

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The June 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, June 15, 2006, at 7pm at the Southern Tier Library System, 9424 Scott Road, Painted Post, New York 14870**. Driving directions may be found at <http://www.stls.org/about/directions.htm>. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-45)
4. Treasurer's report
 - a) Financial report (document #2006-46)
 - b) Report of Unpaid Bills Detail (document #2006-47)
5. Correspondence
6. President's report:
 - a) Tour of the Southern Tier Library System by Ristiina Wigg, Director
 - b) Proposed amendment to the ByLaws (document #2006-48)
7. Director's report
 - a) Personnel activities since the May meeting of the Library Board
8. Committee reports
 - a) Building & Grounds Committee – *Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties* (document #2006-49)
 - b) Personnel Committee
 - c) Policies & Bylaws Committee
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the May 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-45)

Minutes of the May 2006 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, May 18, 2006 at 7pm at the Steele Memorial Library. President Elizabeth Wavle called the meeting to order. Present were: Marleah Denkenberger, Robin Fitzgerald, Richard Pirozzolo, Denny Smith, Maria Scotti-Laifer, Julia Lavarney, Ed Marosek, Sherrill Collins, Claudia Radin and Karl Schwesinger. Excused were Joan Hurley, Jan Kather and Andrea Ogunwumi. Absent: Dan Drake. Also present were Jim Sleeth, the Library's Director and Ms. Santulli, the Library's Administrative Assistant.

Minutes. (Document #2006-37) The minutes of the April 2006 meeting were reviewed by the board and approved as distributed by unanimous consent.

Treasurer's Report. (Document #2006-38) Mr. Pirozzolo noted that the Repair/Maintenance line appears overspent because most maintenance contracts are annual payments made at the beginning of the contract. On April 21st a transfer of \$1,000,000 was made to a 3 month Certificate of Deposit with an interest rate of 4.90%. The District will receive an approximate interest income from this CD of \$12,000. Upon maturity of this CD, the District should be able to reinvest half of it for another 3 months. The current cash balance appears to be sufficient to pay the invoices for the next 2 months. By unanimous consent, the April 30, 2006 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2006-39), Mr. Pirozzolo explained that this list includes a \$9,200 debt service payment that is paid four times a year. It also includes an invoice for the carpet replacement at the Horseheads Free Library. This project is being funded by a grant from New York State. By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Mr. Pirozzolo also reported that the Budget & Finance Committee is working on the 2006 budget. The Personnel Committee will need to work on the staff situation for next year and the Buildings & Grounds Committee will need to decide which capital projects to fund in next year's budget.

Ms. Wavle stated that in reviewing Robert's Rules, she learned that the Executive Committee of the board may make decisions like the payment of the unpaid bills when the full board is not available. This issue will be addressed at the next board meeting.

Correspondence. (Document #2006-40) Ms. Radin moved, seconded by Ms. Lavarney to accept the contribution of \$17,100 from the Friends of the Steele Memorial

Library, as well as their recommendation for the distribution of their contribution.
Motion Carried. President Wavle will write a letter of appreciation to the Friends.

Ms. Radin reported that the board of the Southern Tier Library System has met and approved the 2006-07 Central Library Development application submitted by the Library District. She reported that an STLS committee has been formed to discuss the future funding of Central Library Development. She also reported that the STLS board voted to reduce Bookmobile funding for the years 2006 – 2008. In 2006, total funding will be \$10,000, in 2007 funding will be reduced to \$5,000, and funding will be completely eliminated in 2008. Ms. Radin stated that the reason for the elimination of funding was that the Chemung County Bookmobile benefits just one county of their 5-county system. Ms. Radin passed out a document that reviewed the funding history of the Chemung County Bookmobile as well as a review of the STLS-sponsored outreach functions conducted within Chemung County.

President's report. President Wavle reported that she and Ms. Radin and Ms. Collins attended the NYSALB Trustee Institute in Albany. She personally attended a workshop for library trustees, one on fund raising, and one on grant writing. One pertinent fact that she learned is that Library District Trustees can inform the public but can not campaign either for other board members (other than themselves) or for the budget.

Ms. Radin reported that she attended a workshop on a new technology being installed in some libraries called radio frequency identification (RFID). While there is a high installation cost, RFID does allow staff to focus on providing public library services rather than completing charge, discharge, and other labor-intensive functions. Ms. Radin also handed out flyers that point to useful web pages for public library trustees.

Ms. Collins reported that she attended the workshop on special library districts where Dick Panz, Marc Chevalier, and Catherine Way spoke. One pertinent fact Ms. Collins learned was that the public needs to be educated every year, not just upon the creation of the library district.

Personnel Activities. Mr. Sleeth reported that a Senior Library Page was terminated from her position, and that a new Library Page has been hired as a replacement. He also reported that Julia Mullen has been promoted to the position of Librarian 1 at the Steele Library. This is the first professional librarian hired in Chemung County public libraries in several years. Ms. Mullen's promotion from Senior Library Clerk made it possible to reinstate an individual to the position of Senior Library Clerk, rectifying the "reduction in force" action taken in 2003. Mr. Sleeth said that we are still in the process of hiring a Microcomputer Specialist, following the appropriate Civil Service procedures. The next major personnel change scheduled to take place will be the promotion of a Librarian 2 to

the position of Librarian 3, said position made available by Sylvia Tuller's retirement in March. These changes are in accord with the Library District's Staff Plan.

Buildings & Grounds Committee. Mr. Schwesinger submitted a written report that included budget estimates for repairs at each of our libraries. Fagan Engineers is completing the assessment of the buildings and will present a report at the next board meeting. He stated that the New York State Legislature provides state aid for libraries and Fagan Engineers will identify projects that the Library District can submit to the State as a request for funding. Mr. Schwesinger reported that the Chemung County Legislature has approved bonding to replace the cooling tower at the Steele Library. This replacement has been on the County's agenda for many years. Although bonding through Chemung County is part of the Legislation that created the Library District, the B & G Committee does not believe the proper procedure has been followed in regards to this issue. He has asked the County to give a copy of the proposed work and estimated costs for this project to the Library District's Buildings & Grounds Committee for their review. Discussion followed regarding the Library District board's relationship to the Chemung County Buildings & Grounds Department.

Ms. Collins moved, seconded by Mr. Schwesinger, to begin the process of the transfer of public library assets from the County of Chemung to the Chemung County Library District. Motion carried. Ms. Wavle stated that the original transition team that was created to make smooth the way from two association libraries to the library district needs is no longer needed. A new transfer team needs to be appointed that would concentrate primarily on the public library properties in the County. Ms. Wavle proposed that the new transfer team consist of herself, Karl Schwesinger and Maria Scotti-Laifer who will work with Mr. Sleeth and Attorney Young on the transfer details. All were in agreement.

Personnel Committee. Ms. Radin reported that the Personnel Committee has one more member: Sherry Collins. She asked that all Personnel Committee members stay after the board meeting to schedule their next monthly meeting. Ms. Radin then handed out evaluation forms of the Library District Director and asked that Library District board members complete them by May 29th. The Committee will meet to compile the information.

Policy and Bylaws Committee. Ms Collins reported that, in her position as Secretary of the Library District, she has completed an election timeline. (It is the responsibility of the Secretary of the Library District board to create and collect petitions from candidates running for election.) Petitions have been created. Petition forms will be made available in all the libraries and in the municipal buildings of the legislative districts that have a trustee position up for election. 25 signatures are necessary to place a candidate on the

ballot. The Policy & Bylaws Committee recommends that the board adopt the General Election Day as the Library District Election Day.

If the election is held the same date as the General Election, the first date that signatures can be collected on a petition will be July 1st and the deadline to get the names of candidates to the Chemung county Board of Elections is September 18th. The Library District budget request also goes to the Board of Elections by September 18th, so they can print the ballot in time for the election. Mr. Marosek moved, seconded by Mr. Pirozzolo, to hold the Chemung County Library District Election on the same day as the General Election each year and be simultaneous with the polling places in the County. Motion carried.

The Library Materials Selection Policy (Document #2006-42) was submitted to the board for review. Discussion ensued. It was concluded that the mission of the Library District and the scope and structure of the Library District should be separate from the Library Materials Selection Policy. With a friendly amendment from a Committee member to remove the first two paragraphs from the Library Materials Selection Policy, Mr. Smith moved, seconded by Mr. Marosek, to adopt the policy as amended. Motion carried. The Committee will review the mission statement and the scope and structure statements.

The Internet Policy (Document #2006-41) was submitted in writing to the board. Ms. Collins explained that the proposed policy combined the former Steele and Horseheads Internet Policies. Ms. Collins moved, seconded by Ms. Fitzgerald to adopt the Internet Policy as submitted to the board. Motion carried.

Old Business. None

New Business. None

Public Expression. None

The meeting adjourned at 8:40pm. The next regular meeting of the board will be on Thursday, June 15, 2006 at 7pm at the Southern Tier Library System headquarters in Painted Post, NY.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2006-46)	
Financial Report - MAY 31, 2006					
Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 45,227	\$ 44,398	50%	
Grants (other than N.Y.S.)	58,650	50,230	8,420	86%	
Interest & Foundation Contributions	80,000	65,397	14,603	82%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	2,832	47,120	6%	
Other State Aid	3,200	0	3,200	0%	
Interfund Transfer	94,619	0	94,619	0%	
TOTAL INCOME	\$ 2,516,515	\$ 2,338,655	\$ 388,860	93%	42%
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 391,798	\$ 692,273	36%	
Sunday & Holiday Salaries	46,258	23,146	23,112	50%	
Employee Benefits	478,892	179,180	299,712	37%	
Contractual					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	3,936	8,194	32%	
Supplies	28,300	12,558	15,742	44%	
Travel & Continuing Education	12,603	290	12,313	2%	
Repairs & Maintenance	43,279	33,260	10,019	77%	
Postage	7,610	2,241	5,369	29%	
Library Materials (books, video, etc.)	254,667	97,050	157,617	38%	
Utilities	80,901	12,355	68,546	15%	
Building Cleaning Supplies	4,150	2,251	1,899	54%	
Fuel, Gas & Oil	1,200	681	519	57%	
Insurance	18,645	9,571	9,074	51%	
Rent	5,000	1,666	3,334	33%	
Vehicle Operation / Lease	7,000	484	6,516	7%	
Professional Fees (audit, membership)	12,650	7,837	4,813	62%	
Data Processing Expenses	37,118	9,680	27,438	26%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	4,053	7,197	36%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
TOTAL EXPENSE	\$ 2,480,664	\$ 806,503	\$ 1,674,161	33%	42%

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 6, 2006

	Date	Memo	Open Balance
Amazon Credit Plan			
	06/05/2006	NonFiction book purchase	163.82
Total Amazon Credit Plan			163.82
Baker & Taylor Books			
	06/05/2006	Reference materials	135.75
Total Baker & Taylor Books			135.75
Information Today, Inc.			
	06/05/2006	reference material	309.95
Total Information Today, Inc.			309.95
Ingram Library Services			
	06/05/2006	NonFiction book purchases	2,977.38
Total Ingram Library Services			2,977.38
Phyllis Rogan			
	06/05/2006	CBA book purchase/CLD workshop reimb.	148.91
Total Phyllis Rogan			148.91
Reference Service Press			
	06/05/2006	reference materials	46.00
Total Reference Service Press			46.00
Southern Tier Library System			
	06/05/2006	processing fees	122.50
Total Southern Tier Library System			122.50
Thomson Gale			
	06/05/2006	Reference Mat.	1,722.50
Total Thomson Gale			1,722.50
TOTAL			5,626.81

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 6, 2006

	Date	Memo	Open Balance
Aaron Masters			
	06/05/2006	Elect reference-webcounter svc	78.00
Total Aaron Masters			78.00
Acme Pest Control, Inc.			
	06/05/2006	Pest Control @ Steele	21.00
Total Acme Pest Control, Inc.			21.00
Amazon Credit Plan			
	06/05/2006	HFL purchases	422.78
Total Amazon Credit Plan			422.78
Ann Brouse			
	06/05/2006	Volunteer Recog at Steele	293.36
Total Ann Brouse			293.36
AT&T			
	06/05/2006	long dist chg-ST	4.36
Total AT&T			4.36
Audio Editions			
	06/05/2006	ST-order of CD's	43.16
Total Audio Editions			43.16
Baker & Taylor Books			
	06/05/2006	West EI/HFL book purchases	311.19
Total Baker & Taylor Books			311.19
Blackbourn Media Packaging			
	06/05/2006	AV supplies for HFI	197.38
Total Blackbourn Media Packaging			197.38
Center Point Large Print			
	06/05/2006	ST Fiction Large Print	116.82
Total Center Point Large Print			116.82
Checkpoint Systems, Inc.			
	06/05/2006	security strips-ST	304.09
Total Checkpoint Systems, Inc.			304.09
Chris Harbison			
	06/05/2006	Purchase of Popcorn Machine-all libraries to share	593.69
Total Chris Harbison			593.69
Clearfield Company			
	06/05/2006	Genealogy materials	56.95
Total Clearfield Company			56.95
EBSCO Subscription Services			
	06/05/2006	magazine sub. renewals ST/BF	1,182.97
Total EBSCO Subscription Services			1,182.97
Elmira Water Board			
	06/05/2006	ST & WE water	123.50
Total Elmira Water Board			123.50
Fagan Engineers			
	06/05/2006	Professional Services 2nd invoice	1,093.20
Total Fagan Engineers			1,093.20
First Transit			
	06/05/2006	BKM fuel/repairs	410.32
Total First Transit			410.32
Gaylord Bros, Inc.			
	06/05/2006	ST book rack/labels, HFL labels	323.87
Total Gaylord Bros, Inc.			323.87

Chemung County Library District General Fund
Unpaid Bills Detail
 As of June 6, 2006

	Date	Memo	Open Balance
Genealogical Publishing Company			
	06/05/2006	Geneal. materials	90.95
Total Genealogical Publishing Company			90.95
H. L. Treu Office Supply Corp.			
	06/05/2006	office supply-CCLD	13.24
Total H. L. Treu Office Supply Corp.			13.24
Highsmith, Inc.			
	06/05/2006	BF programming	3.80
Total Highsmith, Inc.			3.80
Horseheads Do It Center-HFL			
	06/05/2006	Carpet replacement labor charges	2,945.00
Total Horseheads Do It Center-HFL			2,945.00
Horwitz Supply Company			
	06/05/2006	cleaning supplies-all libraries	271.82
Total Horwitz Supply Company			271.82
Ingram Library Services			
	06/05/2006	Library materials-all libraries	6,611.94
Total Ingram Library Services			6,611.94
Janet Ackerman			
	06/05/2006	BF programming exp	70.75
Total Janet Ackerman			70.75
John Santulli's Landscaping Service			
	06/05/2006	Lenox Ave Cemetery groundskeeping	30.00
Total John Santulli's Landscaping Service			30.00
Kimbo Educational			
	06/05/2006	BF programming	20.70
Total Kimbo Educational			20.70
LaFrance Equipment Corp.			
	06/05/2006	Fire Ext. Inspection/Charge-HFL	113.88
Total LaFrance Equipment Corp.			113.88
Manfredi Multimedia Solutions			
	06/05/2006	service call- sound system at Steele	85.00
Total Manfredi Multimedia Solutions			85.00
MidWest Tape			
	06/05/2006	DVD purchases- HFL	45.98
Total MidWest Tape			45.98
NYSEG			
	06/05/2006	HFL utility charges	1,567.82
Total NYSEG			1,567.82
Oriental Trading Company, Inc.			
	06/05/2006	programming supplies-BF & WE	255.45
Total Oriental Trading Company, Inc.			255.45
Perry & Carroll, Inc.			
	06/05/2006	419 Insurance - 2nd Qtr	6,592.25
Total Perry & Carroll, Inc.			6,592.25
Petty Cash-Steele			
	06/05/2006	reimburse PC expenses	63.36
Total Petty Cash-Steele			63.36
ProQuest Information & Learning			
	06/05/2006	Microfilm	39.82
Total ProQuest Information & Learning			39.82

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 6, 2006

	Date	Memo	Open Balance
Random House, Inc.			
	06/05/2006	AV purchases-ST	130.05
Total Random House, Inc.			130.05
Reader's Digest			
	06/05/2006	HFL subscription	22.98
Total Reader's Digest			22.98
Recorded Books			
	06/05/2006	ST purchases for AV	275.00
Total Recorded Books			275.00
Rose Woodard			
	06/05/2006	West Elmira programming	91.32
Total Rose Woodard			91.32
Sayles & Evans			
	06/05/2006	Legal fees 12/05-4/25/06	4,434.00
Total Sayles & Evans			4,434.00
SiteImprove, Inc.			
	06/05/2006	Elect. Reference material	88.00
Total SiteImprove, Inc.			88.00
SKJ Facilities Management, Inc.			
	06/05/2006	HFL Janitor services	240.00
Total SKJ Facilities Management, Inc.			240.00
SmileMakers			
	06/05/2006	Programming-WE	69.65
Total SmileMakers			69.65
Southern Tier Library System			
	06/05/2006	security strip supply + processing fees-March	494.00
Total Southern Tier Library System			494.00
Staples Business Advantage			
	06/05/2006	All libraries office supplies	80.96
Total Staples Business Advantage			80.96
Staples Credit Plan			
	06/05/2006	Local Store purchases-BF	25.27
Total Staples Credit Plan			25.27
Steele Memorial Library			
	06/05/2006	BF/WE/HFL petty cash	288.04
Total Steele Memorial Library			288.04
The Penworthy Company			
	06/05/2006	ST juvenile materials	825.61
Total The Penworthy Company			825.61
Thomson Gale			
	06/05/2006	ST fiction purchase	973.25
Total Thomson Gale			973.25
Time Warner Cable			
	06/05/2006	VPN Service	200.00
Total Time Warner Cable			200.00
Town of VanEtten			
	06/05/2006	Building rental-April	833.32
Total Town of VanEtten			833.32
U. S. Postal Service			
	06/05/2006	newsletter mailing fees	1,040.28
Total U. S. Postal Service			1,040.28

Chemung County Library District General Fund
Unpaid Bills Detail
 As of June 6, 2006

	Date	Memo	Open Balance
Unique Management Services, Inc.			
	06/05/2006	collection agency fees-HFL	84.55
Total Unique Management Services, Inc.			84.55
Verizon			
	06/05/2006	phone service-BF,HFL,ST,WE	849.18
Total Verizon			849.18
Verizon Wireless			
	06/05/2006	BKM cellular service-2 months	257.40
Total Verizon Wireless			257.40
Village of Horseheads			
	06/05/2006	HFL water bill 1/5-4/7	27.62
Total Village of Horseheads			27.62
William Knapp			
	06/05/2006	BKM supply	16.49
Total William Knapp			16.49
TOTAL			35,745.37

Proposed amendment to the ByLaws of the Chemung County Library District (Document #2006-48)

ARTICLE III Executive Committee

Section I. The Officers of the Board shall constitute the Executive Committee.

Section II. The Executive Committee shall have all of the authority of the Board between its meetings. The Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.

Section III. In order to conduct a meeting, a quorum of three officers must be present.

Section III. Meetings of the Committee may be called by the President or by the request of any three officers.

Renumber Article III –

I used Robert's Rules of Order's suggested language in crafting this proposed amendment. This amendment will allow the Executive Committee to audit and authorize payment of invoices between full meetings of the Board. Per the Bylaws, I will present the amendment at the June Board meeting and request approval at our July Board Meeting.