



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 April 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 21st, 2011 at **6pm at the West Elmira Library, 1231 W. Water St. Elmira, NY 14905** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2011-19)
4. Treasurer's report
 - a) Financial report (document #2011-20 -to be delivered later)
 - b) Report of Unpaid Bills Detail (document #2011-21)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-22)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-23 -to be delivered later)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2010-24 -to be delivered later)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the March 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-19)

Minutes of the March 2011 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, March 17, 2011 at the Horseheads Free Library, 405 South Main Street, Horseheads, New York. The meeting was called to order at 6:00pm by President Georgia Reynolds. Present were John Savash, Tina Hager, Sue Cook, Marge Kappanadze, Ann Cady, Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Excused: Mary Beth Conwell, Robin Fitzgerald and Gail McGee. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Board members took a break during the meeting to meet the staff members currently assigned to the Horseheads Free Library and to talk about programs and services offered by the library.

Minutes. The minutes of the February 2011 meeting (Document #2011-13) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The February 28, 2011 Financial Report (Document #2011-14) was presented for board review. Ms. Cook stated that the Library District has received the tax revenue check from Chemung County. It will show up on next month's report. By unanimous consent the February 28, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-15). Ms. Cook noted a payment to Chemung County for the Utility bills from the 4th quarter of 2010 and 1st quarter payments to the County for the Debt Service and to the Southern Tier Library System for Cost Share. Ms. Santulli requested that the final invoice to Fagan Engineers for their work on the Green Roof at the Steele Library -\$20,205.96 – be added to the March 9th bill listing. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/2/11 – General Fund \$59,407.32, Grant Fund \$3,007.61 and dated 3/9/11 – Grant Fund \$559.71 as distributed and the 3/9/11 General Fund \$72,012.93 as amended.

Correspondence. Mr. Shaw passed around the folder that contained the following:

- A newsletter from the Four County Library System which included an article on Downloadable Audio and E-books.
- "Wordsworth", the Winter/Spring newsletter from the Friends of the Horseheads Free Library.
- The March newsletter from the Southern Tier Library System.
- The 2010 Report Card from the South Central Regional Library Council which delineates contributions made from SCRLC and benefits received from them by the Library District.

President's Report. President Reynolds reported an error that she made when saying that Denise King had been appointed to the STLS board of trustees. Ms. King has agreed to serve but the CCLD board has not yet voted to appoint her to the STLS board to represent the Chemung County Library District. Mr. Savash moved, seconded by Ms. Cady to appoint Denise King to serve on the board of the Southern Tier Library System representing the Library District. Motion carried. Ms. King will attend a future meeting of the CCLD board in order to be introduced to the trustees.

President Reynolds introduced Rita Dery who has expressed an interest in serving on the CCLD board representing the 1st District.

Regarding the planned Dedication Ceremony for the new Bookmobile, Mr. Smith has agreed to MC the event on April 20th from 5pm – 7pm. He and Ms. Cady agreed to serve on the committee that will plan the party.

Director's Report. Mr. Shaw discussed the following:

- A check in the amount of \$1,321.20 has been received from Kaplans Scrapyard for the disposal of the old Bookmobile.

- We have received a few suggestions from patrons using the suggestion boxes that were placed in all the libraries. Most of the ones received have been requests for book purchases. There were several positive comments regarding the Van Etten Library.
- Staff Training Day has been set for May 20, 2011. Mr. Shaw is still working on the tentative schedule.
- Meetings have been held with representatives of the Town of Southport to discuss the possibility of including a library room in the new Community Center building.
- Regarding policy review, the goal is to have one manual that will include all of CCLD policies. The manual would be available on the web as a PDF document and each service desk would have a hard copy available for review by interested parties.
- The report from the Chemung County Buildings & Grounds Department was passed around. The report shows the value of the labor supplies by the County to CCLD in the 2010 fiscal year.

Regarding Personnel issues, Mr. Shaw reported the following:

- There is no Civil Service List as of yet for the Principal Library Clerk and Senior Library Clerk positions and the notice for the practical exam for the Microcomputer Specialist has been sent out.
- Several staff changes have taken place. Two 90-day temporary Library Pages have been hired, the Laborer in charge of cleaning the Steele Library has resigned and a temporary replacement has been hired. One Library Page has resigned; one has requested a one year leave of absence and another has successfully passed her probation period.
- Board members interested in serving on an ad-hoc committee to review the CSEA contract have received a copy of the contract, along with a list of questions. Mr. Shaw stated that he will soon contact the union representatives to request the start of negotiations. The current contract expires December 31, 2011.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-16). Ms. Reynolds stated that the Library District By-Laws need to be reviewed by the Policies & By-Laws Committee to make sure that they are up-to-date with current board procedures.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-17). Ms. Fitzgerald reported that she met with the auditors to answer questions regarding the finances of the Library District. She also reported that STLS has informed CCLD regarding the amount of Central Library Development and Central Book Aid funds that we can expect to receive for last year; there is no indication on when those funds will be released.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2011-18) Mr. Schwesinger stated that CCLD has received a quotation from Eastern Metal for new signage for all the library buildings. The quote is for \$31,700 and includes everything except the electrical work that will be needed at the Steele Library. Mr. Schwesinger moved, seconded by Mr. Savash to approve the quote of Eastern Metal in the amount of \$31,700 to provide the signage for CCLD libraries. Motion carried.

Mr. Schwesinger stated the Committee discussed the New Book Lounge at the Steele Library. The County Buildings & Grounds crew has installed some new lighting over the new book area. Regarding looking into more comfortable and updated furniture for the lounge, the Library District may need to apply for a grant or request a “member item” from New York State representatives.

Regarding the 2011 New York Construction Aid, Mr. Shaw will look into the possibility of applying for a grant to install a “quiet room” at the Steele Memorial Library at an approximate cost of \$10,000.

The Family Reading Partnership will be installing some of their signs on the Big Flats, West Elmira and Horseheads Library buildings.

The Committee discussed the installation of a captive portal system that will provide a gateway so the wireless internet can be turned off when the libraries are closed. This will give CCLD more control over the wireless system. Users will be able to be tracked and patrons that are hogging bandwidth will be able to be identified.

Marketing Committee. Ms. Cady reported that CCLD's website has been redesigned and is up and running. It is still a work in progress. Current library events are being posted on Facebook and a web survey contest is in full swing. Ms. Cady asked board members to contribute to the CCLD blog by recommending a good book or commenting on an event they attended, etc.

The Committee discussed ways of promoting the Library District at the final Summer Reading Club event that is being held at Eldridge Park this year. They also discussed planning one or two big events each year to promote the Library District.

Personnel Committee. Mr. Smith reported that the Committee met and discussed some of the changes needed in the Library District By-Laws. The main topic of conversation was the annual evaluation of the Library District Director. Evaluation forms will be mailed out to each board member and to each department head along with a self-addressed, stamped envelope for return to the Committee.

Old Business. Ms. Santulli reported that the auditors from Mengel, Metzger and Barr spent the past week at the library reviewing CCLD accounts. It is expected that the completed audit will be available at the April meeting of the board of trustees.

New Business. Mr. Smith moved, seconded by Ms. Roberts to move into Executive Session to discuss several personnel issues. Motion carried. Mr. Smith moved, seconded by Mr. Roberts to move out of Executive Session.

Public Expression. None.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be held on Thursday, April 21, 2011 at 6:00pm at the West Elmira Library, 1231 West Water Street, Elmira, New York.

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2011-21

As of April 6, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	04/06/2011	Feb. purchases -all libraries	1,530.01
Total Amazon Credit Plan			<u>1,530.01</u>
Ann Cady			
	04/06/2011	Bookmobile Dedication	800.00
Total Ann Cady			<u>800.00</u>
Apple Books			
	04/06/2011	Steele JUV books	266.35
Total Apple Books			<u>266.35</u>
AT&T			
	04/06/2011	long dist chg - ST & BF	16.82
Total AT&T			<u>16.82</u>
AudioGo			
	04/06/2011	DVD purchases-ST	399.78
Total AudioGo			<u>399.78</u>
Barnes & Noble, Inc.			
	04/06/2011	Textbooks for IT Dept.	68.98
Total Barnes & Noble, Inc.			<u>68.98</u>
Blackbourn Media Packaging			
	04/06/2011	AV supplies for ST/BF	252.29
Total Blackbourn Media Packaging			<u>252.29</u>
Cappy's			
	04/06/2011	newspapers-FEB/MARCH & book purchase	352.85
Total Cappy's			<u>352.85</u>
Casella Waste Systems, Inc.			
	04/06/2011	garbage disposal-BF,WE,HFL Feburary	148.73
Total Casella Waste Systems, Inc.			<u>148.73</u>
Chemung Canal Trust Company			
	04/06/2011	misc credit card purchases-March	855.27
Total Chemung Canal Trust Company			<u>855.27</u>
Chemung County Library District			
	04/06/2011	Petty Cash reimbursement - HFL,BF,WE	569.26
Total Chemung County Library District			<u>569.26</u>
Chester's Amazing Supply House			
	04/06/2011	Service call & Cash Register Tapes - HH	112.98
Total Chester's Amazing Supply House			<u>112.98</u>
Costume Specialists, Inc			
	04/06/2011	rental of costume - March program	140.00
Total Costume Specialists, Inc			<u>140.00</u>

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2011-21

As of April 6, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
David Conrad			
	04/06/2011	April Program @ BF 4/12/11	400.00
Total David Conrad			<u>400.00</u>
Deborah L. Brimmer			
	04/06/2011	mileage 3/4/11 - 3/31/11	130.00
Total Deborah L. Brimmer			<u>130.00</u>
Domino the Great			
	04/06/2011	HFL & ST Magic Show 4/14/11	700.00
Total Domino the Great			<u>700.00</u>
Doris Jean Metzger			
	04/06/2011	Reimb -Supplies & Programming - VE Library	77.05
Total Doris Jean Metzger			<u>77.05</u>
Elmira City Chamberlain			
	04/06/2011	Downtown Development Tax - ST	2,504.42
Total Elmira City Chamberlain			<u>2,504.42</u>
Elmira Water Board			
	04/06/2011	Water bills-ST/WE	218.65
Total Elmira Water Board			<u>218.65</u>
EPCPS			
	04/06/2011	SRC Final Party at Eldridge Pk -all libraries - Payment in Ac	480.00
Total EPCPS			<u>480.00</u>
Fred & Harriett Taylor Memorial Library			
	04/06/2011	Costume Rental - WE	46.66
Total Fred & Harriett Taylor Memorial Library			<u>46.66</u>
Graphic Solutions			
	04/06/2011	BKM-installation of wrap-Final payment	4,250.00
Total Graphic Solutions			<u>4,250.00</u>
Howard Public Library			
	04/06/2011	Patron Refund	20.00
Total Howard Public Library			<u>20.00</u>
Imperial Door Controls, Inc.			
	04/06/2011	Service Contract for BF & WE	919.53
Total Imperial Door Controls, Inc.			<u>919.53</u>
Ingram Library Services			
	04/06/2011	Library materials-All libraries	9,333.67
Total Ingram Library Services			<u>9,333.67</u>
Janet Ackerman			
	04/06/2011	Mileage reimbursement 3/31/11 workshop	24.50
Total Janet Ackerman			<u>24.50</u>

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Unpaid Bills Detail**

Document #2011-21

As of April 6, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
JanWay Company USA, Inc.			
	04/06/2011	Public Relations Marketing Comm.	452.99
Total JanWay Company USA, Inc.			<u>452.99</u>
Judy Stock			
	04/06/2011	April program at WE	200.00
Total Judy Stock			<u>200.00</u>
Junior Library Guild			
	04/06/2011	Library materials BF	334.80
Total Junior Library Guild			<u>334.80</u>
NYLA/YSS			
	04/06/2011	Registration-Youth Svc. Conference	145.00
Total NYLA/YSS			<u>145.00</u>
Oriental Trading Company, Inc.			
	04/06/2011	programming supplies-ST,BKM,BF	425.59
Total Oriental Trading Company, Inc.			<u>425.59</u>
Owen Frank			
	04/06/2011	Reimb - Mileage & Hotel for Conference	1,142.64
Total Owen Frank			<u>1,142.64</u>
Paul A. Spear			
	04/06/2011	Patron Refund	10.00
Total Paul A. Spear			<u>10.00</u>
Petty Cash-Steele			
	04/05/2011	Feb/March Supplies/Cont.Ed/ Prog - HH,ST,VE	627.15
Total Petty Cash-Steele			<u>627.15</u>
ProQuest LLC			
	04/06/2011	annual subscription/SG microfilm-Oct. & Dec. 2010	27.18
Total ProQuest LLC			<u>27.18</u>
Rosemary Tucker			
	04/06/2011	HFL Program 4/13/11	88.19
Total Rosemary Tucker			<u>88.19</u>
Skillpath Seminars			
	04/06/2011	workshop registration fee-ST	199.00
Total Skillpath Seminars			<u>199.00</u>
Spotts Innovations, Inc.			
	04/06/2011	Final Payment for New Shades - HFL	1,708.50
Total Spotts Innovations, Inc.			<u>1,708.50</u>
Staples Credit Plan			
	04/06/2011	All Libraries- supply	344.93
Total Staples Credit Plan			<u>344.93</u>

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2011-21

As of April 6, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sue Larson			
	04/06/2011	Kindermusik program @ WE 4/5/11	<u>50.00</u>
Total Sue Larson			<u>50.00</u>
Sue Marosek			
	04/06/2011	patron refund	<u>15.00</u>
Total Sue Marosek			<u>15.00</u>
Time Warner Cable			
	04/06/2011	VPN service & Phone svc @ BF	<u>183.73</u>
Total Time Warner Cable			<u>183.73</u>
Unique Management Services, Inc.			
	04/06/2011	Collection fees -FEB 2011 all libraries	<u>795.48</u>
Total Unique Management Services, Inc.			<u>795.48</u>
Upstart			
	04/06/2011	Summer Reading Club program supplies-all libraries	<u>1,689.70</u>
Total Upstart			<u>1,689.70</u>
Verizon			
	04/06/2011	phone service-FEB/March-ST&WE	<u>975.87</u>
Total Verizon			<u>975.87</u>
Verizon Wireless			
	04/06/2011	BKM/Adm IT Dept cellular service-March	<u>182.77</u>
Total Verizon Wireless			<u>182.77</u>
Wegmans Food Markets Inc.			
	04/06/2011	Program Supplies-ST	<u>28.99</u>
Total Wegmans Food Markets Inc.			<u>28.99</u>
TOTAL			<u><u>34,245.31</u></u>

Report of the April 6th, 2011 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, April 6th, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Robin Fitzgerald, Sue Cook, Allen C. Smith and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that she and Mr. Shaw had a meeting today with Mr. Gray of Eastern Metal and Marc Rubin regarding the new signage for all CCLD library buildings. It will take approximately 4 weeks to receive the signs for the branches and 2 months for the sign for the Steele Library. Eastern Metal works with the Code Officers of each municipality and they also are responsible for installation of the signs.

Mr. Shaw reported that he has received a quotation from Renko Tree Service in the amount of \$1,525 for removal of all of the trees located right next to the Steele Library building. The trees will need to be removed prior to the installation of the new signage.

Mr. Shaw reminded the Committee that he will be out of town from April 8 through the 18th.

Regarding the Dedication Ceremony for the new Bookmobile, the press releases have been sent and invitations have been mailed to those individuals who donated to the purchase of the vehicle. Mr. Shaw thanked Ms. Cady and Ms. Reynolds for their assistance in getting this task completed.

Mr. Shaw reported that at the Department Head meeting this morning, he distributed to supervisors a document that describes CCLD's Disciplinary Procedures and supplements the grievance process as listed in the union contract. He also distributed samples of both an oral reprimand and a written reprimand. This guideline protects employees. The group also clarified the attendance and call-in rules for staff.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated April 6th, 2011. Mr. Smith moved, seconded by Ms. Fitzgerald to approve the bills totaling \$34,245.31 in the General Fund and the Grant Fund bills in the amount of \$5,457.97. Motion Carried.

The meeting adjourned at 6:28pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 11th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.