

***Minutes of the December 2005 meeting of the Chemung County Library District Board of Trustees. (document #2006-1)***

**Minutes of the December 2005 meeting of the Chemung County Library District Board of Trustees.** The December meeting was held on Thursday, December 1, 2005 at 4:00pm in the auditorium of the Steele Memorial Library. Judge Peter C. Buckley called the meeting to order.

**Administration of the oath of office.** Judge Peter C. Buckley administered the oaths of office for the 15 newly appointed members of the Chemung County Library District.

**Drawing of lots for terms of office.** Judge Peter C. Buckley oversaw the drawing of lots. The Chemung County Library District shall be administered by a board of fifteen trustees, to be at first the persons who are named herein as incorporators, said trustees to serve in the order in which they are named herein, for the terms that shall expire as follows: Robin Fitzgerald, December 31, 2006; Maria Scotti-Laifer, December 31, 2006; Allen C. Smith, December 31, 2006; Karl Schwesinger, December 31, 2006; Dan Drake, December 31, 2006; Claudia Radin, December 31, 2007; Richard Pirozzolo, December 31, 2007; Jan Kather, December 31, 2007; Andrea Ogunwumi, December 31, 2007; Julia Lavarnway, December 31, 2007; Elizabeth Wavle, December 31, 2008; Joan Hurley, December 31, 2008; Sherrill Collins, December 31, 2008; Marleah Denkenberger, December 31, 2008; and Edwin Marosek, December 31, 2008.

**Election of officers.** Judge Peter C. Buckley oversaw the election of officers. Ms. Laifer moved, seconded by Mr. Marosek that the following slate trustees be nominated: Elizabeth Wavle, President; Maria Scotti-Laifer, Vice-President; Richard Pirozzolo, Treasurer; and Sherrill Collins, Secretary. Motion carried.

Judge Buckley then applauded the tremendous accomplishment the Steele Memorial Library and Horseheads Free Library did in educating the public, in working together, and in working with the County Administration. The result of 65% of the voters favoring the Library District is an outstanding victory. This is a new beginning for the public library, a great opportunity for the public to come together and take ownership of their libraries.

Judge Buckley then turned the meeting over to newly elected President Ms. Wavle. She added her thanks and welcome to the District Board, to the members of the Steele and Horseheads Library Boards, to members of the Joint Task Force and to Jim Farrell and Dick Panz of Panz Library Consulting.

**Consideration of By-Laws.** President Wavle stated that the board needed to adopt a set of by-laws today in order to proceed with business but that the proposed Bylaws could be amended when deemed necessary. Mr. Drake moved, seconded by Ms. Lavarnway, to adopt the by-laws as submitted in writing in the board packet. Motion carried.

**Consideration of standing committees.** President Wavle suggested that standing committees would be necessary to assist the board in overseeing the library district. Several possible committees are listed in the *Handbook for Library Trustees of New York State*. These included the Executive Committee, Planning Committee, Finance Committee, Personnel Committee, Facilities Committee, Bylaws Committee, and Policy Committee. Ms. Wavle asked that board members think about the skills and background they bring to the board and prepare to volunteer for committee assignments. In addition, Ms. Wavle suggested the immediate appointment of an *ad hoc* Transition Committee to work on issues that should not wait until the next meeting of the library district. Agreeing to serve on this Transition Committee were Mr. Schwesinger, Mr. Pirozzolo, Ms. Ogunwumi, and Ms. Wavle.

**Charter Application.** Ms. Wavle asked Jim Farrell from Panz Library Consulting to step the library board through the charter application documents to be sent to the Board of Regents. Mr. Farrell began by applauding the achievement of the Chemung County Library District, the first countywide special library district in New York State.

The first document considered was entitled “Petition to the Regents of the University of the State of New York for an Absolute Charter in the First Instance, to be granted pursuant to the provisions of Section 216 of the Education Law.” This petition was approved and signed by the fifteen members of the board of the Chemung County Library District Board of Trustees, then notarized by Judge Peter C. Buckley.

The second document considered was entitled “Certificate of Establishment of a New Library.” This certificate establishes that the Chemung County Library District, a public library, be established for the use of all residents of the County of Chemung in accordance with sections 216 and 255 of the State Education Law. This certificate was approved and signed by the fifteen members of the board of the Chemung County Library District. This certificate indicated that the successors of the initial board of trustees will be elected to their terms, and that the initial sum of \$1,963,969 will be hereby appropriated for the purposes of operating the library district. Judge Peter C. Buckley notarized the board signatures on this certificate.

The third document considered was entitled “An Application for Library Charter and Admission to the University.” This document was approved and signed by the fifteen members of the board of the Chemung County Library District and authenticated by the President of the board, Elizabeth Wavle.

The fifteen members of the library board of the Chemung County Library District signed forms entitled “Consent to Serve as an Initial Trustee of the Chemung County Library District.” Judge Peter C. Buckley notarized these consent forms.

Mr. Farrell stated that there are a couple of other documents that will be included with the charter application that board members do not need to sign. A statement of when each trustee’s term expires will be included in the original documents sent to the Board of Regents. Also included will be a certified copy of the Proposal given to the public to

vote on and a certified copy of the voting results of each polling place. The documents will be sent to the Office of Council for review and then forwarded to the Board of Regents for their approval. He stated that the application would probably reach the agenda of the Board of Regents in February of 2006. After the charter application is approved, a representative from the Division of Library Development will come and perform a library review.

Dick Panz of Panz Library Consulting then explained that after the documents are submitted to the Division of Library Development in Albany there will need to be a transfer of assets from the Steele Memorial Library and the Horseheads Free Library to the District. The two libraries will then file dissolution papers with the State. Mr. Panz encouraged board members to participate in an orientation session and recommended that they read and use the *Handbook for Library Trustees of New York State*. The annual trustee institute sponsored by the New York State Association of Library Boards in the spring of the each year provides another trustee education opportunity.

**Attorney for the Chemung County Library District.** Ms Laifer stated that the library district needs to hire an attorney, and she recommended Jim Young of the firm of Sayles & Evans. Mr. Young is familiar with Education Law and also attorney for the Southern Tier Library System. Ms. Laifer moved, seconded by Ms. Radin, to contact Jim Young to serve as the attorney for the Chemung County Library District. Motion Carried.

**Regular meeting date and time.** Following a general discussion, Ms. Lavarney moved, seconded by Ms. Laifer, to amend the Bylaws to state that regular meetings of the library district board of trustees be held on the third Thursday of each month, beginning at 7pm. [As an amendment to the *Bylaws*, this motion will be reconsidered at the January 19, 2006 regular board meeting before it is formally included in the *Bylaws*.]

**Remarks from County Executive Tom Santulli.** Ms. Wavle asked County Executive Tom Santulli to address the library board. Mr. Santulli stated that the formation of the library district was a remarkable accomplishment. He commented that our libraries did a great job convincing the public that the idea had merit and should be supported and that the 65% approval of the referendum was excellent for our community. Mr. Santulli encouraged the board to think creatively as it provided library services to the community.

President Wavle thanked Judge Buckley for attending this meeting and assisting with the process to apply for a charter from the Board of Regents. She also again expressed appreciation to Dick Panz and Jim Farrell for lending their professional assistance with the process of creating the Chemung County Library District.

Mr. Smith moved, seconded by Mr. Pirozzolo, to adjourn the meeting at 5:35 PM. The next regular meeting of the board will be on Thursday, January 19, 2006 at 7 PM at the Steele Library. Motion carried.