



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 June 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 17th, 2010 at **6pm at the Steele Memorial Library 101 E. Church Street Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Denkenberger (734-7107), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2010-34)
4. Treasurer's report
 - a) Financial report (document #2010-35)
 - b) Report of Unpaid Bills Detail (document #2010-36)
5. Correspondence
6. President's report
7. Director's report
 - a) Open Door Policy (document #2010-37)
 - b) Management Style (document #2010-38)
 - c) Customer Service Policy (document #2010-39)
 - d) Dress Code (document #2010-40)
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2010-41)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-42)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Building & Grounds Committee (document #2010-43)
 - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the May 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-34)

Minutes of the May 2010 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, May 20, 2010 at 7:00pm at the Van Etten Library. The meeting was called to order by Vice-President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Susan Cook, Jan Kather, Ann Cady, Allen C. Smith, Karl Schwesinger and Jessica Roberts. Excused were Mary Beth Conwell, Tina Hager and Ann Cady. Absent: Andrea Ogunwumi. Also present were Maureen Ferrell, the liaison with the Public Library Foundation of Chemung County, Ron Shaw, the Library District's new Director and Joan Santulli, the Library District's Administrative Assistant.

The meeting began with a tour of the newly revamped Van Etten Library given by Principal Library Clerk Doris Jean Metzger and Supervisor Chris Corter. Computers have been moved into a separate room at the library making the library look much larger. The task of weeding the collection has begun. Bar-coding of the collection will take place over the next several months. Ms. Metzger has been working on "marketing" the library to schools and community organizations. The results of a recent survey showed that patrons of the Van Etten Library desire to have a larger collection of "new" books, more programming for children and evening and/or weekend hours.

Minutes. The minutes of the April 2010 meeting (Document #2010-28) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The April 30, 2010 Financial Report (Document #2010-29) was presented for board review. Ms. Fitzgerald stated that this report includes the receipt from Chemung County of the full amount of tax receipts collected on behalf of the Library District. Ms. Santulli explained that several of the expense accounts include non-budgeted expenditures spent from funding received in 2009. These expenses make those accounts look over-spent. Donations received from District Friends groups are not budgeted in revenues but are recorded in the expense column when paid. By unanimous consent the April 30, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-30). Ms. Fitzgerald reported that the list includes the final payments to contractors for State Construction Projects at the Horseheads, Big Flats and West Elmira Libraries. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/5/10 in the amounts of \$23,281.24 (General Fund) and \$4,958.76 (Grant Fund) and the unpaid bill lists dated 5/12/10 as amended in the amount 44,614.34 (General Fund).

Correspondence. Mr. Shaw passed around three recent newspaper articles from the "*Broader View Weekly*" and "*Random Harvest Weekly*" which featured articles about Principal Library Clerk Doris Jean Metzger and the Van Etten Library.

Also submitted for the board to review were the following items:

- A letter from then Library District President Denkenberger to the Public Library Foundation of Chemung County thanking them for their generous donation of \$10,000 to cover the cost of the new Bookmobile's handicapped lift.
- The newest Summary of Insurance Coverage from Mark Hagan of Perry & Carroll. This is the third year of a 3-year contract with Cincinnati Insurance. Mr. Shaw stated that he has requested that Mr. Hagan acquire new quotes from insurance companies and bring them to the June 10th meeting of the District Budget & Finance Committee.
- A newspaper article in the May 14, 2010 edition of the *Star Gazette* which listed the Jefferson Awards for Public Service. Local author Tedd Arnold was one of the recipients.
- A folder with information on a "smoke-free campus" from the Southern Tier Tobacco Awareness Community Partnership.

- Mr. Shaw stated that he is interested in making every library in the Library District a non-smoking campus. He will be requesting copies of additional information and will bring the matter to the board for discussion at a future board meeting.
- An initial timeline for the “Green Roof” project at the Steele Library was distributed. Weekly schedules will be received once the project has officially begun.

President’s Report. Vice-President Reynolds officially welcomed Ron Shaw to the Library District in his position as Director.

Ms. Reynolds stated that she was sorry that President Marleah Denkenberger felt she had to resign from her position on the board. She will be sorely missed. Ms. Reynolds also congratulated board member Jessica Roberts for her election to the Elmira City School District board.

Director’s Report. Mr. Shaw gave a report on his activities since he began his position on May 5, 2010. He stated that when meeting with the District Department Heads on his first day, he delineated his expectations including an “Open Door” policy and professionalism/proper dress at work. He expects to submit a “dress code policy” to the board for their approval. He will then have the policy reviewed by the Library District attorney before implementing it.

Mr. Shaw’s stated that his main priorities are weeding, which enhances the quality of the collection, public service and the Library District’s web presence. He would like to see a blogging page included on the website.

Regarding the ad-hoc Policy Committee, Mr. Shaw stated that the District’s policy on “Expectations for Acceptable Conduct” does not cover problems that staff may have with unruly patrons - either adult or children. Staff members have expressed some concern over the current “Meeting Room Policy” and the “Internet Access Policy” needs to be updated to cover patrons who view inappropriate websites. The Committee has not met recently due to the illness of the Chair, Tina Hager. They will need to meet more frequently in future months.

Mr. Shaw reported that the Bookmobile is still off the road. He has authorized a repair for \$1,000 that he hopes will allow the Bookmobile to stay on the road at least through the end of the summer schedule. If this repair were needed later in the year, the repair would not have been authorized. The new Bookmobile is now scheduled to be delivered in mid-October. He will investigate how to dispose of the old Bookmobile. If it is in operating condition, it will be easier to sell.

The fire inspector from the City of Elmira met with Mr. Shaw and toured the Steele Library inspecting for violations of the fire code. Other than clearing out a space in a mechanical room, the library was in good shape. Mr. Shaw will be requesting from law enforcement an inspection of all the buildings in the District looking for security and safety issues.

Mr. Shaw stated that he has met with a representative from the County Buildings & Grounds Department and after an inspection of the exterior of the Steele Library building, it was determined that 8 maple trees that are up against the building and bushes that are out near the roadway on the Church Street and Clemens Center sides of the building need to be removed. Mr. Schwesinger moved, seconded by Ms. Fitzgerald to approve of the decision to remove the listed maple trees and bushes at the Steele Library. Motion carried. Mr. Shaw stated that he has also contacted the County B&G Department to check out the feasibility of lowering the height of the check-out desk at the Steele Library to make it more user friendly, especially to children.

The New York State Education Department contacted Mr. Shaw regarding the June 30, 2010 deadline for the final reports to be filed on all State Construction Projects in the Library District. Ms. Santulli has been working on filling out the appropriate paperwork to meet this deadline.

In the evaluation of the program of service at the Van Etten Library which was included in the board packet, Ms. Metzger and Ms. Corter requested that the public service hours of the Van Etten Library be changed as follows: Summer hours – Monday 1:00-5:00; Wednesday 1:00-7:00 and Friday 1:00-7:00 and then in the Fall to be closed on Mondays, open Wednesday and Friday from 1:00-7:00 and to have public service hours on Saturdays from 12:00-4:00. This change offers patrons of the Van Etten Library an additional 3 hours of public service per week at no extra cost to the Library District since the Principal Library Clerk would still be working 20 hours per week. Mr. Smith moved, seconded by Ms. Kather to extend the public service hours of the Van Etten Library as listed above. Motion carried.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-26). Ms. Reynolds stated that all items listed in the report have already been discussed by the board.

With the resignation of board president Denkenberger, Ms. Reynolds has agreed to be appointed as President for the remainder of the year. Mr. Smith moved, seconded by Ms. Fitzgerald to appoint Georgia Reynolds as President of the Chemung County Library District Board of Trustees. Motion carried.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-27). Ms. Fitzgerald stated that all items listed in the report have already been discussed by the board. In addition to the report, the auditor has completed that IRS Form 990 that is required to be filed by tax exempt organizations. She and Mr. Shaw have reviewed the report for accuracy. Ms. Fitzgerald moved, seconded by Ms. Cook to approve of the filing of the Form 990 and to authorize the president to sign the form. Motion carried.

Buildings & Grounds Committee. Mr. Schwesinger reported that the Committee did not meet this month. Only one State Construction Project has funding remaining to be expended. The Steele Library's interior doors will have lever type, A.D.A. approved handles installed. Ms. Santulli has been working with Kelley Brothers to get the handles ordered with the proper type of key. Because the representative she has been working with has not been returning her phone calls, the board requested that she call the owner to see if she can get resolution of this matter.

Regarding the "Green Roof Project" at the Steele Library, Mr. Schwesinger reported that safety rails have been installed by Evans Roofing and they expect to begin removal of the stones on the roof early next week. He has requested that the contractors confirm with him their ability to meet the grant requirements of the minority/women clause of the project. Fagan Engineers has been working with the New York State Environmental Facilities Corporation to understand their billing process. Once the board has approved payment to a contractor, the money will be direct-wired into the Library District account within 30 days.

Personnel Committee. Mr. Smith reported that the Committee has had two meetings with the new Director. Their first meeting was to welcome him to the Library District. At the second meeting they discussed with Mr. Shaw their expectations of both his position and those of the Library District. They also discussed a rough timeline of evaluations to be held throughout his first year of employment. The Committee evaluated the former director one time per year. Mr. Shaw will be evaluated several times during his first year with the Library District. Mr. Smith stated that the Committee has scheduled a "welcome reception" for Mr. Shaw to be held at the Steele Memorial Library on June 10, 2010 from 5 – 7pm, with light refreshments to be served.

Old Business. Ms. Reynolds asked board members their opinion regarding the changing of the start time of regular board meetings from 7pm to 6pm. Ms. Kather moved, seconded by Ms. Cook to approve that all future regular meetings of the CCLD board will start at 6pm. Motion carried. It was stated that if there seems to be a problem with the new start time, it will be switched back to 7pm.

New Business. Ms. Roberts stated that she has checked with the attorney for the school district to see if there is a conflict with her serving on both the Elmira City School Board and the Library District Board of Trustees. The attorney is researching the issue for her.

Mr. Smith stated that the ad-hoc nominating committee, made up of him, Ms. Kather and Ms. Reynolds has not found anyone to serve in the districts that are currently vacant. A suggestion was made to check with the Chemung County Legislator for those districts to see if they can make any suggestions of possible candidates.

Public Expression. Ms. Ferrell stated that Mr. Shaw has been invited to attend this month's meeting of the board of the Public Library Foundation of Chemung County.

The meeting was adjourned at 8:45pm. The next regular meeting of the board will be on Thursday, June 17, 2010 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - MAY 31, 2010

(DOCUMENT #2010-35)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 39,400	\$ 64,850	38%		
Grants (other than N.Y.S.)		1,560	(1,560)	0%		Incl. final GATES funding for 2009
New Bookmobile fund		5,946	(5,946)			
Foundation Contributions	165,000	11,011	153,989	7%		Incl. funds for West Elmira Library = \$1,011
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	1,820	13,180	12%		
State Aid						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600		1,600	0%		
TOTAL INCOME	\$ 2,925,052	\$ 2,506,372	\$ 418,680	85.69%	42%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,226,874	\$ 426,954	\$ 799,920	35%		
Sunday & Holiday Salaries	60,474	21,418	39,056	35%		
Employee Benefits	591,229	175,927	415,302	30%		
Subtotal - Personnel Expenses	1,878,577	624,299	1,254,278	33%	33%	
Contractual						
Equipment	89,855	11,356	78,499	13%		
Telephone	10,800	5,258	5,542	49%		
Supplies	36,100	37,416	(1,316)	104%		Includes \$13,841 in Gates Grant exp. plus \$4,500 in HFL donations
Travel & Continuing Education	28,080	4,047	24,033	14%		
Repairs & Maintenance	36,459	11,261	25,198	31%		
Postage	7,600	4,602	2,998	61%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	1,775	6,525	21%		
Library Materials (books, video, etc.)	302,000	128,106	173,894	42%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	42,811	54,839	44%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	2,628	5,472	32%		
Fuel, Gas & Oil	2,000	1,053	947	53%		
Insurance	24,390	13,856	10,534	57%		
Vehicle Operation / Maintenance	2,500	1,836	664	73%		
Professional Fees (audit, engineer/leg)	114,100	71,213	42,887	62%		Incl. \$29,251- Interim Director plus \$23,427 for Green Roof
Data Processing Expenses	46,526	14,490	32,036	31%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	9,630	10,870	47%		
Chemung County costs (B&G, vision)	17,049	5,392	11,657	32%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	160,647	(160,647)			Expenses not included in 2010 budget
Contingency Fund	76,507	0	76,507	0%		
Debt Service	63,114	15,378	47,736	24%		
TOTAL EXPENSE	\$ 2,875,052	\$ 1,171,517	\$ 1,703,535	41%	42%	

**Changes from last report are made in blue

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 10, 2010

Document #2010-36

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
All About Books, Inc.			
	06/10/2010	HH Programming	327.35
Total All About Books, Inc.			<u>327.35</u>
Audio Editions			
	06/10/2010	CD/Audio purchases for Steele	8.00
Total Audio Editions			<u>8.00</u>
Barnes & Noble, Inc.			
	06/10/2010	BKM/ST NonFiction Purchase	50.64
Total Barnes & Noble, Inc.			<u>50.64</u>
Broader View Weekly			
	06/09/2010	annual subscription-BF	36.00
Total Broader View Weekly			<u>36.00</u>
CDW Government, Inc.			
	06/10/2010	Acronis licenses for computers-Steele	123.38
Total CDW Government, Inc.			<u>123.38</u>
Center Point Large Print			
	06/10/2010	BKM & Fiction large print	491.28
Total Center Point Large Print			<u>491.28</u>
CFJP Bistro			
	06/10/2010	Reception for new director	320.00
Total CFJP Bistro			<u>320.00</u>
Charlie Williams / Noiseguy			
	06/10/2010	June programs at BF & WE	700.00
Total Charlie Williams / Noiseguy			<u>700.00</u>
Chemung County Treasurer			
	06/10/2010	Debt Service 2nd Qtr	15,377.87
Total Chemung County Treasurer			<u>15,377.87</u>
Cornell University Library			
	06/10/2010	Digitization of records per 2010 budget	1,660.00
Total Cornell University Library			<u>1,660.00</u>
Creative Data Products			
	06/10/2010	Overdue mailers-all libraries	482.96
Total Creative Data Products			<u>482.96</u>
David A. Howe Public Library			
	06/09/2010	balance due for lost book-BF patron	15.00
Total David A. Howe Public Library			<u>15.00</u>
Deborah L. Brimmer			
	06/10/2010	supplies for computers	51.98
Total Deborah L. Brimmer			<u>51.98</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 10, 2010

Document #2010-36

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Dell Marketing L.P.			
	06/10/2010	New Computer-Bookmobile & Director	2,392.99
Total Dell Marketing L.P.			<u>2,392.99</u>
Didgeridoo Down Under			
	06/10/2010	July programs at Steele/BF	750.00
Total Didgeridoo Down Under			<u>750.00</u>
EBSCO Subscription Services			
	06/10/2010	Magazines-rate adjustment	14.02
Total EBSCO Subscription Services			<u>14.02</u>
Educational Directories			
	06/10/2010	HFL book purchase	30.00
Total Educational Directories			<u>30.00</u>
Glenice Molter			
	06/10/2010	Mileage reimb-May	17.00
Total Glenice Molter			<u>17.00</u>
H. L. Treu Office Supply Corp.			
	06/10/2010	Printer cartridges-ST	88.99
Total H. L. Treu Office Supply Corp.			<u>88.99</u>
Hetrick Glass			
	06/10/2010	replace broken window at West	400.00
Total Hetrick Glass			<u>400.00</u>
Horwitz Supply Company			
	06/10/2010	paper/cleaning supply-all libraries	704.27
Total Horwitz Supply Company			<u>704.27</u>
Kirkus Reviews			
	06/10/2010	annual subscription - ST/BF/WE	705.00
Total Kirkus Reviews			<u>705.00</u>
LaFrance Equipment Corp.			
	06/10/2010	Fire Ext. Inspection/Charge-HFL	40.00
Total LaFrance Equipment Corp.			<u>40.00</u>
MidWest Tape			
	06/10/2010	DVD/Audio purchases-HFL&ST	3,070.60
Total MidWest Tape			<u>3,070.60</u>
Nicole Hann			
	06/10/2010	mileage reimbursement-BF	30.90
Total Nicole Hann			<u>30.90</u>
Oriental Trading Company, Inc.			
	06/10/2010	programming supplies-BF/WE	191.59
Total Oriental Trading Company, Inc.			<u>191.59</u>

Unpaid Bills Detail

As of June 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Perry & Carroll, Inc.			
	06/09/2010	Insurance policies-renewal binder	4,905.00
Total Perry & Carroll, Inc.			<u>4,905.00</u>
Petty Cash-Steele			
	06/10/2010	supplies/postage/program exp	239.64
Total Petty Cash-Steele			<u>239.64</u>
ProQuest LLC			
	06/10/2010	Star Gazette microfilm-March	11.86
Total ProQuest LLC			<u>11.86</u>
Random House, Inc.			
	06/10/2010	AV purchases-ST	514.84
Total Random House, Inc.			<u>514.84</u>
Recorded Books			
	06/10/2010	Steele purchases	525.84
Total Recorded Books			<u>525.84</u>
Reliable Computer Products			
	06/10/2010	Printer cartridges for Steele	487.72
Total Reliable Computer Products			<u>487.72</u>
SDS/Casella			
	06/10/2010	garbage disposal-BF,WE,HFL for May	144.18
Total SDS/Casella			<u>144.18</u>
SKJ Facilities Management, Inc.			
	06/10/2010	HFL Janitor services 4/25-5/16	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	06/10/2010	Cost Share 2nd qtr/processing fees/Router purchas	14,159.40
Total Southern Tier Library System			<u>14,159.40</u>
Staples Business Advantage			
	06/10/2010	office supply/all libraries	584.38
Total Staples Business Advantage			<u>584.38</u>
Thomson Gale			
	06/10/2010	ST fiction purchase	459.93
Total Thomson Gale			<u>459.93</u>
Traveling Lantern Theatre Company			
	06/10/2010	June program Steele/HH	990.00
Total Traveling Lantern Theatre Company			<u>990.00</u>
Unique Management Services, Inc.			
	06/10/2010	Collection fees - MAY 2010 all libraries	1,026.93
Total Unique Management Services, Inc.			<u>1,026.93</u>

Unpaid Bills Detail

As of June 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon			
	06/10/2010	phone service-ST/WE	529.04
Total Verizon			<u>529.04</u>
			<u>53,138.58</u>

Unpaid Bills Detail

As of June 2, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/02/2010	Reference materials	80.79
Total Baker & Taylor Books			<u>80.79</u>
Ingram Library Services			
	06/02/2010	Non-Fiction book purchases-May 2010	1,811.06
Total Ingram Library Services			<u>1,811.06</u>
Southern Tier Library System			
	06/02/2010	processing fees for April/May	125.50
Total Southern Tier Library System			<u>125.50</u>
Value Line Publishing, Inc.			
	06/02/2010	reference materials	898.00
Total Value Line Publishing, Inc.			<u>898.00</u>
			<u><u>2,915.35</u></u>

Unpaid Bills Detail

As of June 2, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	06/02/2010	purchases -all libraries	1,055.26
Total Amazon Credit Plan			<u>1,055.26</u>
BCR-ABOS			
	06/02/2010	Registration - Bookmobile Conference	274.00
Total BCR-ABOS			<u>274.00</u>
Chemung Canal Trust Company			
	06/02/2010	misc credit card purchases-April/May	1,614.14
Total Chemung Canal Trust Company			<u>1,614.14</u>
Chemung County Library District			
	06/02/2010	Petty Cash reimbursement - BF/HFL/WE	539.14
Total Chemung County Library District			<u>539.14</u>
Chris Corter			
	06/02/2010	mileage reimb 4/16-5/20	162.50
Total Chris Corter			<u>162.50</u>
David A. Howe Public Library			
	06/02/2010	Payment for book-BF patron	20.00
Total David A. Howe Public Library			<u>20.00</u>
Deborah L. Brimmer			
	06/02/2010	mileage reimb-May	157.50
Total Deborah L. Brimmer			<u>157.50</u>
Dianne Patchett			
	06/02/2010	BKM mileage reimb while off road	98.45
Total Dianne Patchett			<u>98.45</u>
Elizabeth Zell			
	05/27/2010	Reimb-Books Plus purchase-HFL	9.35
Total Elizabeth Zell			<u>9.35</u>
Elmira Water Board			
	06/02/2010	Water bills-ST	193.41
Total Elmira Water Board			<u>193.41</u>
Ingram Library Services			
	06/02/2010	Library materials-all libraries	6,185.80
Total Ingram Library Services			<u>6,185.80</u>
J & D Cappy's Ltd.			
	06/02/2010	newspapers for May	152.00
Total J & D Cappy's Ltd.			<u>152.00</u>
Jamex, Inc.			
	06/02/2010	copy card supply for card readers	806.70
Total Jamex, Inc.			<u>806.70</u>
Kelley Brothers			

Unpaid Bills Detail

As of June 2, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	06/02/2010	A.D.A lever handles-Steele Construction project	10,484.00
Total Kelley Brothers			10,484.00
Kenneth Symanski			
	06/02/2010	Patron Refund	20.00
Total Kenneth Symanski			20.00
MCI			
	06/02/2010	Long distance chg-all libraries	124.49
Total MCI			124.49
Michelle Barrett			
	06/02/2010	mileage reimbursement 5/26 meeting	28.00
Total Michelle Barrett			28.00
Prattsburgh Library			
	06/02/2010	Payment for lost book	7.00
Total Prattsburgh Library			7.00
Rose Woodard			
	06/02/2010	reimbursement for program supplies	112.36
Total Rose Woodard			112.36
Sayles & Evans			
	06/02/2010	Legal fees 2/1/2010-4/30/2010	795.00
Total Sayles & Evans			795.00
SGF Productions			
	06/02/2010	STEELE JULY 2010 program deposit	50.00
Total SGF Productions			50.00
Staples Credit Plan			
	06/02/2010	office/external hard drives-all libraries	833.16
Total Staples Credit Plan			833.16
Sunset Printers			
	06/02/2010	Business cards, etc	508.20
Total Sunset Printers			508.20
Town of Big Flats			
	06/02/2010	BF water bill 2/4/10-5/14/10	28.75
Total Town of Big Flats			28.75
Verizon			
	06/02/2010	phone service-HH	119.15
Total Verizon			119.15
Verizon Wireless			
	06/02/2010	BKM/IT Dept cellular service-May	158.90
Total Verizon Wireless			158.90
Village of Horseheads			
	06/02/2010	HFL water bill 1/7/2010-4/21/2010	31.57

Unpaid Bills Detail

As of June 2, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Village of Horseheads			31.57
Westbrook Enterprises, LLC			
	05/27/2010	Installing patron counters-all libraries	2,002.39
Total Westbrook Enterprises, LLC			<u>2,002.39</u>
			<u>26,571.22</u>

Document #2010-37

Date: June 2, 2010

Subject: Open Door Policy

To: All Staff

From: Director

Supervisors at all levels share the responsibility to care for the welfare of their people. As such, they should be actively involved in assisting subordinates in solving problems.

In order to support this process, every employee of the Chemung County Library District is afforded the right and the opportunity to bring suggestions, facts, and concerns to my direct attention through my open door policy. This policy is not limited to my office hours and also applies when I am visiting the various branches.

While I want you to feel free to approach me, I also encourage you to utilize existing lines of authority and support that exist throughout CCLD. I ask that you make every effort to resolve issues at the lowest possible level to allow your immediate supervisor and management the opportunity to assist you. This method allows a more efficient handling and resolution of issues, as well as enhanced support to you and those you serve.

Document #2010-38

Date: June 2, 2010

Subject: Things that have helped shape my management style

To: All Staff

From: Director

If you are like me, you have probably learned what not to say in a relationship. Experience has shown how much trouble a few words can get us into.

After almost 25 years of marriage, I have learned not to say things like "You're just like your mother." When she asks about our anniversary I have learned to not ask "When is it?" On other special occasions when she asks if I remember what day it is, I have learned to never say "I didn't know there was going to be a quiz." And I have especially learned that, when she asks me if I remember having the conversation, I should never say "I remember your mouth moving, but not the words coming out."

I feel the workplace is similar to a home, and the staff is similar to a family. We spend a great deal of our waking moments here and before we engage our lips we should probably engage our brains. In order to help you understand where I have developed my management style I thought I should put together a list of things that I would never say to my supervisor, or would want to hear said to me.

"It's not my problem." When people say something is not their problem it makes them look like they don't care. If there is an issue and you have no constructive criticism to make, it's better to say nothing at all. It's better to pitch in and try to help. After all, a problem in the workplace is everyone's problem and we are all in it together.

"I can only do one thing at a time." News flash: Complaining you are overworked will not make anyone feel sorry for you or go easier on you. In today's workplace, everyone feels pressured and overworked. If you're trying to be funny, please note that some sarcasm is funny and lightens the mood. Some just ticks people off. (One of my faults that I am trying to work on).

"I am way overqualified for this job." The simple fact is this is the job you have. We need you to accomplish your assignments.

"This job is easy! Anyone could do it!" If a task is simple, be glad and do it as quickly as you can. Sometimes the little tasks allow us to tune the engine that drives the train.

"It can't be done." I do not expect the impossible. Ask yourself why I need you to accomplish this, what the goal is, and let's work together to find a way to solve the problem or reach the goal.

"That's not my job." If I come to you with an issue, there's probably a reason. Whether it is your responsibility or I'm seeking your input, let's use the situation to show our teamwork and our problem solving abilities. Besides, it pays to earn some good karma because you never know when you'll be the one needing help.

"Yeah, no problem." (Especially if you don't mean it.) If you have no intention of actually completing an assignment, don't know if you can or will, be honest. Everyone is relying on you so your decision (yes, it is a decision that you make), to not to follow through impacts their jobs, too.

"Don't tell anyone I said this, but ..." If it's really a secret, keep it to yourself. Do you want to be the one who gets credit for spreading the news? As a supervisor/director/commander/boss, I am not exempt from the radar screen (I am used to having a target on my back) and I certainly don't want to be viewed as being a "big mouth." I figure that if I tell your secrets, you will probably tell mine.

"I haven't had a raise/promotion/bonus in years." Like many people who have worked under both merit based and seniority based systems, I see the pluses and minuses of both. But asking for a raise or a promotion or a bonus doesn't mean you are going to get it. If you are truly interested in either, highlight the accomplishments you've made in the past and how much they have contributed to the mission of the Library. Prove it is merited.

"It's not my fault." I realize it may not be your fault, I also realize it may be your fault. But I'm not there to assign blame- I am there to fix the problem and ensure there is no repeat of it.

"To be honest with you ..." You know something negative is about to follow. I am a violator of this as I sometimes start out with "In all honesty..." or "Let me be perfectly blunt." (You can check my office wall for that one). I am working on saying what I need to say without being rude.

"Whom did you vote for?" After serving in the military for 28 years, 10 months, 12 days (yes, I counted) I strongly encourage you to be an active citizen performing your civic duty but sometimes politics is a topic best saved for your personal blog.

"I got so trashed last night ..." As my older brother used to say "If you remember the 60s, you weren't there." Even though your night of partying may not have forced you to call in sick that morning, what message does it send for the next time you call in sick?

"I just didn't have enough time for that." Who does? If your main concern is accomplishing the task on time, explain your situation. If we have to change priorities, then we can mutually agree to move some projects around. We operate in a continually changing operational environment- remember the motto, "*Semper Gumby.*" It means "Always Flexible."

"I didn't take that in school." I didn't take grant writing, in-depth computer training (it simply wasn't available at that time), and a host of other tasks I have been assigned throughout the years. The bottom line is- I have never stopped trying to learn something new every day.

"The way it's going to work best for me..." Please keep in mind that, while I encourage efficiency of effort, sometimes what's best for you isn't best for the organization.

"You need to get (insert appropriate religious figure/belief here) in your life." In my mind, this is crystal clear. While you may want to encourage someone to participate in some form of religious ritual (except Satanic), please keep in mind the level of participation varies for everyone. Besides, even though they may be in the minority in our community, I'm quite sure there are Muslim, Hindu, Buddhist, and a wide range of other beliefs.

"... *or else*." Giving an ultimatum is a no win situation. We all lose.

And yes, I understand that not all of these may be applicable here. But I can tell you they have all been said to me in the past.

My job is to solve problems so that you can do your job.

Document# 2010-39

Date: June 2, 2010

Subject: Customer Service Policy

To: All Staff

From: Director

It is the mission of the Chemung County Library District to provide exceptional public library services and programs to our citizens – fulfilling their individual needs for educational, recreational, and cultural information – through contemporary, well-maintained library collections and facilities located throughout Chemung County. In fulfilling its mission, The Chemung County Library District strives at all times to provide excellent library services to all customers.

There are two components to quality library service:

1. Educated and knowledgeable staff who are ready to assist patrons in finding the materials and services they want and need.
2. Staff will make every effort to offer services in a fair manner that treats everyone with courtesy and respect, and asks for courtesy and respect in return.

The Customer Service Policy of Chemung County Library District is the foundation for all staff interactions with the general public. All other library policies should be interpreted in light of the principles outlined below:

- The District should offer the same quality of service to all, regardless of age, race, sex, nationality, educational background, physical limitations, or any other criteria which may be the source of discrimination.
- Patrons should be treated as if they are the most important people in the world. They are.
- Judgment calls should always be made in the patron's favor. If staff makes a mistake, it should always be to the patron's advantage.
- Patrons should never be left without an alternative if a staff member is unable to comply with their request.
- Staff members should be familiar with and able to articulate library policies, as well as explain the rationale behind them.

Demeanor

Demeanor is defined as: the way a person looks, speaks, and acts; one's manner of behavior toward others; a personal mode of expressing attitude. Non-verbal demeanor conveys attitude via the facial expression and posture, just as tone of voice and choice of words affect a message.

In public service institutions such as the Library, it is imperative that every staff/patron interaction is a positive one for the patron. A friendly helpful demeanor can often ensure a positive experience even when the message conveyed is not a pleasant one.

Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the Library has been a positive one.

Each staff member, while at work, acts as a representative of Chemung County Library District to each person or group with whom she or he comes in contact. The impression made on the patron profoundly affects the library's image and on-going support.

Positive Operating Procedures

1. Greet the patron. Acknowledge a patron's entrance or presence by looking up, making eye contact, and greeting the person verbally. Smile.
2. Look up and around periodically. Being helpful to customers takes precedence over paperwork or other duties. Customers should not be led to think otherwise. No patron should be left waiting in line at the Circulation Desk unless all staff members are busy assisting other patrons. When there are no patrons who need assistance, staff members should work on shelving, reserves, filing, shelf-reading, or special projects.
3. Don't point to direct patrons to an area of the library. Unless there is a line of patrons waiting for service, escort the patron to the appropriate area. This reinforces patrons' awareness of the library as a service organization.
4. Limit conversation with other staff members to work-related topics when in public areas of the Library. Personal conversations between staff members should not take place in public areas during work hours. Staff should remember that, although the temptation to discuss or share difficult transactions at the public desk is great, such discussions should be limited to the Staff Lounge or private offices; details of patron transactions are confidential.
5. Conduct transactions in a helpful, pleasant tone of voice. Keep any impatience, annoyance, or implication of customer ignorance from your voice. Pretend it is the customer's first visit – if you don't, it may be his/her last. It is always better to presume that the customer is unfamiliar with the Library.
6. Unless there is a specific discipline problem - in which case the police should be called – never reprimand or scold customers.
7. Give the customer your name if follow-up is required. The personal touch is always nicer and more efficient. **Staff should wear their name tags (either full name or their title) when they are in public service areas.**
8. Don't use library jargon when talking to library customers.

- Avoid library and computer jargon or abbreviations, which may be meaningless or threatening to the customer (i.e. delinquency, fine, ILL, etc.)

- Explain to the customer what procedure you will be following if it is not readily apparent (Since we don't have the book you need, I will be contacting another library to borrow it for you. It may take 2 or 3 weeks for it to arrive. When it does, we will notify you by phone.)

The Spoken Image: Telephone Procedures

Communication between staff and customer is the foundation upon which all library service is built. Telephone conversation is as important as a personal interchange. Let your tone of voice convey your willingness to help.

1. Smile. A smile can be heard as well as seen.

2. Answer all incoming calls by identifying Chemung County Library District, and follow with "May I help you?" This response links our name with our function.

3. Answer interdepartmental calls on the intercom by identifying the department and giving your name.

4. Do not tie up phone lines with extensive reference questions. It is better to take a customer's name and phone number and offer to call back.

5. Transfer calls to the appropriate person or department, using the following procedures:

- Use the telephone to transfer a call rather than walk to other areas of the building to let someone know there is call for him/her. Before you transfer a call simply state: "Who may I say is calling?" When you transfer a call, inform the caller of your intention: "I will transfer your call. Please hold." Transfer the call, but stay on the line until the person picks up the telephone. Tell him/her who is calling and why.

- If the person being called is unavailable (i.e. in a conference or on the telephone), the caller should simply be told that "Mr. or Mrs. ___ is not available." It is not appropriate for the caller to be told where the staff member is, how long he/she will be away from the library, or any other information or comments of that type. The thrust of the conversation should be to determine whether the caller would like to leave a voice mail message or not. Never simply say, "She/he is unavailable. Please call back".

- When a caller wants to leave a message for a staff member who is not available, offer to put the caller into voice mail. You can transfer the call directly to voice mail. Simply push the button directly above the transfer button, push the button for the person's extension (i.e. Director) and hang up. The caller will be transferred immediately to voice mail. Please use this procedure instead of taking a written message, unless the person calling specifically requests otherwise.

- If the call is for the Reference Department and the Reference Librarian does not answer, inform the caller that the Reference Librarian is assisting another customer. Ask for a name

and number and assure the caller that the Reference Librarian will return the call as soon as possible. Leave the telephone message on the Reference Desk.

Remember, the manner in which telephone calls are handled has a direct bearing on the public's impression of the library as a whole.

Ethics

The needs and requests of library patrons must always be taken seriously and treated with respect. Equal consideration and treatment will be given to all users within established guidelines and in a non-judgmental environment.

All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context. (Such matters include, but are not limited to, registration information, materials selection, loan transaction records, reference questions, patron card status, etc.).

All requests for information will be considered confidential and such requests will never be discussed with a third party, except with another librarian for the purpose of answering the question. **(See the Library's policy on Confidentiality of Library Information.)**

Staff members will respond to inquiries with the best factual information available, but will refrain from offering personal opinions or advice in response to queries. In particular, library staff may direct patrons to sources of consumer information, but they will not recommend products or services.

Library staff recognize the confidentiality rights of library patrons. As a result, library staff will not reveal the identity of people using library materials to a third party, nor will library staff reveal the items checked out on another person's library card.

Document #2010-40

Date: June 2, 2010

Subject: Acceptable Standards of Conduct and Dress

To: All Staff

From: Director

It is my strong belief that each employee contributes directly to the Chemung County Library District's growth and success, and I hope you will take pride in being a member of our team.

After receiving several questions, I felt it was important to describe some of the expectations of mine regarding proper dress and conduct.

Patrons are among our organization's most valuable assets. Every employee represents CCLD to our patrons and the public at large. The way we do our jobs presents an image of our entire organization. Patrons judge all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any patron or potential patron. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to patrons.

Our personal contact with the public, our manners on the telephone, and the communications we send to patrons are a reflection not only of ourselves, but also of the professionalism of the organization. Positive patron relations not only enhance the public's perception or image of the Library District, but also pay off in greater patron loyalty and increased funding for the library.

The successful operation and reputation of any organization is built upon the principles of good ethical conduct of its employees. Building a reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations and CCLD policies, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director for advice and consultation.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Library District presents to patrons and visitors. During business hours or when representing the District, you are expected to present a clean, neat, and tasteful appearance. All employees should dress in a business casual style (with exceptions as noted below). The books *Business Casual Made Easy* by Amiel and Michael and *Beyond Business Casual* by Sabath contain excellent sample policies, dress code research, and examples.

Should the Library Management Team feel your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as

to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Due to the nature of their duties, microcomputer specialists, maintenance staff and bus drivers are allowed to wear jeans. For all other staff, blue jeans are acceptable only on casual Fridays, as designated by the Director. All staff members must wear closed shoes for safety reasons. For all library employees, shorts of any kind, bare midriffs, and short skirts are not appropriate attire. Offensive body odor and poor personal hygiene are not professionally acceptable. Head gear (caps, visors) may not be worn when assisting customers.

Document #2010 -- 41

Report of the June 2nd, 2010 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 Wednesday, June 2nd, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook, Robin Fitzgerald and Allen Smith. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Reynolds reported that she and trustee Ann Cady have met with Mr. Shaw giving him information on the CCLD Marketing Committee – its background and the information the Committee has compiled to date, etc. They discussed the proposed new signage for each of the libraries in the District. Mr. Shaw will move forward on getting the information needed in order to purchase these signs.

Mr. Shaw handed out several new policies that he distributed at the CCLD Department Head meeting held this morning. All staff members are required to read the policies and acknowledge that they have read them. The policies have been reviewed and approved by the Library District's attorney. They are as follows:

- **Customer Service Policy.** Mr. Shaw noted that this policy requires that staff wear name tags when they are in public service areas. It also gives the staff guidelines on requests for information that are considered confidential. The Library District follows the American Library Association's guidelines on "Confidentiality of Library Information".
- **Dress Code Policy.** Mr. Shaw stated that this policy requires that all staff members dress in a business casual style with the exception of the microcomputer specialists, maintenance staff and bus drivers. These exceptions are due to the nature of their individual duties.
- **Management Style.** Mr. Shaw stated that because of his military background, he expects a lot of himself. He also has high expectations for the staff at the Library District. This handout gives a list of things that he feels could negatively affect staff morale. It will help staff members to understand the Director a little better.
- **Open Door Policy.** Mr. Shaw shared this policy verbally with Department Heads his first day on the job. This handout lets every staff member know that the Director's door is always open; however they should first utilize existing lines of authority whenever possible.

Mr. Shaw distributed copies of the budget timeline for the proposed 2011 Library District Budget. The Department Heads have already received the paperwork required for them to fill out for any Personnel, Equipment or Continuing Education requests for 2011. This timeline will be reviewed by the Budget & Finance Committee at their June meeting.

Mr. Shaw reported that he has contacted the Civil Service Commission to request that they submit to the Library District a Certification of Eligibles for the vacant Librarian 1 position. There are currently 3 individuals on the list. It will take the

Civil Service Commission about 10 days to canvass the list to determine interest in the position.

Mr. Shaw stated that he has met with Ristiina Wigg, the Director of the Southern Tier Library System and took a tour of their facility. He and Ms. Wigg spent some time discussing the Cost Sharing fees being charged to member libraries and clarifying the role of the Central Library (the Steele Memorial Library) in the Library System. Mr. Shaw made it clear that he represents the interests of the Chemung County Library District and not those of the Library System. He stated that he will approach future issues with STLS as they come up. The Committee discussed scheduling a future board meeting to be held at the STLS facility so that all board members can have a better understanding of the relationship between libraries and a library system.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated June 2nd, 2010. She explained that the invoice to Kelley Brothers will close out the 2008 New York State Construction project at the Steele Memorial Library. Mr. Smith moved, seconded by Ms. Fitzgerald to approve payment of the General Fund (totaling \$26,571.22) bills and the Grant Fund (\$2,915.35). Motion carried.

Ms. Fitzgerald stated that she has requested an updated list of voters from Librarian Owen Frank to assist the board in filling the current vacancies in Districts #1, 13 and 14.

Ms. Fitzgerald reported on a phone conversation she had with Dick Pirozzolo, the President of the Public Library Foundation. Mr. Pirozzolo indicated that the PLF would like to assist the Library District in paying for any improvements that the Supervisor (Chris Corter) of the Horseheads Free Library is requesting from CCLD. Mr. Shaw and Ms. Corter plan to take a list of improvements to the next meeting of the Public Library Foundation for their review.

The meeting adjourned at 6:50pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 7th, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-42

Report of the June 10th, 2010 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, June 10th, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, and Robin Fitzgerald. Also attending were Joan Santulli, CCLD Administrative Assistant, and Ron Shaw, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Mr. Shaw reported that an individual has requested to volunteer as an intern in the Business Office, learning the Quickbooks accounting program. This individual has an accounting degree, but lacks the hands-on experience that he feels will enable him to be more marketable in the job arena. The Committee had no problem with this individual interning in the Business Office but suggested that after checking his references, a paper agreement should be drafted that will delineate the definition and duration of the internship.
- Mr. Shaw reported that the Library District has received a proposal in the amount of \$8,220 from Mengel Metzger and Barr regarding the cost of the regular audit for 2010. For the 2010 audit there will also be an additional charge of \$3,000 to complete the single audit as required by the Federal Government for the "Green Roof" funding. The Committee requested that the accounting firm be contacted to see if the proposed charge for the regular audit for next year can be held to a 3% increase over the current year.
- Regarding the 2011 budget, Mr. Shaw reminded the Committee that the timeline calls for all the board committees to submit their budget requests to the Budget & Finance Committee. While the timeline shows June 10th as the deadline date, the committees should be given until June 30th to submit their requests for funding. It was requested Mr. Shaw draft an email to send to the entire board that requests this information be submitted to the Director by the Chairs of the committees.
- Ms Santulli distributed and discussed the May 31st, 2010 Financial Report. It was noted that any changes to the "Notes to the Financial Statements" have been and will continue to be made in blue ink. The report was forwarded to the CCLD board for consideration at its June 17th meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated June 10th, 2010. She noted that the bill list includes the 2nd quarter invoices for the Debt Service due to Chemung County and the Cost Sharing bill due to the Southern Tier Library System. There is also a 3rd installment to Perry & Carroll for the insurance coverage for the Library District. The Unpaid Bills Detail in the amount of \$53,138.58 was forwarded to the CCLD board for consideration at its June 17th meeting.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Thursday, July 8th, 2010 in the Petrie Conference Room of the Steele Memorial Library.

Document #2010 – 43

Report of the June 9th, 2010 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, June 9th, 2010. Attending the meeting were Karl Schwesinger, Jan Kather, and Judy Sell. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 4:10pm.

The following topics were discussed:

- Mr. Shaw and Ms. Santulli noted that there are 5 State Construction Projects that will be closed out by the June 30, 2010 deadline. They are as follows:
 - 2007 project at the Horseheads Free Library for the handicap ramp/railing
 - 2007 project at the Horseheads Free Library for the Roof/HVAC system
 - 2007 project at the West Elmira Library for the handicap restroom & A.D.A front doors
 - 2007 project at the Steele Library for the hollow metal doors & interior A.D.A. door handles
 - 2008 project at the Horseheads Free Library for the windows & A.D.A. doors.

Mr. Shaw also noted that the other 2008 projects have leftover funding. He has requested and received an extension from the State to be able to complete these projects by June 30th, 2011. Those projects include the windows & door projects at the Big Flats (\$16,589.93) and West Elmira (\$32,802.20) Libraries and the parking lot and lighting at the Steele Memorial Library (\$4,672.94). Mr. Schwesinger suggested hiring Foor & Associates as the engineering firm to handle the paperwork involved in planning and completing these three projects. Ms. Santulli requested that, while the State has given an extension until June of next year, all the projects be completed by 12/31/10.

- Mr. Shaw reported on a meeting he had with Chris Corter, the Librarian in charge of the Horseheads Free Library. Ms. Corter has developed a list of building improvement projects that are needed at that library. Mr. Shaw and Ms. Corter plan to attend the next meeting of the Public Library Foundation to determine whether or not the PLF would be interested in funding any of the projects that are considered to be renovations or improvements to the building and not maintenance of the building.
- Mr. Schwesinger reported on the status of the “green roof” project at the Steele Memorial Library. The existing insulation and stone have been removed and work has started on laying the new insulation. A change order has been approved that will deduct over \$18,000 from the cost of the project. The contractors are holding weekly project meetings with the engineers and CCLD management. Bob Dieterle, who heads up the County Buildings & Grounds Department will be invited to attend future meetings. Both Evans Roofing and Fagan Engineers are submitting the required paperwork for the MWBE (Minority & Women’s Business) utilization plan to the Environmental Facility Corporation (EFC) for State approval. Following that approval, invoices may then be submitted for payment on project and engineering costs incurred by CCLD.
- Mr. Schwesinger reported the receipt of the first invoice from Evan’s Roofing in the amount of \$170,644.00. The process for payment of all invoices will be to submit them to the EFC for their approval. Within 30 days, the State will direct deposit the funds into the CCLD bank account. After the check has been issued, CCLD must submit a copy of the cancelled check to EFC within 45 days.

In order to expedite the process for this payment, Mr. Schwesinger moved, seconded by Ms. Kather to approve the above amount to Evans Roofing so that the check can be written as soon as the deposit is received from the State. Motion carried.

- Ms. Santulli submitted an invoice received from Fagan Engineers in the amount of \$4,392.60 which represents a progress payment for the “green roof” project construction phase. Ms. Kather moved, seconded by Ms. Sell that this invoice be sent to the full board for approval at their June 17th meeting.
- Mr. Shaw and Ms. Santulli requested information from the Committee on their thoughts about including in the 2011 budget the cost of comfortable seating for the New Book Lounge. This seating would include a couch, two chairs, end tables and a coffee table. The Committee agreed with including this cost in next year’s proposed budget.

The meeting adjourned at 4:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 14th, 2010 at 4pm in the Director’s Office at the Steele Memorial Library.