



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 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 16, 2015, 2015 at 6:00 pm at the **West Elmira Branch, 1231 W. Water St. Elmira, NY 14905**. 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 #2015-19)
4. Treasurer's report
 - a) Financial report (document #2015-20)
 - b) Report of Unpaid Bills Detail (document #2014-21)
6. Correspondence
7. President's report.

Consent Items:

Approval of Donation from The Public Library Foundation of Chemung County.

Resolved that the Chemung County Library District accept the donation of \$10,000 from the Public Library Foundation of Chemung as stipulated.

Approval of Donation from The Steele Memorial Library Foundation.

Resolved that the Chemung County Library District accept the donation of \$20,000 from The Steele Memorial Library Foundation.

Approval of Section 500 of the CCLD Board of Trustees Policy Manual.

Resolved that the CCLD Board of Trustees approve Section 500 of the policy manual.

8. Director's Report:

Approval of Purchase of Additional 3D Printers.

Resolved that the CCLD Board of Trustees approve the purchase of an 2 additional 3D printers as requested.

Approval of Digital Media Lab Digital Media Lab Rules of Use

Resolved that the CCLD Board of Trustees approve the Digital Media Lab Rules of Use as presented.

Approval of 2014 NYS Annual Report.

Resolved that the CCLD Board of Trustees approve the 2014 NYS Annual Report as submitted to STLS.

9. Committee reports:

- a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-22)
- b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-23)
- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-24)

d) Personnel Committee (Kappanadze)

Approval of Personnel Actions (Appendix C)

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

*(Minutes of the March 2015 meeting of the Chemung County Library District Board of Trustees.
Document #2015-19)*

Minutes of the March 19, 2015 meeting of the Chemung County Library District Board of Trustees. The meeting was called to order at 6:04pm President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Tim Blandford and Jessica Roberts. Excused: Jack Schamel and Jim Hare. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the February 2015 meeting (Document #2015-13) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The February 28, 2015 Financial Report (Document #2015-14) was presented for board review. By unanimous consent the February 28, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-15). The March 11th list includes the 1st Quarter 2015 Cost Share invoice to the Southern Tier Library System (STLS) and the 1st Quarter Debt Service payment to Chemung County. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/11/15 – General Fund \$75,408.83 as distributed.

Correspondence. Letters were received from the following: (1) STLS Foundation notifying CCLD of a successful grant application in the amount of \$1,000 to support the Steele Library's Logo Club; (2) YWCA thanking Janet Ackerman for working with them in reserving meeting space ; (3) ARTS Council for the Library District becoming a "cultural partner" which means that CCLD publicity will be included in their events calendar and website; (4) STLS for CCLD board member's participation in Lobby Day in Albany and (5) letter to the South Central Regional Library Council (SCRLC) supporting an STLS RBDB (Regional Bibliographic Data Bases) grant for training library staff in digital literacy.

President's Report. Mr. Roberts reported that the negotiating committee has a tentative date for mid-April to meet with a mediator regarding union issues. He also reported on the recent meeting he and Ms. Kappanadze had with our State Legislators: Senator O'Mara and Assemblymen Friend and Palmesano. They are supportive of the Library District's request to amend the Legislation that formed the District to allow the board to delegate the approval of invoice to their designee which in this case would be the Executive Committee. The next step is for them to consult with the State Attorney to be sure of the legality of the request. Local requests being made to the Legislature are usually brought up last in their current session so it may be June or later before a decision is made.

CONSENT ITEM: Request from the Public Library Foundation of Chemung County (Horseheads Foundation) to name the Horseheads Free Library meeting room in honor of Earle Catlin. Ms. Chollet moved, seconded by Ms. Reynolds to name the meeting room at the Horseheads Library the "Earle R. Catlin Meeting Room" in honor of his 40+ years of service to the library and the community. **VOTE:** Unanimously Approved.

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

- Director's Advisory Council. The next meeting is being held March 26, 2015 at which time magazine database funding will be discussed. A trial period will be set up with two companies – Zinio and Flipster and only one will be chosen. STLS is still in the process of getting other libraries in the System to participate.
- Continuing Ed Day. May 8th has been set aside for a joint Continuing Education Day with STLS member libraries attending. Possible presenters include topics such as self-defense, work place violence and active shooter training.

- TechULearn. The Library District staff is working with this company so that the District will be able to provide advanced computer courses to the public. TechULearn would be charging for the classes, patrons would pay them in advance and in return, TechULearn is offering complementary training for the staff and possibly a portion of their revenue. The board discussed whether or not a policy needs to be drawn up that will address for-profit company's use of library facilities to promote their business. Mr. Muldoon moved, seconded by Ms. Silvernail to authorized TechULearn to go ahead with planning advanced computer classes for the public. VOTE: 11 Yes, 1 No. Motion Carried.
- Scheduling Software. Library District staff have been researching the possibility of purchasing Scheduling Software for use in scheduling staff to work in the various areas of the library. People Where/Web Clarity is recommended and used by other libraries. It is built specifically for libraries and has more features than just desk scheduling. With the Library District's high cost of utilizing professional staff to make the schedules, the cost from Web Clarity of \$3,977 is a huge cost savings. The quote represents an annual subscription fee of \$1,997 and a one-time implementation fee of \$1,980. Ms. Chollet moved, seconded by Mr. Muldoon to allow the purchase of the People Where software from Web Clarity in the amounts specified above. VOTE: Unanimously Approved.
- Crayon Kiosk. With the \$10,000 donation to the Big Flats Library, Supervisor Glenice Peel plans to purchase one "Crayon Kiosk" that includes the kiosk, 4 chairs and iPads preconfigured for kid's safety that will allow for 52 Apps to be loaded on the iPads. The total cost for this kiosk is \$4,420.82. Board members had no issues with this purchase.
- Discretionary Policy – Alcohol in CCLD buildings. The current Meeting Room Policy prohibits any alcohol on Library District properties. This resulted in the Friends of CCLD needing to postpone their plans for a fund-raising soiree to be held in May. Their plan was to include wine-tasting as part of the party. Board members discussed in detail the need for a rational basis on which groups would be allowed to include alcohol in their event should the Library District decide to amend the policy. They also discussed how it would be controlled. Ms. Dworkin moved, seconded by Ms. Roberts to investigate writing a policy that would allow use of alcohol by outside groups utilizing Library District facilities. VOTE: 10 Yes, 2 No. Motion Carried.
- Teen LARP. This Live Action Role Play activity will take place after hours on Friday March 21st. Teens have made swords out of Styrofoam for this activity.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2015-16). Nothing new to report

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-17). Nothing new to report

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-18). Mr. Muldoon reported that Hunt Engineers expects to have bid documents ready to send out for bid in mid-April for the Steele Elevator Project. Hunt will meet with the B&G Committee at the April meeting to go over the project schedule and the status of the bid documents. The Energy Audit has been submitted to NYSERDA for an internal review. Regarding the blacktop issues at the Big Flats Library, CCLD has not heard from Bob Butcher who was the Project Manager for the initial job. The issues do not appear to have been caused by an improper installation of the blacktop.

Mr. Shaw stated that due to several hygiene and damage issues, he plans to begin locking all CCLD libraries' public restrooms and have patrons sign for a key. The patron may need to leave their library card or keys in order to be sure the bathroom key is returned. The toilet at the Big Flats Library continues to have problems with overflowing. The County B&G is looking into the cause.

Other County B&G issues include a roof repair at the West Elmira Library where a limb from a tree on the side entrance made a hole in the roofing membrane. The County recommends that the tree be removed along with a dead tree in front of the building. Mr. Shaw will be contacting a tree removal service to have this taken care of. Mr. Dieterle, the Supervisor of the County B&G will be conducting a "tour" for library staff in order to show the locations of various equipment and a brief description of their function. Mr. Shaw reported receipt of the 2014 report from the County B&G department that shows the amount of funds saved by participating with the County in Shared Services. The County provides the labor, the Library District pays for any supplies needed for the repair & maintenance of our buildings.

Regarding the Chiller Replacement Project, Mr. Shaw has spoken to Ms. Reif at Senator O'Mara's office. She plans to submit the Chiller Project to the State's Budget Committee as soon as they know how much funding will be devoted to capital projects in the coming year's budget. Mr. Shaw also received confirmation that the Library District is not eligible for funding under the transformative/economic project being offered by the State. He will be speaking to Ms. Lattin in Senator O'Mara's local office regarding the NYS Economic Development programs.

Personnel Committee. Ms. Kappanadze reported that the Committee continues to work on the new format for the development of a plan for the Director's annual evaluation. They want to guarantee that it is an effective tool for evaluation.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C) Two new staff members (part-time Library Pages) were hired to replace those who left last month and two staff members are receiving a step increases. Ms. Dworkin moved, seconded by Ms. Reynolds to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Mr. Shaw also requested approval for 2 promotions to part-time Library Clerks for 2 current part-time Pages. This will provide more flexibility in scheduling as clerks can work more independently than pages. He also requested to hire a part-time Library Page for the Steele Library. One of Steele's current Pages will be sent to the Horseheads Library to fill the gap when Library Clerk Erickson begins to share her full-time status between Van Etten and the Steele Library. Mr. Jones moved, seconded by Ms. Roberts to approve these requests. VOTE: Unanimously Approved. Mr. Shaw also reported that one full-time Clerk currently working at the West Elmira Library will be off on maternity leave by the end of April. Staff members from Steele will be sent to West Elmira to fill in the gap while she is off.

Old Business. None.

Public Expression. Denise King, STLS board member, thanked all those who participated in Advocacy Day. She reminded the board that there is still a vacancy on the STLS board for a representative from Chemung County. Anyone with ideas on parties that might be interested should contact Denise.

Ms. Roberts moved, seconded by Mr. Blandford to move into Executive Session to discuss CCLD's Policy Manual and to consult with legal counsel. Ms. Dworkin moved, seconded by Ms. Silvernail to come out of Executive Session. Mr. Blandford left the meeting during the Executive Session.

CONSENT ITEM: Ms. Roberts moved, seconded by Ms. Dworkin to approve the following Resolution to Adopt Policy Manual, Section 400 – Finance as follows:

WHEREAS, the Board recently authorized and directed the development and maintenance of a unified Policy Manual for Library District operations; NOW THEREFORE, it is RESOLVED, that the Board hereby adopts the following policies in the "400" Series, except 460 and 461 which are hereby tabled; and it is further RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

- 400 Budget Development
- 410 Administration of the Budget
- 420 Investments
- 425 Accepting Gifts
- 430 Borrowing
- 435 Sale and Disposal of District Property
- 465 Travel Expense Reimbursement
- 470 Reserve Funds
- 480 Fund Balance Reporting
- 490 Publication of Annual Reports

VOTE: Unanimously Approved

New Business. Ms. Rogan requested that the board take action to save a “physician’s database” used by the library for which the Governor is proposing to discontinue in the upcoming budget. Ms. Rogan moved, seconded by Ms. Dworkin to adopt the following resolution to be sent to the Library District’s representatives on the State Legislature:

WHEREAS, the Chemung County Library District is dedicated to providing the citizens of Chemung County with access to a wide variety of information sources with relevance to their daily lives; and

WHEREAS, the Library District regularly assists patrons with using databases maintained by New York State and other governmental entities for the benefit of the public; and

WHEREAS, Library District staff routinely answer patron questions about how to access and use the State Department of Health’s Physician Profile website (www.nydoctorprofile.com) which allows consumers to research the education and malpractice records of doctors licensed to practice in New York ; and

WHEREAS, Governor Cuomo has proposed discontinuing the Physician Profile website which is a valuable resource for our community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Chemung County Library District hereby urges the Governor, Assembly, and Senate to retain the Physician Profile database and website by ensuring full funding for this essential public resource.

VOTE: Unanimously Approved.

The rules for usage of the Media Lab were sent to the board in writing. These rules will be on the Agenda for the April meeting for review and approval.

Ms. Santulli requested that two additional invoices be approved by the board: Chemung Valley Fiber Arts Guild in the amount of \$100 for a program being held at the Steele Library on March 28th and South Central Regional Library Council in the amount of \$378.75 for lyndaPro licenses 12/14-12/15. Ms. Dworkin moved, seconded by Ms. Hayes to pay these 2 bills totaling \$478.75 from the General Fund. VOTE: Unanimously Approved.

Board members discussed beginning to use official library emails instead of their personal email addresses for all library correspondence.

The meeting was adjourned at 8:51pm. The next regular meeting of the board will be held on **Thursday, April 16th, 2015 at 6:00pm at the West Elmira Library, 1231 West Water Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - March 31, 2015

(DOCUMENT #2015-20)

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 41,752	\$ 26,048	62%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 14,190				Donation for VanEtten Library; HH Friends \$10,350; CCLD Friends \$3,840
Foundation Contributions	\$ 165,000	\$ 30,000	\$ 135,000	18%		1st Qtr SML \$20K, HH \$10K
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	\$ 0	100%		2015 taxes - received all
PIL/OT Funds	\$ 30,000	\$ -				
Interest on Investments	\$ 1,000	\$ 74	\$ 926	7%		
State Aid	\$ -	\$ -				
Central Library Development	\$ 80,000	\$ -	\$ 80,000	0%		
Central Book Aid	\$ 54,000	\$ -	\$ 54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	\$ 37,000	0%		
Other State Aid	\$ -	\$ 10,623	\$ (10,623)			Final for HH and Steele 2014 Construction Projects
TOTAL INCOME	\$ 3,112,424	\$ 2,774,263	\$ 322,351	89%	25%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,333,656	\$ 296,626	\$ 1,037,030	22%		
Overtime & Holiday Salaries	7,035	\$ 3,303	\$ 3,732	47%		
Employee Benefits						
FICA	105,185	\$ 24,831	\$ 80,354	24%		
NY State Retirement	287,205	\$ 61,486	\$ 225,719	21%		
Medical & Dental	392,982	\$ 100,129	\$ 292,853	25%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 21,479	\$ (1,216)	106%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,146,326	\$ 507,854	\$ 1,638,472	24%	25%	
Contractual						
Equipment	27,161	\$ 901	\$ 26,260	3%		
Telephone	12,300	\$ 10,022	\$ 2,278	81%		Verizon-paid annual fees
Supplies	37,200	\$ 16,661	\$ 20,539	45%		\$228 Grant for MS; \$800 CCLD Friends reimb; \$3,170 HH Friends; Gifts \$706; HH Found \$706
Travel & Continuing Education	15,615	\$ 1,330	\$ 14,285	9%		
Repairs & Maintenance	39,060	\$ 10,138	\$ 28,922	26%		
Postage	2,625	\$ 235	\$ 2,390	9%		
Library Materials (books, video, etc.)	302,551	\$ 58,962	\$ 243,589	19%		Incl \$31 Gifts; \$96 CCLD Friends reimb for Kinderbook
Utilities	66,000	\$ 21,712	\$ 44,288	33%		4th Qtr 2014
Building Cleaning Supplies	18,125	\$ 6,754	\$ 11,371	37%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 482	\$ 3,518	12%		
Insurance	39,913	\$ 29,297	\$ 10,616	73%		ANNUAL for D&O Insurance and Flood Ins \$11,794; 1st & 2nd of 4 for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ -	\$ 1,000	0%		Energy Study \$2,525
Professional Fees (audit, engineer/legal fees)	20,255	\$ 8,808	\$ 11,447	43%		ANNUAL for Time Warner (VPN), 1st Qtr \$115
Data Processing Expenses (Cost Share)	118,713	\$ 33,373	\$ 85,340	28%		
Payment of Taxes	4,775	\$ 4,757	\$ 18	100%		
Library Programming	27,500	\$ 13,716	\$ 13,784	50%		HH Friends \$3,852; CCLD Friends \$53; Gifts \$495; Grant funds \$150; VE \$200; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 2,197	\$ 6,803	24%		
Capital Improvements STATE CONST see below	10,000	\$ 425	\$ 9,575	4%		
Contingency Fund	86,933	\$ -	\$ 86,933	0%		
Debt Service	\$ 62,372	\$ 15,593	\$ 46,779	25%		1st Qtr payment
Subtotal Expenses	\$ 3,051,424	\$ 743,217	\$ 2,308,207	24%	25%	
2014 & 2015 State Construction Projects						
TOTAL EXPENSES	\$ 3,051,424	\$ 743,217	\$ 2,308,207	24%	25%	

**Chemung County Library District General Fund
Unpaid Bills Detail
As of April 8, 2015**

Document #2015-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A & M Works, Inc.			
		West Snow removal 1/22-3/4	<u>1,250.00</u>
Total A & M Works, Inc.	04/07/2015		1,250.00
Aleta Yarrow			
		Expressive Drawing Workshop 5/18 - Adult Prog	<u>150.00</u>
Total Aleta Yarrow	04/07/2015		150.00
Amanda Farley			
		programming purchases HH	<u>22.93</u>
Total Amanda Farley	04/07/2015		22.93
Capabilities, Inc.			
		Library Cleaning - WE/BF/HH MARCH 2015	<u>1,390.00</u>
Total Capabilities, Inc.	04/07/2015		1,390.00
Convenient Tape & Supplies			
		receipt printer tape supply - all libraries	<u>191.11</u>
Total Convenient Tape & Supplies	04/07/2015		191.11
Demco, Inc.			
		Posters/labels/DVD cases ST/HH	<u>475.36</u>
Total Demco, Inc.	04/07/2015		475.36
Fire Alarm Service Technology, Inc.			
		Annual fire alarm monitoring ST	<u>330.00</u>
Total Fire Alarm Service Technolog	04/07/2015		330.00
Gressco LTD.			
		DVD security cases for ST	<u>535.74</u>
Total Gressco LTD.	04/07/2015		535.74
H. L. Treu Office Supply Corp.			
		Replacement keybd trays Pub Svc desks ST	<u>1,028.08</u>
Total H. L. Treu Office Supply Corp	04/07/2015		1,028.08
JanWay Company USA, Inc.			
		SRC t-shirts for giveaways pd by Marketing	665.60
	04/07/2015	supply of red CCLD bags	<u>776.05</u>
Total JanWay Company USA, Inc.	04/07/2015		1,441.65
Multi Media Services			
		supply of time off cards - all staff	<u>137.17</u>
Total Multi Media Services	04/07/2015		137.17
Oriental Trading Company, Inc.			
		Program Supplies ST JUV	<u>84.73</u>
Total Oriental Trading Company, In	04/07/2015		84.73
Raco Industries			
		replacement receipt printers ST	<u>331.65</u>
Total Raco Industries	04/07/2015		331.65

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 8, 2015

Document #2015-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Rhode Island Novelty			
		ST-JUV program supplies	20.40
Total Rhode Island Novelty	04/07/2015		<u>20.40</u>
Sayles & Evans			
		Legal fees - Coll Bargaining 1/13-1/16	1,365.00
Total Sayles & Evans	04/07/2015		<u>1,365.00</u>
Southern Tier Library System			
		processing fees MARCH all libraries	1,097.25
Total Southern Tier Library System	04/07/2015		<u>1,097.25</u>
Swift Office Equipment, Inc.			
		Maint. Contract-HH copier 11/14-2/15	625.00
Total Swift Office Equipment, Inc.	04/07/2015		<u>625.00</u>
Turtle Leaf Cafe			
		5/14 program at WE	35.00
Total Turtle Leaf Cafe	04/07/2015		<u>35.00</u>
Ultimate Fit Chick			
		3 exercise wkshops 4/11-4/25	150.00
Total Ultimate Fit Chick	04/07/2015		<u>150.00</u>
Unique Management Services, Inc.			
		MARCH 2015 collection notices	384.85
Total Unique Management Services	04/07/2015		<u>384.85</u>
Wegmans Food Markets Inc.			
		Programming JUV	63.24
Total Wegmans Food Markets Inc.	04/07/2015		<u>63.24</u>
			<u><u>11,109.16</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 1, 2015

Document #2015-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Al Baccile Paving, LLC			
	04/01/2015	HH Snow removal 3/1-3/3	225.00
Total Al Baccile Paving, LLC			<u>225.00</u>
Amanda Farley			
	04/01/2015	programming purchases HH	121.19
Total Amanda Farley			<u>121.19</u>
Amazon Credit Plan			
	04/01/2015	2/9-3/9 purchases all libraries	5,151.07
Total Amazon Credit Plan			<u>5,151.07</u>
Becky Cart			
	04/01/2015	Knitting Program at HH 3/31	120.00
Total Becky Cart			<u>120.00</u>
Belfast Public Library			
	04/01/2015	lost book paid	20.00
Total Belfast Public Library			<u>20.00</u>
Blackstone Audio			
	04/01/2015	DVD purchases Feb/Mar	431.95
Total Blackstone Audio			<u>431.95</u>
CCLD Petty Cash			
	04/01/2015	Petty Cash BF/WE	389.16
Total CCLD Petty Cash			<u>389.16</u>
Cengage Learning, Inc.			
	04/01/2015	Fiction Purchases-ST	392.03
Total Cengage Learning, Inc.			<u>392.03</u>
Chemung Canal Trust Company			
	04/01/2015	BF Phones/workshop reg/programming AD/BF, hotel exp	1,459.76
Total Chemung Canal Trust Company			<u>1,459.76</u>
Chris Capilli			
	04/01/2015	Patron Refund 4 books	60.00
Total Chris Capilli			<u>60.00</u>
Costume Specialists			
	04/01/2015	Llama Llama costume-all libraries	140.00
Total Costume Specialists			<u>140.00</u>
D-'s Pierogi Place			
	04/01/2015	4/9 Program at WE	60.00
Total D-'s Pierogi Place			<u>60.00</u>
David Moreland			
	04/01/2015	Magic show at ST 4/18	320.00
Total David Moreland			<u>320.00</u>

Unpaid Bills Detail

As of April 1, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	04/01/2015	mileage/TinkerLab supplies	235.33
Total Deborah L. Brimmer			<u>235.33</u>
Glenice Peel			
	04/01/2015	mileage reimb 2/24-3/17	93.73
Total Glenice Peel			<u>93.73</u>
Image Integrator			
	04/01/2015	print cartridge for MF machine	219.00
	04/01/2015	Maint agreements 3 MF machines	2,645.00
Total Image Integrator			<u>2,864.00</u>
Imperial Door Controls, Inc.			
	04/01/2015	Maint agmt WE doors 2/1/15-1/31/16	480.00
Total Imperial Door Controls, Inc.			<u>480.00</u>
Ingram Library Services			
	04/01/2015	Library materials - April 2015 statement	8,647.92
Total Ingram Library Services			<u>8,647.92</u>
Jabe Warren			
	04/01/2015	Seed program at HH pd by Friends	800.00
Total Jabe Warren			<u>800.00</u>
Lizbeth's Botanicals			
	04/01/2015	4/14 prog at BF	40.00
Total Lizbeth's Botanicals			<u>40.00</u>
Michael Truesdail			
	04/01/2015	Mileage reimb 1/21-3/26	22.43
Total Michael Truesdail			<u>22.43</u>
MidWest Tape			
	04/01/2015	DVD/Audio purchases - ST/HH/WE	3,343.60
Total MidWest Tape			<u>3,343.60</u>
Nan Hoffman			
	04/01/2015	5/7 prog at WE	400.00
Total Nan Hoffman			<u>400.00</u>
Petty Cash-Steele			
	04/01/2015	prepd card BF kiosk/postage/wkshop reimb/YA book	439.32
Total Petty Cash-Steele			<u>439.32</u>
Rebecca Jackson			
	04/01/2015	Mileage Reimb 1/22-3/12 - BF	26.74
Total Rebecca Jackson			<u>26.74</u>
Recorded Books			
	04/01/2015	DVD order	906.80
			<u>906.80</u>

Unpaid Bills Detail

As of April 1, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Recorded Books			906.80
Staples Credit Plan			
	04/01/2015	Public printers ST/Office HH	992.82
Total Staples Credit Plan			<u>992.82</u>
Stories Galorious			
	04/01/2015	April Adult prog at ST & WE	472.00
Total Stories Galorious			<u>472.00</u>
The Penworthy Company			
	04/01/2015	Library materials BKM/JUV/HH Juv	3,164.70
Total The Penworthy Company			<u>3,164.70</u>
WebClarity Software, Inc.			
	04/01/2015	People Where Scheduling software hosting fee	998.50
Total WebClarity Software, Inc.			<u>998.50</u>
Wegmans Food Markets Inc.			
	04/01/2015	Programming JUV	104.13
Total Wegmans Food Markets Inc.			<u>104.13</u>
			<u>32,922.18</u>

Unpaid Bills Detail

As of April 1, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	04/01/2015	Reference materials	<u>59.78</u>
Total Baker & Taylor Books			59.78
Information Today, Inc.			
	04/01/2015	reference material	<u>404.05</u>
Total Information Today, Inc.			404.05
Ingram Library Services			
	04/01/2015	Non Fiction April 2015 stmt	<u>697.38</u>
Total Ingram Library Services			697.38
New York Legal Publishing Corp.			
	04/01/2015	reference material	<u>132.50</u>
Total New York Legal Publishing Corp.			132.50
PDR			
	04/01/2015	Reference material	<u>12.95</u>
Total PDR			12.95
Southern Tier Library System			
	04/01/2015	processing fees Jan/Feb	<u>65.25</u>
Total Southern Tier Library System			65.25
Value Line Publishing, Inc.			
	04/01/2015	reference materials	<u>1,300.00</u>
Total Value Line Publishing, Inc.			<u>1,300.00</u>
			<u><u>2,671.91</u></u>

Document #2015-22

Report of the April 1st, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Georgia Reynolds, Rachel Dworkin, Marge Kappanadze; and Joan Santulli and Ron Shaw, CCLD management. Other board members in attendance were Ann Hayes, Jim Hare, Pat Silvernail, Mike Muldoon, Jack Schamel and Phyllis Rogan. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 4/1/15 for the General Fund in the amount of \$32,922.18 and the Grant Fund - \$2,2671.91. Ms. Dworkin moved, seconded by Mr. Rogan to pay the bills as listed. VOTE: Unanimously Approved.

President's Report. Mr. Roberts stated that tentative dates for meeting with a mediator concerning contract negotiations with the union have been set for either April 14 or April 27.

Ms. Santulli presented the Unpaid Bills Detail dated 3/4/15 for the General Fund in the amount of \$25,773.07 and the Grant Fund - \$1,231.96. Mr. Hare moved, seconded by Ms. Dworkin to pay the bills as listed. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw reported on the following:

- Genealogy Department. Maggie Young gave a presentation for Rotary. Mr. Shaw received universal praise for her professionalism and passion about Living History/Genealogy. She is also available for a presentation to the Board. Ms. Young has also registered Steele as a FamilySearch Affiliate Library. This means that library users can order microfilm from FamilySearch for viewing at the Steele Memorial Library. They need to have their own, free, FamilySearch Account, and pay the small fee for a microfilm order, about \$7.50. The microfilm is then sent here to the library, they can view it here, and we send it back to Utah when they are done looking at it. After staff is familiar with the process she will start publicizing.
- Bookmobile cookbook project. Ms. Jones has extended the BKM Cookbook collection until April 17th.
- Central Library staff. Ms. Lewis gave a class on iPads at the Hammondsport Library. The Cohocton Library has also sent a request for some computer training. Mr. Shaw is pleased that other libraries are starting to recognize CCLD's role as the Central Library for the Library System.
- The recent TWEEN/TEEN Video Gaming Tourney held on Monday was attended by well over 30 people. It is an excellent value for the cost.
- Continuing Education Day- May 8th. The flyer will be out next week. CCLD has arranged for Security Training from the Chemung County Sheriff's Office and Time Management by Andy Taylor from Taylor Consulting. Deb Brimmer will be part of a panel discussion on MakerSpaces. Speaking of CE, Mr. Shaw is now requiring all librarians to record their CE attendance in accordance with NYS requirements. Although this only affects Ms. Young, he believes it will prove valuable down the line for all CCLD librarians.
- Reserve Funds. Mr. Shaw has asked the CCLD Attorney to verify the types of reserve funds and how they should be designated under Comptroller's Office Local Management Guide "Reserve Funds". This should be discussed at the next meeting. Mr. Shaw has asked Mr. Wolan to investigate.

- Board member official email addresses. The Committee discussed this and determined that it is best that CCLD offer each board member an official email address through the Library District. Mr. Shaw will contact STLS to make this request.
- Director's Advisory Council. The members of the Committee are working on creating a uniform renewal policy for DVDs across all STLS libraries. The members have formed a committee to work toward creating one uniform patron registration form to be used by all STLS libraries. DAC members will request input from their population group member's libraries about the billing of loaning libraries by lending libraries for lost holds items. They will then work on creating one fair procedure for all libraries.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 6th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-23

Report of the April 8th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Richard Roberts, Georgia Reynolds, Jack Schamel and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the March 31st, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 4/8/15 Unpaid Bills Detail for the General Fund bills totaling \$11,109.16. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw distributed an updated Multi-Year budget, a proposed 2015 budget timeline and a document that explains the budget process and reasoning behind certain budget lines.

The meeting adjourned at 8:22am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 13th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Report of the April 1st, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. Katie Muldoon, representing Hunt Architects, submitted a proposed project schedule to the Committee. Upon review, the Committee requested that the time line for the project start earlier than the suggested June 1st bid requests. Mr. Shaw stated that the project can start as early mid-August. The approximate duration of construction is 5 weeks. Ms. Muldoon will check on the actual time that the elevator service will be shut down. An updated schedule will be prepared.
- Taitem Energy Audit. Taitem will be submitting the report to NYSERDA for their approval mid- March. Mr. Shaw has asked for a draft copy to be sent at that time. The report may have some changes after NYSERDA reviews it.
- Genealogy Department. The estimated cost of creating a separate department is \$85,000. The Librarian in charge of the Department, Ms. Young, does not see the need for a separate room. This project is not being considered at this time.
- Bathroom policy. The CCLD Attorney is looking into creating a policy. Mr. Shaw will check with Mr. Wolan to ensure there won't be any issues. The County Buildings & Grounds Department is working on getting the locks changed at the Steele Library. Keys will be given to patrons on an as-needed basis. It has not yet been determined whether any of the other libraries will need to have their bathrooms locked. Both the Big Flats and West Elmira Libraries have had major issues this month with the toilets in their bathrooms being out of order. Sheesley's has had to visit each library and both issues have been rectified as of this date.
- Tree Removal at West Elmira. Two trees need to be removed, one of which has caused damage to the roof at the library. Mr. Shaw has left messages with Renko's Tree Service to get estimates on removal.
- Big Flats Parking Lot. Mr. Shaw met Mr. Butcher on Monday afternoon. We discussed the situation. Mr. Butcher had received the pictures from Owen but needed to stop and take a look in person. Mr. Butcher met with Terry Maroney from Streeter- they will schedule a day when it warms up and come and fill the cracks at no charge to the District.
- Exterior Book Drop at Big Flats. The Big Flats Library Advocates have offered monetary support for the purchase. Mr. Shaw stated the cost of this type of book drop has increased significantly in the last few years. At this time, in keeping with previous committee guidance, he is opposed to purchasing an exterior book drop for Big Flats. More information would be needed prior to considering this again. This issue has been tabled.
- Use of library facilities by for-profit companies. The Committee has requested that a policy be drafted for this purpose and requested that the CCLD Attorney bring sample policies to the next meeting.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 6th, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.