

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The March 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 19<sup>th</sup>, 2009 at 7pm 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 Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-16)
4. Treasurer's report
  - a) Financial report (document #2009-17)
  - b) Report of unpaid Bills Detail (document #2009-18)
6. Correspondence
7. President's report
  - a) Board retreat update
8. Director's report
  - a) Personnel activities since the February 2009 meeting of the Library Board (document #2009-19)
9. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2009-20)
      - (a) Letter to Ristiina Wigg regarding Chemung County representation on the proposed STLS Director's Advisory Council (document #2009-21)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2009-22)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2009-23)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*Minutes of the February 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-16*

**Minutes of the February 2009 meeting of the Chemung County Library District Board of Trustees.** The February meeting was held on Thursday, February 19, 2009 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Tina Hager, Susan Cook, Jan Kather, Jason Harmon and Sandra Dicinti. Excused: Judy Sell, Mary Beth Conwell, Andrea Ogunwumi and Karl Schwesinger. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant and members of the Chemung County Library ad-hoc Marketing Committee.

The Bookmobile was parked in the parking lot of the Steele Memorial Library to give board members a chance to meet Kim Jones, the driver of the Bookmobile and Dianne Patchett, the Principal Library Clerk in charge of the Bookmobile. Board members were encouraged to tour the Bookmobile prior to the meeting and to ask any questions they have about Bookmobile services to the community.

The meeting was turned over the Georgia Reynolds, Chair of the Marketing Committee. Committee members gave a presentation on their work on brand development which included some samples of a new logo for the Library District.

President Smith then presented Jessica Roberts as an appointment to the vacant trustee position in the 15<sup>th</sup> District. Ms. Robert's term will end on December 31, 2009. Ms. Reynolds moved, seconded by Ms. Denkenberger to accept this appointment as made by the President.

**Minutes.** The minutes of the January 2009 meeting (Document #2009-8) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The January 31, 2009 Financial Report (Document #2009-9) was presented for board review. Ms. Fitzgerald reported that the Library District has received it \$2.3 million dollar check in tax revenue collected by Chemung County on our behalf. She added that and Mr. Sleeth and Ms. Santulli have an appointment with the finance department of the Chemung Canal Trust Company on Tuesday to determine the proper way to distribute these funds into a CDAR's program which will minimize risk of loss of District funding. By unanimous consent the January 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-10). Ms. Fitzgerald noted the large expense of \$73,171 which is a payment for the Big Flats and West Elmira Library's State Construction Projects recently completed by contractors. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/3/09 and 2/11/09 as distributed.

**Correspondence.**

The correspondence folder contained the following items of interest:

- Copies of the most recent newsletters from the Friends of the Horseheads Free Library and the Friends of the Steele Memorial Library.
- The Winter 2009 publication of the Trustee newsletter from the New York State Association of Library Boards.
- Recent publicity in the Star Gazette regarding the \$30,000 recently donated to the Library District by the Friends of the Steele Memorial Library.
- A memo from the Southern Tier Library System which encourages all board members to attend Legislative Day in Albany on March 10, 2009. Mr. Sleeth reported that STLS has chartered a bus and any cost to board members who wish to attend will be reimbursed by the Library District.
- The annual letter from Ms. Santulli to STLS which delineates the revenues, expenditures and the December 31, 2008 balance of the Central Book Aid received by the Library District in 2008. Accompanied with this report to STLS is a copy of every invoice paid with CBA funding during the year.

**President's report.** President Smith reported that during the month he sent a letter to Richard Pirozzolo, the President of the Public Library Foundation of Chemung County (Document #2009-11) thanking them for their significant contribution to the Library District in 2008. Included with the letter was the December 31, 2008 PLF financial report. These funds have been designated for use at the Horseheads Free Library.

**Director's Report.** The Director's report concerning personnel activities since the January 2009 meeting was presented in writing to the board (Document #2009-12). Mr. Sleeth reported that he received new information from Civil Service regarding the fact that probationary periods for new employees has been extended to 52 weeks. He also reported that the new Steele Memorial Library Youth Services Librarian 1 – Margo Fox Picou – begins her tenure with the Library District on February 23, 2009.

Mr. Sleeth asked board members their thoughts and opinions of the Bookmobile. Some comments were *“the staff were pleasant and delightful”*, *“the kids expect to have story-time now so we must be doing something right”*, and that *“both staff members say they love their job”*. Mr. Sleeth reported that he is seeking funding for a new Bookmobile. The current vehicle's exterior, interior, collection and staff are all in good shape. The problem is that the frame is deteriorating and soon will not be viable. With the economic climate being what it is, Mr. Sleeth suggested that funding from foundations this year will be substantially smaller than previous years. Nevertheless, with the assistance of several staff members, he has put together grant requests to send out to local foundations. Mr. Sleeth added that he believed the grant request would be met with greater acceptance if is willing to designate from its own funds a significant portion of the cost. Mr. Sleeth believes that this will show CCLD's commitment to the Bookmobile and outreach services to our community. Mr. Harmon stated that in his position as a grant writer, he has found that organizations that show a commitment of some level of matching funds are looked at more favorably by foundations. He also stated that it is fiscally responsible for the Library District to purchase a new vehicle without having to borrow or bond for the funding. Mr. Sleeth requested that the CCLD board of trustees commit \$100,000 for the purchase of a new Bookmobile. Additional discussion ensued. Ms. Fitzgerald moved, seconded by Ms. Denkenberger that the Chemung County Library District commit up to \$100,000 for the

purchase of a new Bookmobile with the understanding that the balance of the cost of a new vehicle will come from outside sources. Motion Carried.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2009-13). President Smith briefly reviewed the proposal from Al Venette, the facilitator the Executive Committee proposes to hire for a board retreat. He stated that it is important for the board members to get together on a day besides the regular board meeting. The consensus of the board members present was that a board retreat is a good idea. Four Saturday dates were listed as possible days for a retreat, those being April 18<sup>th</sup>, April 25<sup>th</sup>, May 2<sup>nd</sup> and May 9<sup>th</sup>. President Smith requested that board members contact Ms. Santulli with the dates that they will be available so one Saturday can be chosen as the best date to hold the retreat. Ms. Santulli will send an email with the dates to allow board members to respond to her.

Regarding various issues surrounding the Van Etten Library, Mr. Sleeth stated that he has contacted Mr. Keturi, the Town of Van Etten Town Supervisor to discuss the library and he has not yet heard back from him.

President Smith then requested that the board go into Executive Session to discuss a personnel issue. Ms. Fitzgerald moved, seconded by Mr. Harmon to go into Executive Session. Mr. Harmon moved, seconded by Ms. Fitzgerald to come out of Executive Session and return to the regular board meeting.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-14). Ms. Fitzgerald stated that there is nothing new to report since the February 12<sup>th</sup> meeting of the committee.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-15). In Mr. Schwesinger's absence, the written report stands for itself. Ms. Santulli added that the Chemung County Health Department is checking out a sewage problem and testing the water at the Big Flats Library. The construction projects at the Big Flats and West Elmira Libraries have been closed out and the final payment to Elmira Structures was included in the list of unpaid bills.

**Old Business.** Ms. Reynolds, as liaison to the Friends of the Horseheads Free Library, reported that the property that the Friends thought would make a great location for a new HFL building has been found to have a natural gas pipeline that runs down through the middle of it. They are on the hunt again for another piece of property that could house a new building for the Horseheads Free Library.

**New Business.** Ms. Santulli passed around copies of the Chemung County Library District's Annual Report for Public and Association Libraries for 2008 which needs to be submitted to New York State this month. Ms. Fitzgerald moved, seconded by Ms. Reynolds, to accept the report as submitted in writing to the board. Motion Carried.

Ms. Fitzgerald noted that the board of the Steele Memorial Library Foundation is in need of one additional member. She requested that CCLD board members think about anyone they know

that might be interested in serving on this board. The SML Foundation board meets quarterly. Their main focus is to determine how much and when to distribute funds from the Foundation to the Library District.

Mr. Smith mentioned that the Friends of the Horseheads Free Library are holding their “Wine and Roses” event on March 27, 2009. He encouraged board members to attend this fund raiser.

**Public Expression.** None.

The meeting was adjourned at 9:00pm. The next regular meeting of the board will be on Thursday, March 19, 2009 at 7pm at the Steele Memorial Library.



## Unpaid Bills Detail

As of March 11, 2009

|                                 | <u>Date</u> | <u>Memo</u>                             | <u>Open Balance</u> |
|---------------------------------|-------------|---|---------------------|
| <b>Acme Pest Control, Inc.</b>  |             |   |                     |
|                                 | 03/11/2009  | Pest Control @ Steele-March 09          | 25.00               |
| Total Acme Pest Control, Inc.   |             |   | <u>25.00</u>        |
| <b>Audio Adventures</b>         |             |   |                     |
|                                 | 03/11/2009  | Steele AV purchases                     | 49.49               |
| Total Audio Adventures          |             |   | <u>49.49</u>        |
| <b>Baker &amp; Taylor Books</b> |             |   |                     |
|                                 | 03/11/2009  | Book purchase WE/HFL                    | 433.31              |
| Total Baker & Taylor Books      |             |   | <u>433.31</u>       |
| <b>BBC Audiobooks America</b>   |             |   |                     |
|                                 | 03/11/2009  | Audio purchases for Steele              | 514.92              |
| Total BBC Audiobooks America    |             |   | <u>514.92</u>       |
| <b>Cassandra Wright</b>         |             |   |                     |
|                                 | 03/11/2009  | mileage reimbursement                   | 57.20               |
| Total Cassandra Wright          |             |   | <u>57.20</u>        |
| <b>Center Point Large Print</b> |             |   |                     |
|                                 | 03/11/2009  | BKM large print                         | 110.82              |
| Total Center Point Large Print  |             |   | <u>110.82</u>       |
| <b>Centurion Technologies</b>   |             |   |                     |
|                                 | 03/11/2009  | Security software-Steele -- Gates grant | 793.38              |
| Total Centurion Technologies    |             |   | <u>793.38</u>       |
| <b>Chemung County Treasurer</b> |             |   |                     |
|                                 | 03/11/2009  | Debt Service 1st qtr 09 payment         | 15,787.00           |
| Total Chemung County Treasurer  |             |   | <u>15,787.00</u>    |
| <b>Creative Data Products</b>   |             |   |                     |
|                                 | 03/11/2009  | Overdue mailers-all libraries           | 466.40              |
| Total Creative Data Products    |             |   | <u>466.40</u>       |
| <b>Crucial Technology</b>       |             |   |                     |
|                                 | 03/11/2009  | Purchase of RAM memory-Steele           | 727.78              |
| Total Crucial Technology        |             |   | <u>727.78</u>       |
| <b>Deborah L. Brimmer</b>       |             |   |                     |
|                                 | 03/11/2009  | Mileage reimb - Feb 09                  | 110.55              |
| Total Deborah L. Brimmer        |             |   | <u>110.55</u>       |
| <b>Demco, Inc.</b>              |             |   |                     |
|                                 | 03/11/2009  | Carpet -ST/ supplies all libraries      | 1,075.42            |
| Total Demco, Inc.               |             |   | <u>1,075.42</u>     |
| <b>DownBeat</b>                 |             |   |                     |
|                                 | 03/11/2009  | subscription for 09                     | 32.99               |
| Total DownBeat                  |             |   | <u>32.99</u>        |

## Unpaid Bills Detail

As of March 11, 2009

|   | <u>Date</u> | <u>Memo</u>                                     | <u>Open Balance</u> |
|---|-------------|---|---------------------|
| <b>Eleanor Stearns</b>                    |             |   |                     |
|   | 03/11/2009  | Women in Arts program at Steele                 | 148.80              |
| Total Eleanor Stearns                     |             |   | <u>148.80</u>       |
| <b>Elmira Business Machines</b>           |             |   |                     |
|   | 03/11/2009  | cash register repair                            | 62.50               |
| Total Elmira Business Machines            |             |   | <u>62.50</u>        |
| <b>First Transit</b>                      |             |   |                     |
|   | 03/11/2009  | Bookmobile fuel -Feb                            | 158.43              |
| Total First Transit                       |             |   | <u>158.43</u>       |
| <b>Highsmith, Inc.</b>                    |             |   |                     |
|   | 03/11/2009  | jewel box lids/labels                           | 49.98               |
| Total Highsmith, Inc.                     |             |   | <u>49.98</u>        |
| <b>Horwitz Supply Company</b>             |             |   |                     |
|   | 03/11/2009  | paper/cleaning products-all libraries           | 948.08              |
| Total Horwitz Supply Company              |             |   | <u>948.08</u>       |
| <b>Idearc Media Corp.</b>                 |             |   |                     |
|   | 03/11/2009  | Phone book ad-monthly fee/09 directories        | 77.35               |
| Total Idearc Media Corp.                  |             |   | <u>77.35</u>        |
| <b>Imperial Door Controls, Inc.</b>       |             |   |                     |
|   | 03/11/2009  | maintenance contract-handicap doors @ Steele    | 1,160.00            |
| Total Imperial Door Controls, Inc.        |             |   | <u>1,160.00</u>     |
| <b>MidWest Tape</b>                       |             |   |                     |
|   | 03/11/2009  | DVD/Audio purchases- Steele/HFL/W.E.            | 2,086.00            |
| Total MidWest Tape                        |             |   | <u>2,086.00</u>     |
| <b>Plan First Technologies, Inc.</b>      |             |   |                     |
|   | 03/11/2009  | Network Design-entire district-Gates funding    | 500.00              |
| Total Plan First Technologies, Inc.       |             |   | <u>500.00</u>       |
| <b>Random House, Inc.</b>                 |             |   |                     |
|   | 03/11/2009  | AV purchases-ST                                 | 1,056.30            |
| Total Random House, Inc.                  |             |   | <u>1,056.30</u>     |
| <b>Recorded Books</b>                     |             |   |                     |
|   | 03/11/2009  | Steele purchases                                | 309.60              |
| Total Recorded Books                      |             |   | <u>309.60</u>       |
| <b>Rem-Southern Office Products, Inc.</b> |             |   |                     |
|   | 03/11/2009  | Quarterly service agreement-Steele & HFL        | 869.36              |
| Total Rem-Southern Office Products, Inc.  |             |   | <u>869.36</u>       |
| <b>S &amp; W of Tioga, Inc.</b>           |             |   |                     |
|   | 03/11/2009  | Final pymt-State Const at Steele-exterior doors | 12,837.10           |
|   |             |   | <u>12,837.10</u>    |



## Unpaid Bills Detail

As of March 11, 2009

|   | <u>Date</u> | <u>Memo</u>                                       | <u>Open Balance</u> |
|---|-------------|---|---------------------|
| Total S & W of Tioga, Inc.              |             |   | 12,837.10           |
| <b>Sayles &amp; Evans</b>               |             |   |                     |
|   | 03/11/2009  | Legal fees 11/3-1/29                              | 2,360.00            |
| Total Sayles & Evans                    |             |   | <u>2,360.00</u>     |
| <b>Scholastic Library Publishing</b>    |             |   |                     |
|   | 03/11/2009  | Steele book purchases                             | 240.50              |
| Total Scholastic Library Publishing     |             |   | <u>240.50</u>       |
| <b>Sheesleys Sewer Service</b>          |             |   |                     |
|   | 03/11/2009  | Pump dry well at BF                               | 228.00              |
| Total Sheesleys Sewer Service           |             |   | <u>228.00</u>       |
| <b>SKJ Facilities Management, Inc.</b>  |             |   |                     |
|   | 03/11/2009  | HFL Janitor services -Feb 09                      | 480.00              |
| Total SKJ Facilities Management, Inc.   |             |   | <u>480.00</u>       |
| <b>Southeast Steuben County Library</b> |             |   |                     |
|   | 03/11/2009  | fees collected at Steele belonging to Corning Lit | 23.50               |
| Total Southeast Steuben County Library  |             |   | <u>23.50</u>        |
| <b>Southern Tier Library System</b>     |             |   |                     |
|   | 03/11/2009  | Cost share/processing/label supply                | 11,747.35           |
| Total Southern Tier Library System      |             |   | <u>11,747.35</u>    |
| <b>ST. Joseph's Hospital</b>            |             |   |                     |
|   | 03/11/2009  | Physical-new employee                             | 115.00              |
| Total ST. Joseph's Hospital             |             |   | <u>115.00</u>       |
| <b>Staples Business Advantage</b>       |             |   |                     |
|   | 03/11/2009  | office supplies-all libraries                     | 721.93              |
| Total Staples Business Advantage        |             |   | <u>721.93</u>       |
| <b>Tanglewood</b>                       |             |   |                     |
|   | 03/11/2009  | STeele program in March                           | 55.00               |
| Total Tanglewood                        |             |   | <u>55.00</u>        |
| <b>The Book Farm, Inc.</b>              |             |   |                     |
|   | 03/11/2009  | books-HFL juv                                     | 624.30              |
| Total The Book Farm, Inc.               |             |   | <u>624.30</u>       |
| <b>Thomson Gale</b>                     |             |   |                     |
|   | 03/11/2009  | ST fiction purchase                               | 420.89              |
| Total Thomson Gale                      |             |   | <u>420.89</u>       |
| <b>Unique Management Services, Inc.</b> |             |   |                     |
|   | 03/11/2009  | Collection fees Feb                               | 573.54              |
| Total Unique Management Services, Inc.  |             |   | <u>573.54</u>       |
| <b>Upstart</b>                          |             |   |                     |

**Unpaid Bills Detail**

As of March 11, 2009

|                                  | <u>Date</u> | <u>Memo</u>                                | <u>Open Balance</u>     |
|----------------------------------|-------------|--|-------------------------|
| Total Upstart                    | 03/11/2009  | Summer Reading Club supplies-all libraries | <u>1,204.61</u>         |
|                                  |             |  | 1,204.61                |
| <b>Verizon</b>                   |             |  |                         |
| Total Verizon                    | 03/11/2009  | phone service-B.F./HFL                     | <u>511.13</u>           |
|                                  |             |  | 511.13                  |
| <b>Wegmans Food Markets Inc.</b> |             |  |                         |
| Total Wegmans Food Markets Inc.  | 03/11/2009  | Prog. supply SML                           | <u>7.60</u>             |
|                                  |             |  | <u>7.60</u>             |
|                                  |             |  | <u><b>59,761.11</b></u> |

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of March 11, 2009

Document #2009-18

|   | <u>Date</u> | <u>Memo</u>                     | <u>Open Balance</u>    |
|---|-------------|---------------------------------|------------------------|
| <b>Baker &amp; Taylor Books</b>                 |             |                                 |                        |
|   | 03/11/2009  | Reference materials             | 236.11                 |
| Total Baker & Taylor Books                      |             |                                 | <u>236.11</u>          |
| <b>Matthew Bender &amp; Co., Inc.</b>           |             |                                 |                        |
|   | 03/11/2009  | Reference Material              | 536.10                 |
| Total Matthew Bender & Co., Inc.                |             |                                 | <u>536.10</u>          |
| <b>Polk City Directories</b>                    |             |                                 |                        |
|   | 03/11/2009  | Reference materials             | 347.40                 |
| Total Polk City Directories                     |             |                                 | <u>347.40</u>          |
| <b>ProQuest Information &amp; Learning</b>      |             |                                 |                        |
|   | 03/11/2009  | Ancestry / Heritage quest       | 2,475.00               |
| Total ProQuest Information & Learning           |             |                                 | <u>2,475.00</u>        |
| <b>Southern Tier Library System</b>             |             |                                 |                        |
|   | 03/11/2009  | processing fees-NonF & Ref -Feb | 112.00                 |
| Total Southern Tier Library System              |             |                                 | <u>112.00</u>          |
| <b>The H. W. Wilson Company</b>                 |             |                                 |                        |
|   | 03/11/2009  | Reference Material              | 131.25                 |
| Total The H. W. Wilson Company                  |             |                                 | <u>131.25</u>          |
| <b>United States Government Printing Office</b> |             |                                 |                        |
|   | 03/11/2009  | Deposit for reference materials | 300.00                 |
| Total United States Government Printing Office  |             |                                 | <u>300.00</u>          |
|   |             |                                 | <u><u>4,137.86</u></u> |

**Document #2009-19**

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the February 2009 meeting of the Library Board

Date: March 16, 2009

**Personnel changes at the Steele Memorial Library.**

A part time Library Page (Lansing) resigned her position effective February 27<sup>th</sup>, 2009. Interviews for a replacement are taking place.

A part time Senior Library Page (McDonald) resigned her position effective March 26<sup>th</sup>, 2009. Interviews for a replacement are taking place.

An extensive orientation process for the new Youth Services Librarian 1 (Picou) is taking place. This began with a review of policies and the filling out of paperwork with Administrative Assistant Joan Santulli and will, by the end of her first month on the staff, include visits to the Horseheads Free Library, the Big Flats Library, the Bookmobile, and the West Elmira Library. Ms. Picou is signed up to attend (with other CCLD staff) a workshop entitled *What's New in Children's Literature* and Southern Tier's *Summer Reading Club* programming.

Following extensive editing and proofreading of the collective bargaining agreement (by Joan Santulli, Jim Young, and Jim Sleeth, it is expected that the CCLD / CSEA contract will be signed by the end of March.

## **Document #2009-20**

### **Report of the March 4, 2009 meeting of the Executive Committee of the Chemung County Library District.**

A meeting of the Executive Committee of the Chemung County Library District was held on March 4<sup>th</sup>, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather, Susan Cook, Marleah Denkenberger, and Robin Fitzgerald. Staff present were Joan Santulli, Administrative Assistant and Jim Sleeth, Library Director.

The following topics were discussed:

- The engagement letter with auditors Mengel Metzger & Barr was signed by Robin Fitzgerald, as an officer of the CCLD Board of Trustees.
- A letter from Lindsey Brown of the Chemung County Health Department pointing out inadequacies in the water supply to the Big Flats Library was received and will be forwarded to the Building & Grounds Committee for action.
- Mr. Sleeth passed around two articles about the new electronic book called the Kindle2 from the New York Times. The device, which costs about \$350 before any content is loaded, includes a new read aloud feature.
- Mr. Sleeth briefly discussed the second year of Gates Foundation funding, which will require \$15,600 in matching funds from the Steele Memorial Library Foundation. The president of the Foundation, Elizabeth Wavle, will be contacted for a letter indicating that a portion of its annual contribution to the Library District can be used to match the second year of this Gates Foundation grant.
- Mr. Sleeth brought to the Committee's attention the March 3<sup>rd</sup>, 2009 memo announcing the formation of a new STLS committee, the Directors Advisory Council. Mr. Sleeth noted several things: (1) By allocating just one representative on this eleven member body, Chemung County is severely under represented; (2) By allocating seven representatives on this eleven member body, libraries representing populations serving populations of fewer than 14,999 residents are dramatically over represented on the Council; (3) There is a misunderstanding that only the Chemung County central library, the Steele Memorial Library, deserves representation, excluding representation from Big Flats, the Bookmobile, the Horseheads Free Library, and the Van Etten Library. Mr. Sleeth said he would write a protest to Ristiina Wigg, Director of the Southern Tier Library System, noting that he will ask the CCLD Board president to review its content before posting the communication.

- Robin Fitzgerald informed the Committee that she, Ms. Santulli, and Mr. Sleeth met with representatives of Chemung Canal to invest Library District funds in the CDARS program, to protect the Library District's tax revenues by obtaining FDIC protection on deposits. Investments have been made in 30 day, 3 month, 6 month, and 9 month instruments.
- Mr. Smith reviewed progress toward the planned CCLD retreat as facilitated by Al Venette. While a specific date for the retreat has not been established, CCLD Board members have been asked by Ms. Santulli to indicate their preference for Saturdays in late April and early May.
- Ms. Santulli presented the March 4<sup>th</sup>, 2009 Unpaid Bills Detail to the Executive Committee. Several items were explained. It was moved and seconded to pay the bills. Motion carried.

The committee adjourned at 7:55pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, April 1<sup>st</sup>, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

**Document 2009-21**

March 4<sup>th</sup>, 2009

Ristiina Wigg, Director  
Southern Tier Library System  
9424 Scott Road  
Painted Post, New York 14870

Dear Rusty:

Your Memo N. 09-04 announcing the formation of a Directors Advisory Council to provide advice and guidance to the STLS administration and Board of Trustees was received with mixed feelings by me and the Executive Committee of the Chemung County Library District.

On the one hand, it is certainly useful to learn from directors of member libraries on the wide variety of issues all our libraries and the library system, including issues like the future of system services that would have a direct financial impact on our organizations. On the other hand, it appears that proposed representation on the Directors Advisory Council dramatically and disproportionately favors smaller libraries at the direct expense of those of the Chemung County Library District. I point out the following:

- (1) By allocating seven representatives of this eleven member Council, libraries representing populations of fewer than 14,499 residents are dramatically over represented on the Council; correspondingly, one Library District serving a population of approximately 90,000 residents is left in the margin with a single representative on the proposed Council;
- (2) By allocating just one representative of this eleven member Council to the central library, the Steele Memorial Library, all other libraries in Chemung County are relegated to having no voice in the discussion of important issues facing their future;
- (3) By lumping together "Central Library (CCLD)" you misunderstand the nature and purpose of the central library (which, at its heart, is to provide professional expertise, an in-depth collection, and back-up reference to STLS libraries) and the Library District.

**Document #2009-22**

**Report of the March 12<sup>th</sup>, 2009 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, March 12<sup>th</sup>, 2009, beginning at 8:15am. Attending the meeting were Sue Cook, Robin Fitzgerald and Denny Smith. Also attending was Joan Santulli, CCLD Administrative Assistant.

The meeting opened at 8:15am.

The following topics were discussed:

- Financial Report dated 2/28/09 was discussed. The February Financial Report was referred to the full CCLD Board for review.
- The Unpaid Bills Detail for both the General Fund and the Grant Fund dated 3/11/09 were provided to the Committee. Several items were highlighted, including final payment to S&W Contracting for the construction project at the Steele Memorial Library. The bills will be referred to the full CCLD Board for review.
- Ms. Santulli noted that the Library District has received notification from the New York State Education Department that all four of the construction projects that were applied for in 2008 have been approved for funding at the 50% level.
- Ms. Fitzgerald, upon opening mail from the Chemung Canal Trust Company reported that the bank has supplied the Library District with the names of the banks and the deposits made with them under the CDARS program. With these deposits, all of the funding of the Library District is now FDIC insured.

The meeting adjourned at 8:35am. The next meeting of the Budget & Finance Committee will be held on Thursday, April 9<sup>th</sup>, 2009 in the Petrie Conference Room of the Steele Memorial Library.



If Southern Tier wishes to form an Advisory Committee, I wish to propose a *twelve* member Council with the following breakdown of representation by County, including one seat to represent the central library:

|  | 2007<br>population<br>estimate | % of<br>whole | <b>Advisory<br/>Council<br/>members</b> |
|--|--------------------------------|---------------|---|
| Allegany County  | 49,637                         | 18%           | <b>2</b>                                |
| Chemung County   | 88,015                         | 32%           | <b>3</b>                                |
| Schuylar County  | 19,027                         | 7%            | <b>1</b>                                |
| Steuben County   | 96,874                         | 35%           | <b>4</b>                                |
| Yates County   | 24,557                         | 9%            | <b>1</b>                                |
| <b>Subtotal</b>  | <b>278,110</b>                 |               |   |
| Representing the central library                         |                                |               | <b>1</b>                                |
| <b>Total of representatives on Advisory<br/>Council:</b> |                                |               | <b>12</b>                               |

As you can see, this configuration equitably represents the number of residents in our five counties and respects the special unique role of the central library within the library system.

Sincerely,

Jim Sleeth, Director  
Chemung County Library District

Cc: Sherry Collins, President  
Southern Tier Library System Board of Trustees

Allen C. Smith, President  
Chemung County Library District Board of Trustees

## Document #2009-23

### Report of the March 11<sup>th</sup>, 2009 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, March 11<sup>th</sup>, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger and Joan Santulli.

The meeting opened at 3pm.

The following topics were discussed:

- **Big Flats Library.** Karl Schwesinger reported that Jim's Electric has completed the repairs of the exterior lighting at the Big Flats Library. He is waiting for the Big Flats Code Enforcement Officer to give his approval before submitting an invoice.

Karl will be meeting in the next couple of weeks with Chemung County, the Big Flats Code Enforcement Officer and Elmira Structures to determine what is necessary to connect the Big Flats Library to the Town of Big Flats water supply. No plans are necessary for the installation and Elmira Structures will submit an estimate following this meeting.

Regarding the sewage problem at the Big Flats Library, there is no solution yet on who is responsible, who will pay for the repairs, and what will be necessary to fix the problem. This situation will also be discussed at the meeting mentioned above.

- **Steele Memorial Library.** Jim's Electric will meet with Karl next week at the Steele Memorial Library to install the wireless connections in the café area.

Karl reported that he has received the paperwork from S&W Contracting for the work performed in replacing the exterior hollow metal doors at the Steele Library. A minor change order in the amount of \$270.10 was submitted for installation of a different door handle in the rear entrance door and the wrong size listed for the auditorium doors. Karl recommended paying S&W Contracting a final payment of \$12,837.10. He stated that next week he will be contacting a painting company to come in and paint the exterior doors at Steele and in the same contract, to include some staining at the West Elmira Library, painting some walls at the Big Flats Library and painting what is needed on the automatic doors at both West Elmira and Big Flats.

- **West Elmira Library.** Karl stated that Jim's Electric will begin the repairs to the exterior lights at the West Elmira Library as soon as he is finished installing the wireless connections at the Steele Memorial Library café area.

- **Horseheads Free Library.** On Monday, March 9<sup>th</sup>, the roof at the Horseheads Library began leaking into the mechanical room of the library. It appeared that the leak was coming in near the air conditioning unit. Al's Construction came and made a temporary fix to the leak. There was no damage to the interior of the library. Karl will meet with the contractor and the County next week to see what is necessary to finish this job.
- Ms. Santulli stated that the State Education Department has notified the Library District of final grant approval for the remaining 2008 projects. Those projects include the following:

At the Big Flats Library – replace the front entrance doors with ADA compliant entrance doors and to replace clerestory windows with low UV energy efficient glass windows. This will be project number 0386-09-0029.

At the West Elmira Library – replace the rear entrance door with an ADA compliant entrance door and to replace clerestory windows with low UV energy efficient glass windows. This will be project number 0386-09-0027.

At the Steele Memorial Library – replace interior lighting fixtures with energy efficient ballasts and new bulbs and to renovate a portion of the parking lot to include rebuilding two wheelchair ramps, resurfacing and painting and signage for reserved spaces for patrons and staff with disabilities. This will be project number 0386-09-0028.

The Library District had received notification of the project at the Horseheads Free Library last month. This means that all four of the projects that the Library District applied for in 2008 have been approved by New York State. Karl stated that he will now seek an architect to do the final design and bid documents for these projects.

The meeting adjourned at 3:20pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 8<sup>th</sup>, 2009 at 3pm in the Director's Office at the Steele Memorial Library.