allow patrons to reserve the meeting rooms at SML remotely).

Follow-up with Maggie Young regarding information contained in the minutes of the Poverty Reduction Committee through Cornell Cooperative extension for November and December.

Other site visits- West Elmira, Big Flats, Horseheads.

Major meetings: Met with Eric Berghorn, Colonial Voluntary Benefits. The program is similar to AFLAC. As CCLD cannot deduct payment for these plans I passed the information on to the CSEA for their information.

Met with Bob Butcher regarding bathroom renovations. Gave update during CCLD B&G meeting.

Major Personnel Issues: Determining who will replace the vacant PT Library Clerk in Youth Services. Determining who will replace the vacant PT Library Clerk at WE. Conducted interviews for the SLC promotional opportunity. Currently working on developing the panel for the Librarian II promotional interviews.

Major Patron conversations: After receiving input from Doris Jean Metzger and Jennie Lewis provided a written response to patron regarding the "Blind Date with a Book" program, YA materials, programs and movies. The patron had complained about language, sexual situations, drug use and violence found in library materials.

Programs Attended/Visited: Knitting Club, Steele Toddler/Preschool Story Time (for ages 2 and up), Steele Lego Club and the Friends of CCLD Book Sale.

Community Presence: Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (4). Attend ECSD Buildings and Grounds meeting. Attend ECSD paperless Committee meeting.

Professional readings: Miyamoto, M., Cleary, T. F., & Yagyū, M. (1993). *The book of five rings*. Boston: Shambhala.

The Book of Five Rings helps the reader to understand modern warfare—also known as business, or politics. The book teaches perseverance, insight, self-understanding, inward calm even in the midst of chaos and the importance of swift but unhurried action. It also looks at internal struggle and mastery over conflict. Originally written in 1643 by the undefeated samurai Miyamoto Musashi this translation provides an introduction that presents the spiritual background of the warrior tradition.

Cleary, T. F., Yagyū, M., Sōhō, T., & Sōhō, T. (2005). *Soul of the samurai*. North Clarendon, VT: Tuttle Pub.

Soul of the Samurai contains modern translations of three classic works of Zen & Bushido- *The Book of the Sword* by Yagyu Munenori; *The Inscrutable Subtlety of Immovable Wisdom* by Takuan Soho; and *The Peerless Sword* by Takuan Soho.

The goal is to teach the reader the true essence of the Bushido code. It provides clear and readable translations but comprehensive notes introducing the social, political, and organizational principles that defined Samurai culture - their loyalty to family, their sense of service and duty, and their political strategies for dealing with allies and enemies.

Professional courses attended/completed:

Aspen Institute's Rising to the Challenge: Re-envisioning Public Libraries webinar.

"In October 2014 the Aspen Institute released its report, *Rising to the Challenge: Re-Envisioning Public Libraries*. The multi-year project brought together thought leaders and experts from different sectors, including libraries, to consider the challenges, opportunities and trends that will influence the future of public libraries in the United States. The webinar is intended to ensure that the report will be used to promote transformation and sustainability of public libraries in communities across the country and at state and national levels.

By the end of this one-hour webinar, participants will: Be familiar with the three key elements of the report – People, Place and Platform; Learn strategies for success and action steps for library staff, policy makers and community members; Be familiar with the Action Guide, an online resource to provide tools to use the report as framework for many activities; Be able to identify contacts for further information and utilization of the report."

IT Security Fundamentals webinar through CCLD Lynda.com subscription.

"Information security is part of every IT professional's job. Hackers are constantly trying to compromise your networks, steal sensitive data, and overwhelm your systems. Planning, implementing, enforcing, or even removing security are tasks we all do to keep users and systems safe. In this IT Security Fundamentals course by Certified Information Systems Security Professional (CISSP) and certified ethical hacker (CEH) Mike Danseglio, you'll learn how to

perform these tasks properly and in alignment with industry best practices—a skill that's critical to virtually every technology role, from decision maker to developer."