



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 November 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 15, 2012 at 6:00 pm at the **Horseheads Branch 405 S. Main St. Horseheads, NY 14845**. 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 #2012-61)
4. Treasurer's report
 - a) Financial report (document #2012-62- To be distributed at meeting)
 - b) Report of Unpaid Bills Detail (document #2012-63)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-64- To be distributed at meeting)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-65- To be distributed at meeting)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-66- To be distributed at meeting)
 - d) Personnel Committee (Conwell)
 - e) Strategic Planning Committee
 - Consent Item Approval of the CCLD 2013 – 2018 Strategic Plan.
 - RESOLVED to approve the CCLD 2013 – 2018 Strategic Plan as written. (Plan was distributed by email).
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the October 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-61)

Minutes of the October 2012 meeting of the Chemung County Library District Board of Trustees. The October meeting was held on Thursday, October 18, 2012 at the Big Flats Library, 78 Canal Street, Big Flats, New York President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, Mary Beth Conwell, Allen C. Smith, Tina Hager, Sue Cook, Marge Kappanadze, John Savash, Jessica Roberts and Richard Roberts. Excused were Ann Cady, Tim Blandford and Karl Schwesinger. Absent: Timothy Blandford. Also present were Chris Corter representing the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Brian Harris, Principal Library Clerk supervising the Big Flats Library, introduced his staff to the board and gave an overview of the services provided by his library.

Minutes. The minutes of the September 2012 meeting (Document #2012-55) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The September 30th, 2012 Financial Report (Document #2012-56) was presented for board review. Ms. Cook noted the budget accounts are being expended as expected. Ms. Santulli noted that she and Mr. Shaw recently attended a meeting with County Officials regarding expected increases in health insurance rates for 2013. The proposed rates will increase by 15%. When creating the proposed 2013 budget, this line item was increased by 10%. By unanimous consent the September Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-57). It was noted that this bill list includes the first payment to Barn Livin' (Sue Oliver) for project manager expenses to date on the 2012 State Construction projects. By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/3/12 General Fund - \$25,024.00 and the unpaid bills dated 10/10/12 – General Fund - \$21,449.08 and Grant Fund - \$3,310.50 as distributed.

Correspondence. President Reynolds opened a letter from the Public Library Foundation of Chemung County that included a check for \$20,000 which represented their 3rd quarter transfer of funds to CCLD.

Ms. Corter passed around a copy of a letter (and a donation check for \$200) from a patron wishing to honor Lillian Asher's birthday. Two letters supporting the Library District's showing of the movie "The Rocky Horror Picture Show" were received - the first one from a Star Gazette Letter to the Editor and the other sent directly to Mr. Shaw. Another patron sent a note thanking Mr. Shaw for his "Viewpoint" article in the newspaper regarding the same film.

President's Report. Ms. Reynolds stated that the Friends of the Horseheads Library raised over \$4,000 in their annual book sale. They have three new members on their board and are planning their annual Wine, Beer and Roses event.

Board members have had time to review both the STLS Free Direct Access plan and the proposed changes to the Library District's By-Laws. Mr. Roberts moved, seconded by Ms. Roberts to approve the STLS Free Direct Access plan as required by New York State for a four year period from January 1, 2013-December 31, 2016 and as submitted in writing to the board. Motion Carried.

Regarding the changes to the By-Laws, Mr. Roberts moved, seconded by Mr. Savash to approve the changes to the CCLD Board of Trustees By-Laws as approved by the Executive Committee and submitted in writing to the board. Motion Carried.

Director's Report. Ms. Corter discussed the following:

- 2012 Budget Vote. The news article to the Star Gazette has been submitted and a slideshow on the budget is available to be seen on You Tube. It was suggested to utilize the monitors at each of the libraries to encourage patrons to get out and vote on the Library District budget.
- Requests for Proposals (RFP's) for auditing the Library District records have been sent out to the following firms: EFP Rotenberg in Corning, Mengel, Metzger & Barr (Elmira) and Ciaschi, Dietershagen, Little & Mickelson (Ithaca). Their proposals are due by November 13th and will be reviewed at the November 14th Budget & Finance Committee meeting.
- Anderson Foundation. Mr. Shaw appeared before their board and requested a grant in the amount of \$20,000 for the Computer Room at the Steele Library. He expects an answer by the end of October.
- Programming. Ms. Corter discussed upcoming programs that are planned at the Library District.
They are as follows: "Memories of Milosz" exhibit and poetry reading scheduled for October 22nd; National Library Card Signup month during the month of October, Oktoberfest on October 13th with the Bookmobile staff present at the event; the Haunted Library on October 26th and Hero Bot Com on October 27th with the Library District being represented by several staff members including the Bookmobile.
- STLS issues. Ms. Corter passed around a letter dated September 27, 2012 from Mr. Shaw to Riistina Wigg, the Director of the Southern Tier Library System which informed her of CCLD's support of their application for State funding of the Broadband for Southern Tier Libraries project. CCLD committed to paying 20% of the cost of the equipment. The approximate \$6,700 will come from the Library District's technology reserve funds.
- STLS meetings. The annual meeting is scheduled for October 23rd in Bath, New York. It is expected that board member Karl Schwesinger will receive this year's Outstanding Support for Libraries award from STLS. There are currently 11 people, both trustees and friends, registered to attend the meeting. Also receiving an award is Doris Jean Metzger, the supervisor of the Van Etten Library for her "A Fistful of Zombies" video that inspires, encourages, informs and promotes library services. STLS has also scheduled a meeting on November 29th to discuss a 2020 Vision Plan for Library Service in New York State. Those scheduled to attend include President Reynolds, Mr. Shaw, Ms. Corter, Mr. Frank and Ms. Ackerman. Other board members are also invited to participate in this planning session.
- Ms. Corter reported on the September 27th STLS Director's meeting. CCLD staff members spoke to member libraries regarding CCLD's experience with eBook selection & acquisition, training & marketing and patron reactions and issues regarding their use of eBooks.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-58). Ms. Reynolds stated that all items in the report have been discussed.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-59). Ms. Cook stated that the Committee also reviewed a tentative Fund Balance Report dated September 30, 2012. There is an estimated \$33,000 amount over the required amount to be held at the end of the year. The Committee suggested using any extra fund balance to put toward higher than unexpected costs in the 2012 State Construction projects.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-60). It was reported that the Committee reviewed the CCLD 2012 Capital Projects Master Project Schedule. The schedule shows projected start and finish dates for all the library projects. President Reynolds stated that it is expected that both the Big Flats and West Elmira Libraries will be closed for approximately 30 days when the carpeting / circulation desk projects begin at each library.

Personnel Committee. No report.

Strategic Planning Committee. Ms. Kappanadze reported that the Committee received and reviewed the final draft of the 2013 – 2018 Strategic Plan. The Plan will be distributed to the full board for its review. A vote on the Plan will take place at the November meeting of the board.

New Business. Mr. Smith moved, seconded by Ms. Dery to move into Executive Session in order to discuss a legal matter. Mr. Smith moved, seconded by Ms. Roberts to come out of Executive Session.

Ms. Santulli reminded board members that CCLD's Volunteer Recognition Party is scheduled to be held at the Steele Memorial Library on November 15, 2012 from 12:30pm to 2:30pm. All board members are invited to attend.

Public Expression. None

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be held on Thursday, November 15th, 2012 at 6:00pm at the ***Horseheads Branch, 405 S. Main St. Horseheads, NY 14845.***

Unpaid Bills Detail

As of November 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	11/07/2012	Purchases - all libraries 9/6/12 - 10/9/12	1,591.20
Total Amazon Credit Plan			<u>1,591.20</u>
AT&T			
	11/07/2012	long dist chg for Oct - ST	5.46
Total AT&T			<u>5.46</u>
Belmont Free Library			
	11/07/2012	Payment for Lost Book	7.00
Total Belmont Free Library			<u>7.00</u>
Brian P. Harris			
	11/07/2012	mileage reimb - Sept. - Oct.	71.04
Total Brian P. Harris			<u>71.04</u>
Caroline Poppendeck			
	11/07/2012	Mileage Reimbursement - October	113.22
Total Caroline Poppendeck			<u>113.22</u>
CCLD Petty Cash			
	11/07/2012	Petty Cash reimbursement - BF/VE	119.18
Total CCLD Petty Cash			<u>119.18</u>
Center Point Large Print			
	11/07/2012	ST Fiction/BKM - large print	296.58
Total Center Point Large Print			<u>296.58</u>
CPE Interlink			
	11/07/2012	ST-Final pymt for phone in elevator	126.95
Total CPE Interlink			<u>126.95</u>
Dave Ruch			
	11/07/2012	Programming - ST	450.00
Total Dave Ruch			<u>450.00</u>
Deborah L. Brimmer			
	11/07/2012	mileage reimb. for Oct.	204.80
Total Deborah L. Brimmer			<u>204.80</u>
Dell Marketing L.P.			
	11/07/2012	Computers -maint agmt renewals-all libraries	4,174.06
Total Dell Marketing L.P.			<u>4,174.06</u>
Demco, Inc.			
	11/07/2012	Supplies - ST	268.85
Total Demco, Inc.			<u>268.85</u>
Dianne Patchett			
	11/07/2012	Conference - BKM	82.54
Total Dianne Patchett			<u>82.54</u>

Unpaid Bills Detail

As of November 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Doris Jean Metzger			
	11/07/2012	Programming - VE	75.82
Total Doris Jean Metzger			<u>75.82</u>
Elmira Christian Academy			
	11/07/2012	Advertisement in2012/13 Sports program	50.00
Total Elmira Christian Academy			<u>50.00</u>
Essential Club Free Library			
	11/07/2012	Payment for lost book	5.00
Total Essential Club Free Library			<u>5.00</u>
Faye Crance			
	11/07/2012	Oct. Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
Fred Pryor Seminars			
	11/07/2012	Registration-workshop for Director	149.00
Total Fred Pryor Seminars			<u>149.00</u>
Highsmith, Inc.			
	11/07/2012	ST - Binders	93.90
Total Highsmith, Inc.			<u>93.90</u>
Horseheads Do It Center			
	11/07/2012	Supplies - HFL	17.26
Total Horseheads Do It Center			<u>17.26</u>
Imperial Door Controls, Inc.			
	11/07/2012	HFL doors - parts replacements	640.00
Total Imperial Door Controls, Inc.			<u>640.00</u>
Ingram Library Services			
	11/07/2012	Library materials - All	11,990.63
Total Ingram Library Services			<u>11,990.63</u>
Kimberly Jones			
	11/07/2012	BKM Conference in VA	74.25
Total Kimberly Jones			<u>74.25</u>
Madcap Productions			
	11/07/2012	Deposit for July 2013 Program - BKM	337.50
Total Madcap Productions			<u>337.50</u>
Madeline Lauria			
	11/07/2012	mileage reimbursement October	16.10
Total Madeline Lauria			<u>16.10</u>
Oriental Trading Company, Inc.			
	11/07/2012	programming supplies - BKM/Haunted Lib	216.72
Total Oriental Trading Company, Inc.			<u>216.72</u>

Unpaid Bills Detail

As of November 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pat Kane			
	11/07/2012	Volunteer Recognition program	100.00
Total Pat Kane			<u>100.00</u>
Petty Cash-Steele			
	11/07/2012	Supplies, Postage, programming, etc	419.41
Total Petty Cash-Steele			<u>419.41</u>
Ronald Shaw			
	11/07/2012	Mileage Reimb.- 8/1/12 - 9/27/12	183.15
Total Ronald Shaw			<u>183.15</u>
Ruth Vath			
	11/07/2012	Programming VE-11/10/12	20.00
Total Ruth Vath			<u>20.00</u>
Savona Public Library			
	11/07/2012	Payment for Lost book	18.00
Total Savona Public Library			<u>18.00</u>
SmileMakers			
	11/07/2012	Program supplies - WE	174.57
Total SmileMakers			<u>174.57</u>
Staples Advantage			
	11/07/2012	paper/supplies ST	837.82
Total Staples Advantage			<u>837.82</u>
Staples Credit Plan			
	11/07/2012	Computer Equip. - IT, BF Supplies	143.91
Total Staples Credit Plan			<u>143.91</u>
Sue Schoeffler			
	11/07/2012	Programming - BKM	60.85
Total Sue Schoeffler			<u>60.85</u>
Tanglewood			
	11/07/2012	WE Program - 10/24/2012	60.00
Total Tanglewood			<u>60.00</u>
TechULearn LLC			
	11/07/2012	Programming - Admin.	180.00
Total TechULearn LLC			<u>180.00</u>
Time Warner Cable			
	11/07/2012	VPN/Phone -WE, ST, BF, & HFL	615.37
Total Time Warner Cable			<u>615.37</u>
Verizon			
	11/07/2012	Phone - ST/WE + new phone line in elevator	675.08
Total Verizon			<u>675.08</u>

Unpaid Bills Detail

As of November 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon Wireless			
	11/07/2012	BKM/Admin. cellular service 10/19/12 - 11/8/12	184.99
Total Verizon Wireless			<u>184.99</u>
WLVY Radio			
	11/07/2012	Programming - Haunted Library	500.00
Total WLVY Radio			<u>500.00</u>
			<u><u>25,430.21</u></u>