

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The July 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 20, 2006 in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. 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 #2006-50)
4. Treasurer's report
 - a) Financial report (document #2006-51)
 - b) Report of Unpaid Bills Detail (document #2006-52)
5. Correspondence
6. President's report:
7. Director's report
 - a) Personnel activities since the June meeting of the Library Board
8. Committee reports:
 - a) Budget & Finance Committee – consideration of the 2007 Library District budget (document #2006-53)
9. Old business
 - a) Proposed amendment to the Library District Bylaws (document #2006-54)
10. New business
 - a) Appointment of the Library District's Records Management Officer and Resolution regarding *Records Retention and Disposition Schedule MI-1* (document #2006-55)
11. Period for public expression
12. Adjournment

(Minutes of the June 15, 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-50.)

Minutes of the June 2006 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 15, 2006 at 7pm at the headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York 14870. President Elizabeth Wavle called the meeting to order. Present were: Marleah Denkenberger, Robin Fitzgerald, Claudia Radin, Sherrill Collins, Maria Scotti-Laifer, Jan Kather, Andrea Ogunwumi, Elizabeth Wavle, Denny Smith, Karl Schwesinger, and Dan Drake. Excused were: Richard Pirozzolo, Julia Lavarney, and Edwin Marosek. Absent was Joan Hurley. Also present were Ristiina Wigg, Director of the Southern Tier Library System, Sue Oliver, Fagan Engineers, and Jim Sleeth, Chemung County Library District Director.

Minutes. (Document #2006-45) The minutes of the May 2006 meeting were reviewed by the board and approved as distributed by unanimous consent.

Treasurer's Report. (Document #2006-46) Ms. Fitzgerald reported that the Budget & Finance Committee met June 1st, 2006 to begin discussions on the 2007 proposed Library District budget. Personnel figures were reviewed. The next committee meeting is scheduled for June 29th.

By unanimous consent, the May 31, 2006 Financial Report was approved as distributed and will be filed for audit.

By unanimous consent, the Board authorized payment of the Unpaid Bills Detail (Document #2006-47) as distributed. It will be filed for audit.

Sue Oliver, from Fagan Engineers, reviewed her report entitled *Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties*. Ms. Oliver reviewed the "big ticket" items at various libraries. Starting with the Steele Memorial Library, she focused on the issues related to the library's chiller, the need to upgrade the library's climate control system, the need to replace the library's roof, and the need to re-caulk the library. Ms. Oliver briefly reviewed the issues relating to the work of Fagan Engineers (and others) on panel stabilization. She briefly discussed the idea of a "green roof" at the Steele Memorial Library. Moving on to the Horseheads Free Library, Ms. Oliver reviewed HVAC and associated safety issues. At the West Elmira Library, Ms. Oliver suggested that the potential delamination of load bearing beams needs to be monitored, especially in the wintertime. Roof and rain water runoff issues at the Big Flats Library were discussed.

Ms. Collins moved, seconded by Ms. Denkenberger, to accept the *Existing Conditions Evaluation / Capital Assessment of the Chemung County Library District Properties* report from Fagan Engineers. Motion passed. Discussion of the report continued, with the conversation turning to how to pay for the needed repairs in all our libraries. Ristiina Wigg noted that there would be about \$350,000 in New York State construction funds

available to libraries in the Southern Tier Library System and that a 50% local match was likely a requirement. No deadline or application forms have been announced as this year's one time New York State construction funds will be coordinated by the New York State Dormitory authority.

Ristiina Wigg gave an overview of services provided by the Southern Tier Library System. All library systems are overseen by the Division of Library Development and chartered by the New York State Board of Regents. Within Southern Tier, there are 48 individual libraries. One of the primary functions of Southern Tier is to provide connectivity. For example, a very popular truck delivery system operates six days a week. Electronic connectivity among STLS libraries is accomplished through a telecommunications network, composed of a virtual private network (VPN), a digital service line (DSL), and a T1 line (high speed telephone). Email accounts to STLS member libraries are provided, complete with virus and spam filtering. In addition to this connectivity, STLS also provides administrative support to member libraries, adult services, information technology, interlibrary loan, cataloging, reference services via the central library program from the Steele Memorial Library, and youth services. Ms. Wigg also briefly mentioned the NOVEL databases and Starcat. Costs of operation were briefly reviewed. Ms. Wigg ended her presentation by saying that Southern Tier was in the midst of revising its Plan of Service. On behalf of the Library District Board, Ms. Wavle thanked Ms. Wigg for her presentation and suggested that Library District Board members might like to take a tour of the STLS headquarters building after the Board meeting ended.

Bylaws amendment. Ms. Wavle proposed an amendment to the Bylaws that read

ARTICLE III Executive Committee

Section I. The Executive Committee shall be composed of the Officers of the Board and the immediate past President, if still on the Board, or a member selected by the Board.

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 members of the Executive Committee must be present.

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

As per the provisions of the ByLaws, action on the proposed amendment will occur at the July 20 Board Meeting.

Mr. Sleeth reviewed personnel changes since the May meeting. He announced that Donna Hubbard was the new Senior Library Clerk at the Horseheads Free Library, that

Chris Harbison had been promoted to Librarian 3, that Ruth Stemerman had returned from medical leave, and that the position of Microcomputer Specialist remained unfilled, though work on that appointment continued.

Mr. Drake moved, seconded by Mr. Smith, to adjourn to executive session to discuss Personnel Committee matters at 8:10 p.m. Motion passed.

Ms. Collins moved, seconded by Mr. Smith, to reconvene to regular session at 8:20 p.m. Motion passed.

Ms. Collins reported on behalf of the Policies & Bylaws Committee, saying that an election timeline has been established. Blank petitions for membership on the Library District Board of Trustees have been created and can be picked up from her (as Secretary to the Library Board) beginning July 11, 2006. Petitions need to be returned to her no later than September 12, 2006 in order to be reviewed for inclusion on the November 7th ballot.

Ms. Denkenberger moved, seconded by Mr. Smith, to adjourn the meeting. The next regular meeting of the Chemung County Library District Board of Trustees will be held on Thursday, July 20th, 2006 at the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JUNE 30, 2006

(DOCUMENT #2006-51)

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 53,882	\$ 35,743	60%	
Grants (other than N.Y.S.)	58,650	44,100	14,550	75%	
Interest & Foundation Contributions	80,000	66,030	13,970	83%	
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	6,100	(2,900)	191%	
Interfund Transfer	94,619	0	94,619	0%	
TOTAL INCOME	\$ 2,516,515	\$ 2,347,913	\$ 379,602	93%	50%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 468,647	\$ 615,424	43%	
Sunday & Holiday Salaries	46,258	23,727	22,531	51%	
Employee Benefits	478,892	212,560	266,332	44%	
Contractual					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	5,047	7,083	42%	
Supplies	28,300	13,736	14,564	49%	
Travel & Continuing Education	12,603	399	12,204	3%	
Repairs & Maintenance	43,279	36,695	6,584	85%	
Postage	7,610	3,336	4,274	44%	
Library Materials (books, video, etc.)	254,667	114,215	140,452	45%	
Utilities	80,901	14,074	66,827	17%	
Building Cleaning Supplies	4,150	2,523	1,627	61%	
Fuel, Gas & Oil	1,200	851	349	71%	
Insurance	18,645	16,164	2,481	87%	
Rent	5,000	2,500	2,500	50%	
Vehicle Operation / Lease	7,000	723	6,277	10%	
Professional Fees (audit, membership)	12,650	13,449	(799)	106%	
Data Processing Expenses	37,118	9,879	27,239	27%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	5,673	5,577	50%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
TOTAL EXPENSE	\$ 2,480,664	\$ 958,664	\$ 1,522,000	39%	50%

