



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 January 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 16, 2014 at 6:00 pm at the **Central Library, 101 E. Church St. Elmira, NY 14901**. 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 #2014-1) and
4. Treasurer's report
 - a) Financial report (document #2014-2)
 - b) Report of Unpaid Bills Detail (document #2014-3)
5. Correspondence
6. President's report
7. Director's Report
 8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-4)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-5)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2014-6)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the December 2013 meeting of the Chemung County Library District Board of Trustees. Document #2014-1)

Minutes of the December 2013 meeting of the Chemung County Library District Board of Trustees. The December meeting was held on Thursday, December 19th, 2013 at the Central Library 101 E. Church St., Elmira, NY 14901. President Richard Roberts called the meeting to order at 6:00pm. Present were Georgia Reynolds, Jessica Roberts, Ann Cady, Marge Kappanadze, Rachel Dworkin, , Rita Dery, Ann Hayes, John Savash, Juan Jones, Michael Muldoon and Tim Blandford. Excused: James Hare and Sue Cook. Also present was Ron Shaw, the Library District's Director.

Minutes. The minutes of the November 2013 meeting (Document #2013-65) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The November 30th, 2013 Financial Report (Document #2013-66) was presented for board review. Ms. Reynolds noted the District was on target with expenditures for the year. By unanimous consent, the November Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2013-67). By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/4/13 Grant Fund- \$1,415.62 and General Fund- \$43,115.68; the unpaid bills dated 12/11/13 General Fund - \$55,434.80 and Grant Fund \$8,672.15 as distributed. Ms. Roberts asked how the District tracked donations by the Friends of CCLD and other groups.

Correspondence. None.

President's Report. President Roberts noted that the slate for the Board of Officers needs to be voted on in January 2014. The slate, comprising Mr. Roberts as President, Ms. Kappanadze as Vice-President; Ms. Cady as Secretary and Ms. Cook as Treasurer was moved by Ms. Reynolds, seconded by Mr. Jones. Motion Carried Unanimously.

Mr. Roberts introduced Mr. Ken Austin. Mr. Austin has been nominated to fill the vacancy on the Southern Tier Library System Board. Mr. Blandford motioned to approve Mr. Austin's appointment. Ms. Reynolds seconded. Motion Carried Unanimously.

Ms. Roberts noted the negotiating committee is moving forward with setting up a suitable date to discuss the issues requested by the CSEA regarding health care. He is hopeful they will have a meeting in January.

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

- Holiday Staffing. Mr. Shaw announced that the request for volunteers for staff has been sent out. Chris Corter, Public Services Director, will develop the holiday schedules.
- CCC Work Study. Corning Community College is interested in allowing students to perform work study at CCLD. Mr. Shaw is in discussion with Ms. Yolanda Williams, Work Study Coordinator and Ms. Michelle Barrett to allow the program to move forward. Mr. Shaw explained the costs would be borne 75% by CCC and 25% by CCLD. The discussion also included questions about hourly rate, number of hours per week, and the possible opportunities to have better relations with the college. Mr. Shaw also noted the model has been used in the district for volunteers, college internships, college service hours and a variety of other programs. Mr. Jones explained the way student aid works - the number of hours are set by the college based upon the amount of aid awarded, etc. Specific projects mentioned included programs in the technology training room to include gaming.

- Elmira College. Mr. Shaw met with Mr. Michael Blasic, Director of Career Services regarding potential opportunities for Elmira College students to be able to perform 3-6 hour internships at CCLD.
- Steele Memorial Library Foundation. Mr. Shaw reported that Mr. Ed Lincoln and Mr. Denny Smith have been elected to the foundation board.
- Town of Van Etten Meeting. Mr. Shaw reported on his December 22th meeting with the Van Etten Town Board. He addressed the rumors regarding the future of the branch. At this time there is no loss of hours at VE. The initial plan for staffing is a rotation policy and the situation will be monitored for any issues. The improvements to VE- new shed, new sign, new book drop, 5 computers and furniture also show the district's commitment to providing service. Circulation has gone from 3509 in 2010; 6135 in 2011 and 7777 in 2012. Program numbers have increased from 10 programs with an attendance of 216 in 2010 to 51 programs with an attendance of 422 in 2011 and 100 programs with an attendance of 621 in 2012.
- Flood Insurance. Mr. Shaw presented the new figures for flood insurance. Due to losses suffered by Cincinnati Insurance last year they will no longer offer flood insurance. Questions regarding deductibles and amounts were raised. Ms. Roberts asked about flood zones and when new maps would be issued. Mr. Shaw will contact the insurance company and have figures for January.
- 2015 Budget. Mr. Jones brought up the timeline for developing the budget for 2015. He asked that the dates be moved forward in order for the District to obtain insurance quotes, etc. prior to developing the budget in order for the district to be able to better assess future financial considerations.
- Programs. Holiday hours include the Central Library being open the day after Christmas and all libraries being open from 9am – 1pm on Christmas Eve & New Year's eves. "Eat Smart New York Cooking Classes" will be held at Central in partnership with Cornell Cooperative Extension. The six week series of healthy cooking classes be held every Wednesday evening from 6:00-7:00pm beginning January 8th. The "So Bad It's Good" Movie Series: continues on Friday, January 17th at 6:30pm with a showing of "Birdemic: Shock and Terror." The Family Saturday Movie "Despicable Me 2" will be shown Saturday, January 11 at 2:00. Refreshments will be available. The "Happy Hogmanay" fine forgiveness week was featured in a prominent article in the Star-Gazette. Non-perishable items will be collected for fines up to \$20 being forgiven.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-68). President Roberts stated that he was not in attendance but that Ms. Cady was. The status of the Worker's Compensation inspection was discussed with a completion date of December 31st, 2013. Some of the issues identified include the establishment of a safety committee, monthly building inspections by staff and minor corrections to the facilities. Concerns over the Van Etten rotation policy was brought up. Mr. Shaw stated he had explained the policy to the Van Etten Town Board.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2013-69). The financial considerations regarding impact of the Worker's Compensation inspection was addressed Mr. Shaw noted the receipt of \$6,037.62 in PILOT funds. These will be set aside to supplement the grant monies for LabCentral at the Central Library.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was submitted in writing to the board (Document #2013-70). Ms. Reynolds asked for an update on the restrooms at Central. The County Buildings & Grounds has highly recommended the district renovate

the first floor restrooms. Mr. Shaw will get updated estimates and add these to future capital projects. The replacement of the elevator at Central will be completed after the district receives approval of the grant request from DLD.

Personnel Committee. Ms. Reynolds gave a report from their November 21st meeting with the Director. They discussed ways the board can give support to the Library District staff to include nominations for recognition to be given at Continuing Education days. The Committee commended the Director on the media coverage that CCLD has been receiving. They got an update on the security issue regarding non-employees using staff computers and an update on upcoming staff changes as they relate to community outreach. The Committee requested an update from the Director regarding whether CCLD is on schedule with the five-year plan and encouraged the recruitment of more volunteers.

Old Business. None.

New Business. Ms Reynolds brought up concerns over quicker snow removal at Horseheads.

Public Expression. Ms. Denise King, STLS Board member thanked Mr. Martin Green for his years of service to the STLS Board. Mr. Ken Austin introduced himself and stated his desire to work with the CCLD and STLS boards. Mr. Martin Green thanked the board for the opportunity to work with them for the last several years. He also reminded everyone of the importance of lobbying in Albany during Library Lobby Day.

Mr. Cady moved, seconded by Mr. Blandford to move into Executive Session to discuss personnel issues. Ms. Reynolds moved, seconded by Ms. Dery to come out of Executive Session.

The meeting was adjourned at 8:45pm. The next regular meeting of the board will be held on Thursday, January 16th, 2013 at 6:00pm at the [Central Library \(Steele\), 101 East Church Street, Elmira, New York.](#)

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-2)

Financial Report - DECEMBER 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 87,515	\$ (6,615)	108%		
Grants (other than N.Y.S.)	\$ -	\$ 31,939				incl-\$12,179 Friends of CCLD,\$9,550 Friends of Horseheads, ARTS \$450, Inspire for VE \$960, \$400-STLS grant, \$5,000 Gannett Foundation, \$3,100 Comm Found.
Foundation Contributions	\$ 165,000	\$ 208,297	(43,297)	126%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	0	100%		
P.I.L.O.T. Funds	\$ -	\$ 136,869				PILOT funds \$6,037.62
Interest on Investments	\$ 3,000	\$ 1,429	1,571	48%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 88,072	(8,072)	110%		
Central Book Aid	\$ 54,000	\$ 59,972	(5,972)	111%		
Local Library Services Aid	\$ 37,000	\$ 34,919	2,081	94%		Final 2012 Distribution plus 90% 2013 distribution
Other State Aid	\$ 1,600	\$ 128,941	(127,341)	8059%		\$12,534 final 2012 State Construction Funds; \$116,407 - 2013 Const. Funds
TOTAL INCOME	\$ 3,000,308	\$ 3,356,761	\$ (187,645)	112%	100%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 1,293,139	\$ 28,321	98%		
Sunday & Holiday Salaries	6,809	\$ 7,999	(1,190)	117%		
Employee Benefits	715,499	\$ 711,031	4,468	99%		
Subtotal - Personnel Expenses	2,043,768	\$ 2,012,168	31,600	98%	100%	
Contractual						
Equipment	34,330	\$ 34,330	0	100%		incl-\$4,559 pd by HH Friends; \$12,344 Anderson Foundation-computers for lab, \$142 Friends of CCLD; \$3,120 Other Grants and \$6,100 new copier from Fund Balance +\$2,277 HH Foundation-furniture
Telephone	9,700	\$ 9,700	0	100%		
Supplies	37,400	\$ 37,400	0	100%		incl-\$1,938 pd by BF Adv., \$851 pd by HH Foundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$3,107 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang. \$220 Gift funds for VE, \$621 Friends of CCLD & other grants-BF, \$112 BF Womens Club
Travel & Continuing Education	16,100	\$ 15,905	195	99%		
Repairs & Maintenance	43,235	\$ 42,036	1,199	97%		Includes \$1,000 pd by HH Foundation for Lobby Day
Postage	5,075	\$ 5,223	(148)	103%		
Library Materials (books, video, etc.)	313,300	\$ 313,300	0	100%		Includes \$6,082 in extra funding from HH Foundation, \$1,550 HH Friends, \$7,395 Gifts
Utilities	75,700	\$ 61,138	14,562	81%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 19,642	0	100%		Includes \$9,143 paid by HH Foundation, \$1,590 Anderson Foundation
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 3,723	1,277	74%		
Insurance	24,108	\$ 24,038	70	100%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 35,800	0	100%		Includes audit \$6,450, \$4,639.34 paid to Foor & Assoc & \$5,917 to S. Oliver for 2012 projects
Data Processing Expenses (Cost Share)	90,630	\$ 90,663	(33)	100%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 23,985	0	100%		incl=\$742 pd by HH Foundation, \$1,042 HH Friends, \$6,697 Friends of CCLD, \$498 in Grant funds, \$1,034 Marketing expenses (SRC final party) ARTS \$450, \$1,932 Gannett Foundation M.A.D.D.
Chemung County costs (B&G, vision)	17,200	\$ 11,596	5,604	67%		
Capital Improvements STATE CONST see below	20,000	\$ 11,286	8,714	56%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends, \$3,924 pd by HH Foundation
Contingency Fund	55,739	\$ 94,522	(38,783)	170%		BKM Repairs - \$3,389, Supplies \$25,086, Library Programming \$16,504, Equipment \$26,738, Prof Fees \$7,006, Telephone \$1,193, Lib Materials \$8,358, Bldg expenses \$6,248
Debt Service	\$ 62,458	\$ 62,459	(1)	100%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 2,914,435	\$ 24,310	99%	100%	
2012 & 2013 State Construction Projects		\$ 333,723				
TOTAL EXPENSES		\$ 3,248,158				

Actual amounts over budget = \$40,155. Extra funding received - not budgeted - \$81,933

Unpaid Bills Detail

As of January 8, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AT&T - Georgia			
	01/08/2014	long distance-Central annual fee	275.00
Total AT&T - Georgia			<u>275.00</u>
Brodart Co.			
	01/08/2014	Play house for LabCentral	300.96
Total Brodart Co.			<u>300.96</u>
Chemung County Chamber of Commerce			
	01/08/2014	Membership Dues - 2014	240.00
Total Chemung County Chamber of Commerce			<u>240.00</u>
Chemung County Treasurer			
	01/08/2014	Sewer tax for Central	1,575.68
Total Chemung County Treasurer			<u>1,575.68</u>
EBSCO Subscription Services			
	01/08/2014	magazine subscriptions-pd with Gift funds	327.89
Total EBSCO Subscription Services			<u>327.89</u>
Faye Crance			
	01/08/2014	Jan 2014 Programming - VE Paid with grant \$	40.00
Total Faye Crance			<u>40.00</u>
Fire Alarm Service Technology, Inc.			
	01/08/2014	Annual monitoring-panic alarms BF/WE	600.00
Total Fire Alarm Service Technology, Inc.			<u>600.00</u>
Foor & Associates Architects			
	01/08/2014	Add'l scope of work-Haz Material	2,000.00
Total Foor & Associates Architects			<u>2,000.00</u>
Fred Pryor Seminars			
	01/08/2014	Registration-workshop for Director 2/12	149.00
Total Fred Pryor Seminars			<u>149.00</u>
Madcap Productions			
	01/08/2014	Deposits for July prog - HH/Central	675.00
Total Madcap Productions			<u>675.00</u>
Perry & Carroll, Inc.			
	01/08/2014	Insurance policies- 1st installment 2014	11,673.82
Total Perry & Carroll, Inc.			<u>11,673.82</u>
Reliable Computer Products			
	01/08/2014	printer cartridges BKM	51.65
Total Reliable Computer Products			<u>51.65</u>
Supermedia LLC			
	01/08/2014	phone book ad annual for 2014	453.70
Total Supermedia LLC			<u>453.70</u>

Unpaid Bills Detail

As of January 8, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Tanglewood			
	01/08/2014	2/1/14 program at Central	<u>65.00</u>
Total Tanglewood			<u>65.00</u>
Town of Elmira			
	01/08/2014	WE - Sewer Tax - 2014	<u>139.08</u>
Total Town of Elmira			<u>139.08</u>
Town of Horseheads			
	01/08/2014	HFL- Sewer Tax - 2014	<u>275.64</u>
Total Town of Horseheads			<u>275.64</u>
U.S. Toy Co/Constructive Playthings			
	01/08/2014	Puppets/magnifiers/gear set for LabCentral	<u>168.31</u>
Total U.S. Toy Co/Constructive Playthings			<u>168.31</u>
Unique Management Services, Inc.			
	01/08/2014	DEC placements	<u>690.82</u>
Total Unique Management Services, Inc.			<u>690.82</u>
Village of Horseheads			
	01/08/2014	Fire Inspection at HH	<u>100.00</u>
Total Village of Horseheads			<u>100.00</u>
Wegmans Food Markets Inc.			
	01/08/2014	Program Supplies Central AD/Teen/JUV & WE	<u>277.16</u>
Total Wegmans Food Markets Inc.			<u>277.16</u>
			<u><u>20,078.71</u></u>

Chemung County Library District General Fund

Document #2014-3

Unpaid Bills Detail

As of January 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
3M Company			
	01/06/2014	Service agmt for Security gate at Steele-Annual	1,314.00
Total 3M Company			<u>1,314.00</u>
Brian P. Harris			
	01/06/2014	Mileage reimb 10/22-12/12/13	73.45
Total Brian P. Harris			<u>73.45</u>
Brodart Co.			
	01/06/2014	puzzles for LabCentral	17.00
Total Brodart Co.			<u>17.00</u>
Capabilities, Inc.			
	01/06/2014	Library Cleaning - HFL, WE, & BF DEC	916.00
Total Capabilities, Inc.			<u>916.00</u>
Casella Waste Systems, Inc.			
	01/06/2014	BF/WE/HH NOV invoice	164.54
Total Casella Waste Systems, Inc.			<u>164.54</u>
CCLD Petty Cash			
	01/06/2014	Petty Cash reimbursement - BF/WE	230.76
Total CCLD Petty Cash			<u>230.76</u>
Cengage Learning, Inc.			
	01/06/2014	Fiction Purchases-Central/WE	432.75
Total Cengage Learning, Inc.			<u>432.75</u>
Center Point Large Print			
	01/06/2014	BKM calendars/FIC lg print	386.11
Total Center Point Large Print			<u>386.11</u>
Chemung Canal Trust Company			
	01/06/2014	DEC charges-computer software	290.43
Total Chemung Canal Trust Company			<u>290.43</u>
Doris Jean Metzger			
	01/06/2014	Programming - Teen at Central	67.00
Total Doris Jean Metzger			<u>67.00</u>
Haefele TV, Inc.			
	01/06/2014	Internet for Van Etten -annual for 2014	659.40
Total Haefele TV, Inc.			<u>659.40</u>
Horseheads Do It Center			
	01/06/2014	HH - salt for sidewalks	21.59
Total Horseheads Do It Center			<u>21.59</u>
Ingram Library Services			
	01/06/2014	Library materials - JAN statement	1,599.55
Total Ingram Library Services			<u>1,599.55</u>

Chemung County Library District General Fund

Document #2014-3

Unpaid Bills Detail

As of January 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
JanWay Company USA, Inc.			
	01/06/2014	bal due on red bags	119.65
Total JanWay Company USA, Inc.			<u>119.65</u>
MCI			
	01/06/2014	Long distance chg-BF/HH	56.65
Total MCI			<u>56.65</u>
Melinda Howard			
	01/06/2014	Patron Refund	20.00
Total Melinda Howard			<u>20.00</u>
MH Software			
	01/06/2014	Calendar Software - all libraries-2014 annual fee	540.00
Total MH Software			<u>540.00</u>
MidWest Tape			
	01/06/2014	DVD/Audio purchases - HH/WE	803.67
Total MidWest Tape			<u>803.67</u>
South Central Regional Library Council			
	01/06/2014	Registration fee Coll Dev workshop 1/16&23`	50.00
Total South Central Regional Library Council			<u>50.00</u>
Staples Credit Plan			
	01/06/2014	Computer/Software purchases	679.58
Total Staples Credit Plan			<u>679.58</u>
Time Warner Cable			
	01/06/2014	VPN service BF/Central	363.12
Total Time Warner Cable			<u>363.12</u>
Verizon			
	01/06/2014	phone service HH/Central Elevator	80.59
Total Verizon			<u>80.59</u>
Verizon Wireless			
	01/06/2014	BKM/Admin. cellular service	204.62
Total Verizon Wireless			<u>204.62</u>
Whitesville library			
	01/06/2014	Patron Refund	42.99
Total Whitesville library			<u>42.99</u>
			<u><u>9,133.45</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 31, 2013

Document #2014-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	12/31/2013	Reference material-on order	143.53
Total ABC-CLIO, Inc.			<u>143.53</u>
New York Legal Publishing Corp.			
	12/31/2013	reference material	132.50
Total New York Legal Publishing Corp.			<u>132.50</u>
Value Line Publishing, Inc.			
	12/31/2013	reference materials	289.00
Total Value Line Publishing, Inc.			<u>289.00</u>
			<u><u>565.03</u></u>

Unpaid Bills Detail

	Date	Memo	Open Balance
Amazon Credit Plan			
	12/31/2013	Purchases - all libraries 11/7-12/9	2,749.63
Total Amazon Credit Plan			<u>2,749.63</u>
Center Point Large Print			
	12/31/2013	BKM large print	121.02
Total Center Point Large Print			<u>121.02</u>
Demco, Inc.			
	12/31/2013	Furniture for HH Pd by Foundation	6,300.00
Total Demco, Inc.			<u>6,300.00</u>
Grey House Publishing			
	12/31/2013	Children's Core Collection	237.50
Total Grey House Publishing			<u>237.50</u>
Horseheads Yearbook			
	12/31/2013	2013/14 yearbook	60.00
Total Horseheads Yearbook			<u>60.00</u>
Ingram Library Services			
	12/31/2013	Library materials - interim invoices	6,271.58
Total Ingram Library Services			<u>6,271.58</u>
MidWest Tape			
	12/31/2013	DVD/Audio purchases - Central	5,264.29
Total MidWest Tape			<u>5,264.29</u>
Petty Cash-Central			
	12/31/2013	Postage/Teen&AD program/VE book purchase	302.64
Total Petty Cash-Central			<u>302.64</u>
Random House, LLC			
	12/31/2013	AV purchases - Central	105.00
Total Random House, LLC			<u>105.00</u>
Recorded Books			
	12/31/2013	AV purchases - Central	498.00
Total Recorded Books			<u>498.00</u>
Southern Tier Library System			
	12/31/2013	eBook NF	279.13
Total Southern Tier Library System			<u>279.13</u>
			<u><u>22,188.79</u></u>

Document #2014-4

Report of the January 6th, 2014 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 Monday, January 6th, 2014 beginning at 6:00pm. Attending the meeting were Richard Roberts, Marge Kappanadze, Sue Cook and Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Roberts stated that he continues to work on scheduling a date to meet with the CSEA union reps as requested by them.

Mr. Shaw discussed the following:

- The inspection as required by Worker's Compensation regarding work place safety has been completed. The inspector charges \$115 per hour. No invoice has been received to date. As a result of the inspection, a Safety Committee will be formed to be made up of CCLD Administration (Ron & Joan) and the President and Vice President of the Union. Also, a Safety Manual will be created and signs will be posted at each library showing evacuation plans in case of emergencies. Sue Oliver has been contacted to draw up the evacuation plans which will show emergency exits, placement of fire extinguishers, etc.
- Effective today, several staff members have been transferred from one facility/department to another in an effort to continue moving the Library District forward. These changes have been discussed at previous meetings of the board.
- On Thursday, January 2nd, the decision was made to close all CCLD facilities at 5pm due to the inclement weather.
- Hogmanay – fine exempt week – was a success with approximately \$1,000 in fines being forgiven which then frees up patrons to begin using their library card again.

The Committee discussed the Flood Insurance quotes and whether or not each CCLD should be covered with Flood Insurance. The actual quotes will be sent out to the full board and a decision on coverage is needed at the January meeting of the board.

Ms. Santulli presented the Unpaid Bills Detail dated 12/31/13 for the General Fund in the amount of 22,188.79 and for the Grant Fund - \$565.03 and the 1/6/14 General Fund invoices in the amount of \$9,133.45. Ms. Cook moved, seconded by Ms. Reynolds to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:45pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Thursday, February 5th at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-5

Report of the January 8th, 2014 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 Wednesday, January 8th, 2013. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:10am.

Ms. Santulli presented the December 31st, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented and discussed the 1/8/14 Unpaid Bills Detail for the General Fund bills totaling \$20,078.71 (that includes the 1st quarter payment to Perry & Carroll for Property & Liability Insurance). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported receipt of a \$3,000 check from the Southern Tier Library System. He will follow up with STLS to determine where to distribute the funds.

Regarding the Flood Insurance quotes, Mr. Shaw stated that \$500,000 of coverage for each building is the maximum that is offered. A decision of the board is necessary by the January meeting. Mr. Shaw reminded the committee of the 30 day period before coverage takes effect.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 12th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-6

Report of the January 8th, 2014 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, January 8th, 2014. Board members attending the meeting were Michael Muldoon, Rita Dery and John Savash by speaker phone. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

Mr. Shaw discussed the following:

- Cost over-runs for the current projects have been sent via email to the Board members for approval at the January meeting of the full board.
- The newest quotes for Flood Insurance have been emailed to board members. A decision on which buildings to cover with this insurance is needed at the January meeting.
- An interim invoice from Foor & Associates (Project Manager for the 2013 projects) has been received. The Committee reviewed the invoice and recommended payment. The invoice will be forwarded to the January meeting of the board.
- A notice was received from the Elmira Water Board reminding CCLD that the back-flow preventer testing at the Central Library is due. Mr. Shaw will call and get it scheduled.
- The bid specs for the 2013 Central Library Construction projects are in process of being developed and will be published in the spring with an expected start date of May of 2014.
- The new Elevator Project at the Central Library – Mr. Shaw is attempting to get information from the County regarding bid specs as they have recently installed new elevators in some of their facilities.

The Committee discussed the convenience of either Mr. Savash or Mr. Muldoon participating in the meeting via speaker phone or even Skype. This matter will be discussed at the January meeting of the board.

Mr. Savash stated that he is working on the multi-year budget for CCLD and expects to have it completed by the February meeting of the board.

The meeting adjourned at 3:20pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, February 12th, 2014 at 3pm in the Director's Office at the Steele Memorial Library.