



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.cclld.lib.ny.us

Agenda

The October 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 15, 2015 at 6:00 pm at the **Big Flats Library, 78 Canal St. Big Flats, NY 14814**. 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 #2015-55)
4. Treasurer's report
 - a) Financial report (document #2015-56) (To be distributed)
 - b) Report of Unpaid Bills Detail (document #2014-57) (To be distributed)
6. Correspondence
7. President's report.
8. Director's Report.
 - Consent Items: Approval of donation from the Steele Memorial Library Foundation**
Resolved: That the Board of Trustees accept the gift of \$20,000 from The Steele Memorial Library Foundation
 - Consent Items: Approval of donation from the Friends of the Chemung County Library District.**
Resolved: That the Board of Trustees accept the gift of \$\$1,500.00 from The Friends of the Chemung County Library District.
 - Consent Items: Approval of donation from The Big Flats Library Advocates**
Resolved: That the Board of Trustees accept the gift of \$1,159.44 from The Big Flats Library Advocates
 - Consent Items: Approval of donation from The Horseheads ELKS club**
Resolved: That the Board of Trustees accept the gift of \$1,439.59 from The Horseheads ELKS club
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-58)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2014-59) (To be distributed)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-60)
 - d) Personnel Committee (Kappanadze)
 - Consent Items: 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
 - a) Discussion of STLS Annual Meeting and Conference (Rogan)
13. Period for public expression
14. Adjournment

(Minutes of the SEPTEMBER 17, 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-55)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, John Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, and Jim Hare. Excused: Bonnie Chollet, Michael Muldoon, Juan Jones and Jessica Roberts. Absent: Tim Blandford. Also present were Brian Hildreth, Director of the Southern Tier Library System and Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the August 2015 meeting (Document #2015-49) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The August 31, 2015 Financial Report (Document #2015-50) was presented for board review. By unanimous consent the August 31, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-51). Mr. Schamel reported that the bill list includes the final 2015 payment to Perry & Carroll in the amount of \$5,411.00, replacement computers from Dell in the amount of \$17,864.40 and the 3rd quarter payments to both the Chemung County Treasurer (\$15,592.91) and STLS (\$27,973.75). By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/9/15 – General Fund \$86,731.41 as distributed.

The meeting was then turned over to Brian Hildreth who gave an overview of CCLD and STLS partnerships. He stated that reaction time has increased due to establishing SysAid HelpDesk for CCLD IT staff. EContent (Freegal, Zinio, eBooks) – he stated that all member libraries are now investing in eBooks and that circulation has doubled in the past year. The Southern Tier Network Dark Fiber Internet is an initiative to connect member libraries to Broadband. STLS is paying the upfront connectivity fees, CCLD will be charged a monthly fee that is currently targeted to be less than the amount being paid now. Mr. Hildreth also spoke about the fact that in 2016, STLS is required to draft its Plan of Service for 2017-2021. In addition to the standard Plan of Service, STLS will develop its own strategic plan that takes into account the real needs of its member libraries and CCLD as the leading Central Library. He also gave a report as to what was provided to member libraries in 2014 by the Steele Library as the Central Library receiving Central Book Aid and Central Library Development Aid. He reiterated the importance of the CCLD and STLS Partnership and its value – with the ability to maximize public library services within Chemung County and the Southern Tier.

Correspondence. Mr. Shaw passed around letters and thank you notes (and pictures) from Catholic Charities for the Back to School Drive; YMCA Universal Pre-K and Big Flats Youth Department for the Bookmobile; and the Chemung County Summer Cohesion Program. Suggestion Box comments and complaints from patrons were also passed around for board review. CCLD received a letter from STLS regarding vacancies on their board for Chemung County representative. He noted that the STLS Annual Meeting and Conference is scheduled for October 6, 2015 – CCLD will pay for any board member who wishes to register for the meeting. At that meeting, the Chemung County Library District will receive a plaque for winning this year's "Outstanding Promotional Video Award" offered by STLS.

President's Report.

CONSENT ITEM: Official Approval of the changes to the Legislation. Resolved by Ms. Reynolds, seconded by Ms. Hayes that the CCLD Board of Trustees approves changes to 2005, Chapter 380,

S5321/A8116 – Establishment of the Chemung County Library District – as well as the 3-year Sunset Clause as suggested by NYS. VOTE: Unanimously Approved.

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

CCLD Issues. A Flu Shot Clinic for staff and library volunteers is being offered at the Steele Library on Tuesday, September 29th. Shots are given at a special rate by Rite Aid. Board members are invited to participate. Regarding the PayPal Account – it has been set up and a “donate” button has been added to the CCLD website.

Programs. September is National Library Card Signup Month. Each library will have a drawing for patrons who get a new card or update their current card to have a chance to win. There will be an overall winner (of a Samsung Galaxy) to be drawn at the end of the month. Mr. Shaw promoted this on WENY TV this morning. The Marketing Committee is paying for these items. A patron survey has been posted online with hard copies available at all branches. To date over 100 surveys have been received. Ms. Corter has been contacted by the AIDS Task Force who will be hanging quilts in the Steele Library from November 30th to December 5th. December 1st is World Aids Day and they are planning to hold a reception at Steele on that date.

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 #2015-52). Mr. Roberts reported that the Committee voted to hire an outside contractor to install the Earle R. Catlin Meeting Room plaque should the County crews not do so by October 12th. Since this meeting, the plaque was installed by Chemung County.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-53). Nothing new to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-54). It was reported that the following: Elevator project at Steele has started. Chiller Project at Steele – New estimates have been requested from Kimble, Inc. and Trane. Grant information has been sent to DASNY and paperwork has been filed with NYS for Construction Funding. Other pending issues include the hole in the break room floor of the Big Flats Library, the Taitem Energy Audit and the Bathroom Project at the Steele Library. The neighbor adjacent to the West Elmira Library has had the tree in front of the library cut down today at no cost to CCLD.

Mr. Shaw reported that a Worker's Compensation Inspection was completed today and the inspector noted no significant deficiencies. A Safety Consultant for a Loss Control visit from Cincinnati Insurance also noted no deficiencies.

Personnel Committee. Ms. Kappanadze stated that the Committee continues to meet on a regular basis.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C). Ms. Reynolds moved, seconded by Ms. Dworkin to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Old Business. None.

New Business. Regarding Fundraising ideas for CCLD, Ms. Kappanadze stated that everyone needs to think about ways that the Library District can generate new funding. Suggestions mentioned at the

meeting were to assemble and build a donor list and to form a committee to discuss projects that can be targeted for donors to participate in. Mr. Hildreth stated that a Library “wish list” can be linked to the CCLD website. He also stated that STLS could assist the Library District in developing a program of “Estate Planning”.

Public Expression. Denise King, STLS Board of Trustees, stated how important it is for CCLD to fill the two vacant spots on the STLS board. They are beginning to develop their strategic plan for the next few years and CCLD’s voice is very important. If board members will give her some potential candidates, she is willing to speak directly to them to go over the requirements of serving on the STLS board. Ms. King also thanked the CCLD board members who were able to attend the recent workshop in Hammondspport.

The meeting was adjourned at 7:25pm. The next regular meeting of the board will be held on Thursday, October 15th, 2015 at 6:00pm at the **BIG FLATS LIBRARY, 78 Canal Street, Big Flats, New York.**

Document #2015-58

Report of the October 7th, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Rachel Dworkin, Marge Kappanadze, Jack Schamel and Georgia Reynolds and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jim Hare, Ann Hayes, Pat Silvernail, Mike Muldoon, Phyllis Rogan, and Bonnie Chollet. The meeting opened at 5.56pm.

President's Report. Mr. Roberts stated that board members who were not able to attend the annual meeting at STLS missed a good program and meal. Jamie LaRue was the speaker and one of his main points was that libraries should focus on community needs and awareness. The presentations will be available on the STLS website and Mr. Roberts encouraged all board members to view them.

Director's Report. Mr. Shaw thanked the board members who attended the STLS annual meeting. He reported the following:

- CCLD was given a plaque at the annual meeting for winning STLS's Promotional Video Award. He stated that CCLD won the award due to Deb Brimmer's passion for technology.
- There is no word on the approval of the changes to the Legislation.
- September is Library Card Sign Up Month – the Steele Library won the staff contest for the most patron new and updated accounts. The survey that was being filled out by patrons this month had approximately 170 entries. Statistics are being compiled.
- Job Descriptions – Civil Service is working on updating the job descriptions to more accurately reflect current job duties.
- Media Campaign for 2016 Budget. Mr. Shaw is posting one tweet per day and is working on three videos that will feature Materials & Circulation, Online Services and Technology (Maker Spaces). These videos will be placed on the web and on Face Book. A news release will be sent out to the local newspaper and television stations. Committee members suggested the Sayre Morning Times and the local Van Etten paper.
- Elevator at Steele. The elevator should be back in service by the end of next week.

Mr. Hare mentioned that at their November meeting, the Friends of CCLD may be discussing a different way to fund Library District programs – with a reduced rate each year for 3 years and no further support for that particular program after the 3 year mark. Mr. Shaw stated that he would like to see the Friends continue their current support for County-wide programs such as the Summer Reading Club and Spooky Stacks, etc.

UNPAID BILLS: Mr. Hare moved, seconded by Ms. Hayes to approve the Unpaid Bill lists dated October 7, 2015 as follows: General Fund - \$29,179.13. VOTE: Unanimously Approved

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 4th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-60

Report of the October 7th, 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. The project is near completion. Inspection is scheduled for mid-week next week and the elevator should be operational by the end of next week, October 16th. The project time table is on target.
- Bathroom Project at the Steele Library – a 2015 project application. CCLD has received a check from New York State in the amount of \$88,695 which represents 90% of the State share of the project. The total cost of the project is expected to be approximately \$125,000. The Committee recommends that the board take immediate action to approve the sending of an RFP (Request for Proposal) to hire a Project Manager for this project.
- Chiller Project at the Steele Library – a 2016 project application. Still awaiting the new estimates for the project. Mr. Shaw has filled out all the necessary grant information and will need two notarized statements for DASNY (Dormitory Authority-State of New York).
- Staff Break Room. Mr. Shaw has requested that if there is any funding left from the Boiler project at the Steele Library, that the Committee consider remodeling the Staff Break Room that is in need of minor repairs. The consensus of the Committee is that this is a good idea.
- Taitem Energy Audit. They have been contacted. CCLD is still waiting to hear from NYSERDA.
- Dark Fiber. CCLD Libraries should be connected by the Spring of 2016.

Mr. Shaw reported that there is a new regulation from New York State that affects the Steele Library. The State is now requiring that the cooling tower be checked once a month for Legionaries Disease which will cost CCLD approximately \$1,000 per year.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, November 4th, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.