



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 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 20, 2020 at 6:00 pm at the **West Elmira Library, 1231 W. Water St. Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Introduction of Members
4. Approval of minutes (document #2020-07)
5. Treasurer's report
 - a) Financial report (document 2020-08)
 - b) Report of Unpaid Bills Detail (document 2020-09)
6. Correspondence
7. President's report (Dworkin)
8. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2019-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-11)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-12)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the January 16, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-7)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present were Pat Silvernail, Ann Hayes, Pam Larnard, Martha Smith, Karl Schwesinger, Kevin Hansen, Jessica Roberts, Bonnie Chollet, Phyllis Rogan, and Lee Saginario, and new members Penny Appenzellar and Crystal Gullo-Buzzetti, excused Jack Schamel. Also present were Holly Melott and Ron Shaw, the Library District's Administration, and three residents of Chemung County.

Ms. Roberts made a motion, seconded by Ms. Dworkin to appoint Ms. Appenzellar and Ms. Gullo-Buzzetti as board members. Vote: Unanimously approved.

Ms. Chollet made a motion, seconded by Ms. Silvernail, that the slate of officers be approved. Vote: Unanimously approved.

Minutes. The minutes of the December 2019 meeting (Document #2020-1) were presented for board review. Ms. Larnard moved, seconded by Mr. Hansen to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The December 31, 2019 Financial Report (Document #2020-2) was presented for board review. Mr. Schwesinger moved, seconded by Ms. Hayes to approve the December Financial Report as distributed in writing. VOTE: Unanimously Approved.

Ms. Deb Brimmer, IT Director for CCLD, acting on behalf of the Labor Management Committee, proposed changes to the current contract in regards to retiree health insurance coverage.

Ms. Roberts moved that the board go into an Executive Session, seconded by Ms. Rogan. Vote: Unanimously approved. Ms. Smith moved that the board move out of executive session, seconded by Ms. Larnard. Vote: Unanimously approved.

Ms. Rogan made a motion that the proposed policy changes be presented to the CCLD lawyer for further evaluation. Seconded by Ms. Roberts. Vote: Unanimously approved.

Correspondence. Mr. Shaw shared an email from a patron who was expressing frustration about children being disruptive at the main branch.

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

- CCLD will be allotted air time on WETM every other Wednesday at noon. Staff will rotate through the presentations.
- \$18,000 was received from CCLD Friends, funds will be distributed among the branches and departments.
- Support for Windows 7 is no longer available. All staff computers have been converted to Windows 10. Signage has been placed by all patron computers, they are to be used at their own risk.
- Horseheads Foundation would like to paint and put new flooring in the meeting room at the Horseheads Library at an estimated cost of \$9950, which they will fund. Mr. Schwesinger made a motion that the Horseheads Foundation be allowed to paint and

put new flooring in the meeting room at the Horseheads Library at an estimated cost of \$9950. Seconded by Ms. Hayes. Vote: Unanimously approved.

- Horseheads Friends have given \$8600 to the Horsehead Library to be allocated for programs.
- Lourdes Mammography will have a bus at Steele to provide services on Friday, February 7 from 9:30-5:30. They will be bringing their own generator.
- Tuesday, February 25th is Library Advocacy Day. STLS will be sponsoring a bus to Albany for a show of support. Details were made available.

CONSENT ITEM: Approval of the Personnel Actions for January (Appendix C). Resolved by Ms. Rogan, seconded by Mr. Hansen that the CCLD Board of Trustees approves the Personnel actions as submitted. Vote: Unanimously Approved.

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 #2020-4)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-5).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-6). Mr. Schwesinger stated that contract has been sent to Elmira Structures for installation of the outdoor sign at Steele. Mr. Shaw has been in touch with architect, Bob Butcher, the break room renovations will begin in a few weeks. Staff will be given the opportunity to vote on paint color and cabinet selections. Fire Alarm Service Technology (F.A.S.T.) will come to review and determine security camera locations at Steele.

President's Report. Ms. Dworkin explained the structure, tasks, and meeting times of the various committees. Everyone was encouraged to participate.

Personnel Committee. Ms. Appenzellar agreed to be a part of this committee.

Election & Continuity Committee. Nothing to report at this time.

Advocacy Committee. The committee will be revitalized and meetings will be planed.

Old Business.

New Business.

The meeting was adjourned at 7:10 pm. The next regular meeting of the board will be held on Thursday, February 20, 2020 at 6:00pm at the **West Elmira Library, 1231 W. Water St. Church, Elmira, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - JANUARY 31, 2020

Income	2020 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 3,625	\$ 56,400	6.04%		
Grants (other than N.Y.S.)	\$	\$ 18,000				Friends \$18,000
Foundation Contributions	\$ 200,000		200,000	0%		
Library District Tax Receipts	\$ 3,115,115		3,115,115	0%		
PILOT Funds	\$ 70,000					
Interest on Investments	\$ 8,000		8,000	0%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 39,546		39,546	0%		
Other State Aid						
TOTAL INCOME	\$ 3,659,557	\$ 21,625	\$ 3,585,932	1%	8%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,675,556	\$ 186,680	\$ 1,488,876	11%		
Overtime & Holiday Salaries	22,619	\$ 2,714	19,905	12%		
Employee Benefits						
FICA	129,910	\$ 14,475	\$ 115,435	11%		
NY State Retirement	267,967	\$ 77,241	\$ 190,726	29%		
Medical & Dental	518,495	\$ 69,913	\$ 448,582	13%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 17,699	\$ 281	98%		
Subtotal - Personnel Expenses	2,632,527	\$ 368,721	\$ 2,263,806	14%	8%	
Contractual						
Equipment	62,310	\$ 389	61,921	1%		
Telephone	14,800	\$ 8,804	5,996	59%		
Supplies	48,700	\$ 4,913	43,787	10%		Grant Funds \$706 - incl Tab
Travel & Continuing Education	12,915	\$ 580	12,335	4%		
Repairs & Maintenance	27,010	\$ 455	26,555	2%		
Postage	2,000	\$ 99	1,901	5%		
Library Materials (books, video, etc.)	375,041	\$ 11,922	363,119	3%		
Utilities	60,200	\$ 173	60,027	0%		Gifts \$1504
Building Cleaning Supplies	13,700	\$ 2,198	11,502	16%		
Fuel, Gas & Oil (Bookmobile)	3,100		3,100	0%		
Insurance	33,577	\$ (97)	(97)	100%		
Vehicle Operation / Maintenance	7,000		7,000	0%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 4,719	17,456	21%		
Data Processing Expenses (Cost Share)	131,681	\$ 879	130,802	1%		
Payment of Taxes	5,080	\$ 2,055	3,025	40%		
Library Programming	37,997	\$ 5,970	32,027	16%		Friends \$1340; Grants \$435; HH Fr 68
Chemung County costs (B&G, vision)	14,000		14,000	0%		
Capital Improvements STATE CONST see below	10,000	\$ 101	9,899	1%		
Contingency Fund	52,643		52,643	0%		
Subtotal Expenses	\$ 3,566,456	\$ 445,651	\$ 3,120,805	12%	8%	
2019 & 2020 State Construction Projects						
TOTAL EXPENSES	\$ 3,566,456	\$ 445,651				

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 20, 2020

Type	Date	Memo	Open Balance
Brandon Reyes			
Bill	02/20/2020	Elmira Ukulele Society - 3/3 @ St - pd w/grant funds	80.00
Total Brandon Reyes			80.00
Brodart Co.			
Bill	02/20/2020	tape/labels for books - St Juv/BF	26.31
Total Brodart Co.			26.31
Chemung County Buildings & Grounds Dept.			
Bill	02/20/2020	Utilities & maintenance fees all libraries - 4th Qtr 2019	20,951.73
Total Chemung County Buildings & Grounds Dept.			20,951.73
Demco, Inc.			
Bill	02/20/2020	processing supplies	145.31
Total Demco, Inc.			145.31
H. L. Treu Office Supply Corp.			
Bill	02/20/2020	2020 calendars for meeting rooms	7.89
Total H. L. Treu Office Supply Corp.			7.89
Horseheads Do It Center			
Bill	02/20/2020	Rock Salt - HH	6.48
Total Horseheads Do It Center			6.48
Michelle Norton			
Bill	02/20/2020	patron refund	15.00
Total Michelle Norton			15.00
Multi Media Services			
Bill	02/20/2020	applications - all libraries	396.03
Bill	02/20/2020	business cards - ST/BF/WE	123.93
Total Multi Media Services			519.96
Nick Frisk			
Bill	02/20/2020	IT consultant for windows update	1,666.60
Total Nick Frisk			1,666.60
Reliable Computer Products			
Bill	02/20/2020	toner for WE	148.00
Total Reliable Computer Products			148.00
Southern Tier Library System			
Bill	02/20/2020	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, S...	1,800.00
Bill	02/20/2020	Downloadable audio -Jan	191.44
Total Southern Tier Library System			1,991.44
Unique Management Services, Inc.			
Bill	02/20/2020	collection notices- January	375.90
Total Unique Management Services, Inc.			375.90
Vasco Brands, Inc.			
Bill	02/20/2020	cleaning supplies all libraries	336.18
Total Vasco Brands, Inc.			336.18
Wegmans Food Markets Inc.			
Bill	02/20/2020	Ad programming - Jan	28.76
Total Wegmans Food Markets Inc.			28.76
TOTAL			26,299.56

3:41 PM
02/11/20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of February 20, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
Bill	02/20/2020	eBook purchases Non-Fic/Juv	65.49
Total Southern Tier Library System			65.49
TOTAL			65.49

Document #2020-10

Report of the February 5, 2020 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, Jack Schamel, Phyllis Rogan, and Martha Smith. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Bonnie Chollet, Ann Hayes, Jessica Roberts, Kevin Hansen, and Pam Larnard.

Ms. Dworkin called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 2/5/2020 for the General Fund - \$34,309.97 and the Grant Fund - \$896.21. Mr. Schamel moved, seconded by Mr. Hansen to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

Director Ron Shaw gave the following reports:

- A 12 month subscription for a Homeless Training was recently purchased. Staff will be required to view, board members are encouraged to participate. Details will be forthcoming.
- \$5,000 was received from the local Community Arts group. This is the maximum allotment available. Proceeds will be used to fund two classes each month with local artists.
- A text notification system is now in place. Employees will be contacted when there is a closing. Only three employees were unable to utilize this service, they will be notified via phone.
- A quote was received from Biblioteca for a new security gate at a cost of \$21,703. The current one has been in place since 1987 and is no longer serviceable.
- Windows 10 update is progressing, all staff computers are current.
- The continuation of the summer concert series is being evaluated. Partnering with other entities or hosting these events at the branches is a consideration.

Ms. Dworkin made a motion to adjourn. Seconded by Mr. Schamel. **Vote:** Unanimously approved.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 4, 2020 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2020-11

Report of the February 12, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Ms. Rachel Dworkin and Ms. Ann Hayes. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the January 31, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated 2/20/20 for the General Fund - \$26,299.56 and the Grant Fund - \$65.49. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 11, 8:45 am in the Petrie Conference Room of the Steele Memorial Library.

Document #2020-12

Report of the February 5, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- A letter was received from the Town of West Elmira, they will no longer be cutting the grass at the West Elmira Branch. Bids will be accepted for this service.
- Fire Alarm Service Technology did a walk through for security camera placement at Steele. They are considering moving two of the current cameras.
- No update on the boiler project.
- Mr. Shaw will be in touch with Bob Butcher to arrange a meeting with staff concerning the break room renovations.
- A standard form of agreement has been signed, allowing Elmira Structures to begin work on the sign at Steele.
- The parking lot is in need of paving. Estimates will be collected.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 4th 2020 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.