



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 May 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 9, 2013 at 6:00 pm at the **Van Etten Branch, 83 Main St. Van Etten, NY 14889**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2013-25)
4. Treasurer's report
 - a) Financial report (To be distributed after the Budget & Finance meeting)
 - b) Report of Unpaid Bills Detail (document 2013-27)
5. Correspondence
6. President's report
7. Director's Report

CONSENT ITEM: Approval of Tobacco and Smoke Free Policy
RESOLVED to approve the CCLD Tobacco and Smoke Free Policy, as submitted, with an implementation date of June 1, 2013.
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document 2013-28)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (to be distributed)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (to be distributed)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the April 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-25)

Minutes of the April 2013 meeting of the Chemung County Library District Board of Trustees. The April meeting was held on Thursday, April 18, 2013 at the West Elmira Library, 1231 West Water Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, Sue Cook, John Savash, Tina Hager, Michael Muldoon, Marge Kappanadze, Tim Blandford, James Hare and Jessica Roberts Excused: Ann Cady. Absent: Brian Batrowny. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the March 2013 meeting (Document #2013-19) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The March 31st, 2013 Financial Report (Document #2013-20) was presented for board review. Mr. Savash stated that the District is on target for expending \$420,000 on Health Insurance costs in 2013 which represents 17% of the total budget. By unanimous consent, the March Financial Report was approved as distributed and will be filed for audit

Report of Unpaid Bills (Document #2013-21). Ms. Cook stated that these bill lists include the purchase of a new book scanner which was included in the 2013 budget request. Ms. Santulli requested that two invoices be included for approval – Technion (final payment for circ desks) \$3,989.96 and the City of Elmira (permit application fee for summer concerts). By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/3/13 General Fund - \$32,179.37 and Grant Fund \$1,326.32; the unpaid bills dated 4/10/13 General Fund - \$24,316.37 as distributed and amended.

Correspondence. Mr. Shaw passed around the recently received 2011 Statistical Report from the Southern Tier Library System (STLS). On Monday evening, he and 2 staff members will be attending a workshop entitled "How to ruin your Library's Reputation". The District received a \$200 check from STLS for board members participation in recent New York Library Trustee's workshops. Mr. Shaw also reported that CCLD has been chosen by New York State to be a "Kickoff" site for the Summer Reading Club program. Details will be made available at a future date.

President's Report. None.

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

- Donation. The Library District received notification from the Big Flats Library Advocates that they will be donating \$2,000 from their Foundation account to purchase a new display case for the Big Flats Library.
- CCLD issues. Volunteers from Corning Community College were scheduled for cleanup duties at the West Elmira and Central Library locations. Regarding the prior year's PILOT funds, Mr. Sartori (County Treasurer) is checking with the Real Property Tax office to determine when the check will be sent to the Library District.
- Friends of CCLD. They are financially supporting the April 23rd give-away of books for World Book Night. They have also given \$500 in support of the May 4th Annual Chess Tournament and \$1,500 to support the District-wide Summer Reading Club program.
- Staff Continuing Ed Day. The spring training day is scheduled for May 10th. Topics to be covered include CCLD's Strategic Plan, Fire Extinguisher Training, Diversity and STARCAT/Workflows training by STLS.

- Social Media. CCLD is using this to advertise vacant staff positions. Mr. Shaw thanked Ms. Hager and Ms. Cady for their recent blog entry and he encouraged other board members to submit entries to him.
- STLS issues. The first Cost Share meeting was held on April 12th. The initial discussion centered on the formulas currently being used to charge libraries for STLS services. Mr. Shaw met with the Bradbury's, the search team that STLS has hired to help them find a new System Director to replace Ristiina Wigg following her retirement. The STLS board of trustees' April meeting was held at the Central Library. Mr. Shaw was able to meet with them and give them a tour of the Steele Library. The Library District received an STLS grant through ConnectNY in the amount of \$37,266 for the purchase of computer equipment. The grant requires a 20% co-pay by the District.
- New York State 2012 Annual Report. This report has been reviewed by the Budget & Finance Committee and a copy was passed around at the meeting. Ms. Reynolds moved, seconded by Mr. Savash to approve the CCLD 2012 New York State Annual Report as submitted in writing. Motion Carried.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-22). President Roberts received a letter from the Public Library Foundation of Chemung County (Horseheads) with their quarterly donation of \$10,000. They expect to send the Library District approximately \$87,000 this year to be used for the benefit of the Horseheads Library.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-23). Ms. Cook stated that the Committee met with Rich Davis from the auditing firm of EFP Rotenberg and discussed some preliminary items that needed clarification prior to their completion of the 2012 audit of CCLD finances. It is expected that the audit will be presented to the full board at their June meeting.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2013-24). Mr. Shaw stated that the damaged outdoor sign at the Big Flats Library has been replaced at no cost to the District. Also regarding Big Flats, the Code Enforcement Officer has inspected and approved the recent remodeling of the buildings. The final job of the 2012 State Construction Project at the West Elmira Library has been completed. He has authorized a quote from Westbrook Electric to replace the outdoor lights at the Horseheads Library and has received estimates for landscaping from three companies. The Horseheads Foundation will pay for these two items. Regarding the 2014 State Construction Grant applications, board member Mike Muldoon is working on the specs to replace the elevator at the Central Library and updated estimates have been requested to remodel the two public restrooms. An estimate has also been requested to install a drinking fountain downstairs at the Central Library.

Mr. Shaw had previously distributed a sample "No Smoking" policy for board review. Discussion centered on how to enforce such a policy if one is adopted for all CCLD buildings. The consensus was that it would make a difference even if a policy cannot be enforced all the time. Due to the nature of the Library District being an educational institution, it seems appropriate that the campuses should have a no smoking rule. Mr. Savash moved, seconded by Ms. Roberts to direct the Library District Director to draft a "No Smoking" Policy for all CCLD buildings and grounds. Motion Carried.

Personnel Committee. Regarding this year's evaluation of Library District Director Ron Shaw, Ms. Reynolds stated that the Committee will meet with Mr. Shaw to review his evaluation and it will then be brought to the full board at its May meeting.

Old Business. None.

New Business. Mr. Shaw did a brief tour of the improvements that were made during the 2012 State Construction project and discussed possible future improvements.

Public Expression. None.

The meeting was adjourned at 7:53pm. The next regular meeting of the board will be held **one week early** on Thursday, May 9th, 2013 at 6:00pm **at the Van Etten Library**, 83 Main Street, Van Etten, New York.

TOBACCO / SMOKE FREE POLICY

To fully comply with the New York State Clean Indoor Air Act, and in the interest of providing a safe and healthy environment for both employees and the public, smoking restrictions have been established.

PURPOSE

A tobacco/smoke free policy has been developed to comply with current state regulations, and to protect from tobacco use and secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is effective on June 1, 2013 for the Chemung County Library District of New York, including, but not limited to the Downtown Elmira, West Elmira, Big Flats, Horseheads and Van Etten campuses.

DEFINITION

'Smoke' and Tobacco use – the use or presence of any tobacco product (i.e.) a lighted cigar, cigarette, pipe, hookah, smokeless tobacco ("chew," snuff, snus, dissolvables), etc. This includes the use of electronic cigarettes as these products are not regulated and composition of the product is not known.

PERSONS AFFECTED

All individuals affiliated with the Chemung County Library District, including employees, volunteers, medical staff, students, guests, visitors, clients, caretakers, family members and vendors.

LEGAL AUTHORITY

All property owners – individuals and companies --have a legal right to eliminate smoking entirely on their property (indoors and outdoors) or to limit smoking to designated outdoor areas only.

ENCLOSED LOCATIONS

In accordance with New York State Law smoking is prohibited in all enclosed buildings, owned or leased by the Chemung County Library District.

OUTDOOR LOCATIONS

Outdoor Smoking Prohibitions

Smoking and tobacco use is prohibited on all property, owned or leased by the Chemung County Library District, including parking lots. Outdoor smoking and tobacco use is prohibited within 50 feet of all building openings including doorways, air or ventilation intake systems, entryways, loading docks and operable windows. Additionally, smoking and tobacco use is also prohibited within 50 feet of any outdoor work area.

Disposing of Smoking-Related Refuse

Smoking-related refuse, such as cigarette butts, burnt tobacco, etc. are to be disposed of in ash urns or other containers specifically designated for such disposal. Smoking-related refuse is not to be disposed of in trashcans or on grounds.

MOTOR VEHICLES

Smoking and tobacco use is prohibited in all motor vehicles, owned or leased by the Chemung County Library District, including the bookmobile(s).

COMPLIANCE

Visitors, clients or customers will be asked to refrain from smoking and will be respectfully informed of the organization's clean air policy. Any employee or staff member who violates the smoking policy may be subject to disciplinary action by supervisors or the Chemung County Library District.

Please Note: Intentional violation of state or local law regarding smoking may result in a civil fine from local authorities.

SMOKING CESSATION

All employees and members of the public who are interested in quitting smoking are urged to contact the New York State Smokers' QuitLine at 1-866-NY-QUITS (1-866-697-8487) or www.nysmokefree.com.

Signature _____

Date _____

Name _____

Address _____

Title _____

Phone _____

Unpaid Bills Detail

As of May 1, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books				
	Bill	05/01/2013	Reference materials	<u>208.21</u>
Total Baker & Taylor Books				208.21
Ingram Library Services				
	Bill	05/01/2013	NonFiction purchases	<u>641.65</u>
Total Ingram Library Services				641.65
Southern Tier Library System				
	Bill	05/01/2013	eBook purchases - FIC / JUV	<u>5,603.51</u>
Total Southern Tier Library System				<u>5,603.51</u>
TOTAL				<u><u>6,453.37</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 1, 2013

Document #2013-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	05/01/2013	Purchases - BF/HH/ST	690.37
Total Amazon Credit Plan			<u>690.37</u>
Apple Books			
	05/01/2013	Steele JUV books	185.55
Total Apple Books			<u>185.55</u>
AVcafe			
	05/01/2013	DVD's - HFL	31.29
Total AVcafe			<u>31.29</u>
Barbara Hostrander			
	05/01/2013	Patron Refund	8.00
Total Barbara Hostrander			<u>8.00</u>
Broader View Weekly			
	05/01/2013	Annual subscription - VE	36.00
Total Broader View Weekly			<u>36.00</u>
Carol Parenzan Smalley			
	05/01/2013	7/17 program at WE	565.00
Total Carol Parenzan Smalley			<u>565.00</u>
Caroline Poppendeck			
	05/01/2013	mileage reimbursement 3/6-4/12	66.67
Total Caroline Poppendeck			<u>66.67</u>
CCLD Petty Cash			
	05/01/2013	Petty Cash reimbursement - WE/BF	260.46
Total CCLD Petty Cash			<u>260.46</u>
Center Point Large Print			
	05/01/2013	BKM/ST large print	334.92
Total Center Point Large Print			<u>334.92</u>
Dianne Patchett			
	05/01/2013	WE - basket for NLW	46.09
Total Dianne Patchett			<u>46.09</u>
First Transit			
	05/01/2013	Bookmobile fuel - 2/28-3/28	547.24
Total First Transit			<u>547.24</u>
Hale Manufacturing Co.			
	05/01/2013	Final pymt-circ desk at WE	1,515.28
Total Hale Manufacturing Co.			<u>1,515.28</u>
Horseheads Do It Center			
	05/01/2013	HH - cleaning supplies	8.62
Total Horseheads Do It Center			<u>8.62</u>
Ingram Library Services			
	05/01/2013	All Library materials - Statements 5/1/13	7,998.06
Total Ingram Library Services			<u>7,998.06</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 1, 2013

Document #2013-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
John Mills Electric, Inc.			
	05/01/2013	Moving wires at BF	243.00
Total John Mills Electric, Inc.			<u>243.00</u>
Kelley Brothers			
	05/01/2013	Lock for Permanent Records closet	185.00
Total Kelley Brothers			<u>185.00</u>
Kristal L. Walker			
	05/01/2013	mileage between BF / WE 2/6-4/9	40.68
Total Kristal L. Walker			<u>40.68</u>
Life In The Finger Lakes			
	05/01/2013	Periodical subscription - BF	23.95
Total Life In The Finger Lakes			<u>23.95</u>
Michael Kane			
	05/01/2013	Programming - Chess Tourney	50.00
Total Michael Kane			<u>50.00</u>
Oriental Trading Company, Inc.			
	05/01/2013	programming supplies - BKM/BF	125.98
Total Oriental Trading Company, Inc.			<u>125.98</u>
Petty Cash-Steele			
	05/01/2013	Set up PC for VE, Supplies, Postage, programmir	443.58
Total Petty Cash-Steele			<u>443.58</u>
Pitney Bowes			
	05/01/2013	quarterly leasing charge on mail machine	618.00
Total Pitney Bowes			<u>618.00</u>
Quicker Printer			
	05/01/2013	brochures for adult prog -pd by Friends	279.00
Total Quicker Printer			<u>279.00</u>
Ronald Shaw			
	05/01/2013	Mileage Reimb.- 2/5-4/17	343.01
Total Ronald Shaw			<u>343.01</u>
Sherry Nichols			
	05/01/2013	mileage for 4/10/13 book repair workshop	29.38
Total Sherry Nichols			<u>29.38</u>
Southeast Steuben County Library			
	05/01/2013	damaged book paid for at Steele	40.00
Total Southeast Steuben County Library			<u>40.00</u>
Southern Tier Library System			
	05/01/2013	Cost Share-1st Qtr 2013 + label supplies	21,806.60
Total Southern Tier Library System			<u>21,806.60</u>

Unpaid Bills Detail

As of May 1, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Staples Advantage			
	05/01/2013	paper/supplies ST	<u>227.06</u>
Total Staples Advantage			227.06
Staples Credit Plan			
	05/01/2013	Marketing Comm expense for NLW, BF equip/sup	<u>560.62</u>
Total Staples Credit Plan			560.62
Sue Larson			
	05/01/2013	Kindermusik program 5/15 at Steele	<u>60.00</u>
Total Sue Larson			60.00
Time Warner Cable			
	05/01/2013	VPN/Phone -WE, ST, BF, & HFL May	<u>624.49</u>
Total Time Warner Cable			624.49
Town of Big Flats Code Enforcement			
	05/01/2013	building inspection	<u>100.00</u>
Total Town of Big Flats Code Enforcement			100.00
Vasco Brands, Inc.			
	05/01/2013	NEW vacuums ST/rubber mats-WE/cleaning supp	<u>3,281.08</u>
Total Vasco Brands, Inc.			3,281.08
Verizon			
	05/01/2013	elevator phone	<u>19.80</u>
Total Verizon			19.80
Verizon Wireless			
	05/01/2013	BKM/Admin. cellular service	<u>198.10</u>
Total Verizon Wireless			<u>198.10</u>
TOTAL			<u><u>41,592.88</u></u>

Document #2013-28

Report of the May 1st, 2013 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, May 1st, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts and Georgia Reynolds; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Director Ron Shaw discussed the following:

- STLS Cost Share. The second meeting was held today. It appears that the consensus of the libraries is to choose Option A to use as the formula for the new contract. This option proposes a \$1.00 charge to the checkout library for downloadable (i.e. eBooks) being used by their patrons.
- No Smoking Policy. The draft of the policy for CCLD buildings and campuses should be complete this week.
- New York State has chosen CCLD's Central Library (Steele) as one of ten in New York to host the kick off for the State's Summer Reading Club program. It will be held on June 25th. Details are being worked out, but invitations to attend are being sent to our State and Local representatives in both the Senate and the Assembly as well as the Directors of other libraries within the Southern Tier Library System.
- Mr. Shaw, Ms. Corter and Ms. Poppendeck attended an STLS workshop entitled "How to Ruin your Library's Reputation". Among the topics covered were publicity, marketing and customer service.
- Margeson's Landscaping was hired to do spring cleanup at the Horseheads Library. The job has already been completed. Mr. Shaw will choose which landscaping firm will be hired to do the routine maintenance on the grounds at the Horseheads Library.

Ms. Santulli presented the Unpaid Bills Detail dated 5/1/13 for the General Fund in the amount of \$41,592.88 and for the Grant Fund - \$6,453.37. Ms. Santulli stated that the bill list includes the 1st quarter payment to STLS for Cost Share and the purchase of several new vacuum cleaners for the Library District (Vasco). Mr. Roberts moved, seconded by Ms. Reynolds to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 5th, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.