



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 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 20, 2017 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. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. **West Elmira Staff introduction**
4. **Review of the 2016 audit from Mengel, Meztger & Barr**
5. Approval of minutes (document #2017-19)
6. Treasurer's report
 - a) Financial report (document 2017-20)
 - b) Report of Unpaid Bills Detail (document 2017-21)
7. Correspondence
8. President's report.
9. Director's Report.
 - Consent Items: Approval of 2017 Summer Hours**
Resolved that the CCLD Board of Trustees approve the 2017 Summer Hours as submitted
10. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-22)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-23)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-24)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Dworkin)
 - Consent Items: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
11. **Call for Executive Session for the purpose of discussing pending personnel actions**
12. Old business
13. New business
14. Period for public expression
15. Adjournment

(Minutes of the MARCH 16, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-19)

The meeting was called to order at 6:00pm by President William Wehling. Present were Ann Hayes, Pam Larnard, John Schamel, Michael Muldoon, Marge Kappanadze, Lillian White, Phyllis Rogan, Rachel Dworkin, Karl Schwesinger, Richard Roberts and Tim Blandford. Excused: Pat Silvernail, Jared Myers & Bonnie Chollet. 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 2017 meeting (Document #2017-13) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The February 28, 2017 Financial Report (Document #2017-14) was presented for board review. Mr. Schamel stated that CCLD is doing well at this point and thanked the administration for their attention to detail with the finances. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-15). Ms. Dworkin moved, seconded by Mr. Schamel authorizing the payment of the unpaid bills dated 3/8/17 – General Fund - \$40,080.23 and Grant Fund - \$639.79 as distributed in writing and authorizing the additional payment to Random House in the amount of \$1,083.75 for overdue invoices. VOTE: Unanimously Approved.

Correspondence. None.

President's Report. Mr. Wehling stated there is nothing new to report on CCLD's request for changes to the Legislation. He also reminded board members that Trustee Orientation is scheduled for March 28th at 6pm at the Steele Library.

The current union contract expires 12/31/17. A Negotiating Committee needs to be formed to work with the union on determining a new contract. Trustees who volunteered to serve on this Committee are Richard Roberts, Rachel Dworkin, Lillian White and Will Wehling.

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

CCLD Issues. All CCLD Libraries were closed on Tuesday, the 14th due to the weather. He did not have success in getting the notice posted on the local TV stations. The Van Etten Library also closed at 5pm on March 15th.

Maker Faire. The Faire is being held at the Arnot Mall on Saturday, March 25th. There are at least 40 "makers" who have signed up to participate. The Health Department has approved CCLD's use of the Pancakebot for this Faire.

Bookmobile. The vehicle needed a new radiator. It has been installed and the vehicle is back on the road.

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 #2017-16). All necessary information was listed in the March 1st report that was included in the board packet.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-17). Mr. Schamel reported that trustee Lillian White has agreed to serve on this Committee. All necessary information was listed in the March 1st report that was included in the board packet.

CONSENT ITEM: Mr. Roberts moved, seconded by Ms. Hayes to approve the Library District's Annual Report for fiscal year 2016 as submitted in writing to the board. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-18). Regarding the Teen Area Project, Mr. Muldoon stated he is waiting for information from the Consultant prior to completing the RFP (Request for Proposal) documents. Chiller Project – is on schedule – looking at a May 15th completion date.

Election Committee. Ms. Rogan stated that she has had an initial meeting with Ms. Corter, the staff member who will be assisting in developing the plan for the trustee election. Following the Maker Faire, a meeting will be scheduled with Ms. Corter and the Election Committee.

Personnel Committee. Ms. Dworkin stated the Committee is meeting next week to go over questions to include in the Director's evaluation which will be completed by both board members and supervisory staff members.

CONSENT ITEM: Resolved by Mr. Muldoon, seconded by Mr. Blandford that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Old Business. Ms. Dworkin will send information to board members about the New York Health Account that was brought up at the last meeting. There is no new information about the development of the Trustee posters to be displayed in each branch of CCLD.

New Business. None.

Public Expression. None

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, April 20th, 2017 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York.**

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of April 12, 2017

Type	Date	Memo	Open Balance
Grey House Publishing			
Bill	04/11/2017	Reference Material	163.00
Total Grey House Publishing			163.00
Southern Tier Library System			
Bill	04/11/2017	eBooks YA/JUV	35.98
Total Southern Tier Library System			35.98
TOTAL			198.98

Chemung County Library District General Fund
Unpaid Bills Detail
 As of April 12, 2017

Type	Date	Memo	Open Balance
ARC Phtotgraphic Images			
Bill	04/11/2017	Maker Faire Event Photography	150.00
Total ARC Phtotgraphic Images			150.00
Blackstone Audio			
Bill	04/11/2017	Audiobooks purchase - Feb/Mar	100.00
Total Blackstone Audio			100.00
Bryan Boynton			
Bill	04/11/2017	reimb for 6/7 workshop registration	100.00
Total Bryan Boynton			100.00
Capabilities, Inc.			
Bill	04/11/2017	Cleaning BF/HH/WE for MAR	1,261.44
Total Capabilities, Inc.			1,261.44
Chris Corter			
Bill	04/11/2017	mileage 2/14-4/5	86.14
Total Chris Corter			86.14
Class Act Engraving			
Bill	04/11/2017	Epilog Zing 30 Watt Laser & Equip pd w/Grant & Budget item	15,420.00
Total Class Act Engraving			15,420.00
Cody Arnold			
Bill	04/11/2017	mileage 2/10-3/21 & reimb for 6/7 workshop registration	133.17
Total Cody Arnold			133.17
Colleen Larrison			
Bill	04/11/2017	Patron Refund	14.95
Total Colleen Larrison			14.95
Demco, Inc.			
Bill	04/11/2017	HH rubber stamps/CD cases	231.01
Total Demco, Inc.			231.01
Elmira Structures, Inc.			
Bill	04/11/2017	ST - Restroom Reno FINAL pymt	16,188.85
Total Elmira Structures, Inc.			16,188.85
Fire Alarm Service Technology, Inc.			
Bill	04/11/2017	Annual Alarm monitoring-ST/site visit	440.00
Total Fire Alarm Service Technology, Inc.			440.00
First Transit, Inc			
Bill	04/11/2017	Bookmobile fuel-3/17-24+radiator repairs	1,985.97
Total First Transit, Inc			1,985.97
Jeffrey Mathews			
Bill	04/11/2017	mileage reimb 12/16-4/3	64.42
Total Jeffrey Mathews			64.42
Multi Media Services			
Bill	04/11/2017	supply of CCLD envelopes	308.00
Total Multi Media Services			308.00
Oriental Trading Company, Inc.			
Bill	04/11/2017	Program Supplies BF	101.39
Total Oriental Trading Company, Inc.			101.39
Reliable Computer Products			

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 12, 2017

Type	Date	Memo	Open Balance
Bill	04/11/2017	printer cartridges Steele printers	478.00
Total Reliable Computer Products			478.00
Sayles & Evans			
Bill	04/11/2017	Attorney fees JAN	831.00
Total Sayles & Evans			831.00
Southern Tier Library System			
Bill	04/11/2017	Processing supplies	258.88
Total Southern Tier Library System			258.88
Staples Advantage			
Bill	04/11/2017	paper supply/genealogy	623.94
Total Staples Advantage			623.94
The Penworthy Company			
Bill	04/11/2017	Library materials HH	1,024.04
Total The Penworthy Company			1,024.04
Unique Management Services, Inc.			
Bill	04/11/2017	collection notices-MAR	340.10
Total Unique Management Services, Inc.			340.10
USA TODAY			
Bill	04/11/2017	HH Subscription balance of year	261.00
Total USA TODAY			261.00
Vasco Brands, Inc.			
Bill	04/11/2017	cleaning/paper supplies/new vacuum supply	1,519.29
Total Vasco Brands, Inc.			1,519.29
Wegmans Food Markets Inc.			
Bill	04/11/2017	BF program	38.00
Total Wegmans Food Markets Inc.			38.00
TOTAL			41,959.59

Document #2017-22

Report of the March 1st, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel, Richard Roberts and Will Wehling; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Tim Blandford, Mike Muldoon, Bonnie Chollet, Karl Schwesinger, Ann Hayes and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Mr. Roberts to approve the Unpaid Bill lists for the General fund dated 3/1/17 - \$43,621.46 and the Grant Fund - \$1,140.65. VOTE: Unanimously Approved.

President Wehling stated that Trustee Orientation (beneficial to new members – all are invited) is scheduled for Tuesday, March 28th at 6pm and will be held in the computer lab at the Steele Library.

He reported that the amendment that CCLD has requested to the Legislation regarding the Election was referred to Committees in both chambers of the New York State Legislature. Regarding the request to allow the Executive Committee to authorize payment of invoices, the proposal is being run by the Governor's office prior to submission to the Legislature.

President Wehling stated that the CCLD/CSEA contract will expire at the end of this year and a board Negotiating Committee will need to be formed. This will be put on the agenda for the March meeting of the full board. He also stated that at the March meeting, he will circulate a schedule for board members to sign up to attend the monthly Labor Management meetings being held the first Wednesday of each month at 2pm in the Director's Office at the Steele Library.

Director Shaw reported the following:

The Labor/Management meeting was held today and staff was reminded that all employees were given an extra day of benefit time for Friday of the President's Day Weekend. In the previous contract, that Friday was considered a holiday and extra pay was given to staff who worked the holiday. The Union Officers also stated that they would like to have staff tenure recognized at the next Staff Training Day.

Other CCLD issues. The Bookmobile is off the road needing a replacement to its radiator. A new radiator is expected to cost approximately \$2,000. The vehicle will also need new tires in the fall at a cost of \$400 each. The Bookmobile will not be at "Bookfest" this Saturday as previously scheduled. Youth Service Conference in Ithaca. The Library District has 6 staff members who will be attending this conference in April. The Chess Challenge – this annual event is scheduled for Saturday, April 1st.

Regarding the Public Library Foundation of Chemung County (HH Foundation), Mr. Shaw received a memo from them which stated that (1) any memorials that CCLD receives in memory of Don Coyles need to be given to the Foundation and (2) they are looking at their long range goals due to the current excellent condition of the building. They are interested in working on a strategic plan to build a new suburban library - they are doing planning and research and at some point in the future would like to make a presentation to the CCLD board of trustees.

Ms. Santulli stated that the 2016 Annual Report will be sent out to board members to review prior to the March Board meeting. The Report must be approved to send to the Southern Tier Library System for submission to the State.

Ms. Rogan stated that the Election Committee is requesting a meeting regarding election details for the 2017 Trustee Election to be held in November of this year.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 5th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-23

Report of the April 12th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Richard Roberts, Lillian White and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration and Kathy Stickler, CPA for Mengel, Metzger, Barr & Co. The meeting opened at 8:00am.

Ms. Stickler presented a draft copy of the Audit of the 2016 Financial Statements and the firm's Required Communications regarding the audit. She stated that the firm did not find any material weaknesses while doing the audit. The Library District keeps its books on a cash basis accounting. The auditors convert those figures to an accrual basis each year. Ms. Stickler then reviewed the numbers in the audit. The audit being reviewed was prepared with CCLD being a not-for-profit as it has been since the District was formed. Ms. Stickler stated that due to recent changes in regulations, it has been found that the Library District's audit needs to be reported as a Governmental Agency. The numbers in the audit will virtually remain the same; the display of the numbers will look very different. Since there was not enough time for MMB to complete the new Governmental audit, Ms. Stickler will attend the April meeting of the board and review the numbers in the current draft. The firm will work on updating the audit numbers to conform to the Governmental Accounting Procedures and will bring a copy of that audit to the May board meeting for board review and approval.

Ms. Santulli presented the March 31st, 2017 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 4/12/17 for the General Fund bills totaling \$41,959.59 and the Grant Fund - \$198.98. The General Fund includes an invoice to Class Act Engraving for the purchase of new Laser Equipment for the Maker Space. This equipment was approved in the 2017 budget and is being paid by both Library District and Grant funds. A second large invoice is for Elmira Structures and represents the FINAL billing for the Restroom Project at the Steele Library. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:47am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 10th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-18

Report of the March 1st, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Bathroom Project at the Steele Library. All Public Restrooms are open and operational. Awaiting close-out documents (manuals) before closing out the project. Elmira Structures is requesting a payment of \$14,218.65. The Committee recommends payment of the invoice. It will be brought to the Executive Committee for board approval.

Teen Section. Mr. Muldoon distributed a proposed RFP. The RFP will solicit proposals for design, bid specification development and project management services for the Teen Space at the Steele Library. The bidder will be requested to submit an abstract of their design approach to the project. The RFP is put on hold until the Library Director speaks to our Consultant Kim Boland regarding the necessary criteria needed for the design.

Chiller Project at Steele. Contracts have been signed. The project will begin on Monday, the 6th of March. Project Manager, LaBella, has stated that they feel the May 15th deadline for completion of the project will not be an issue. They will be requested to submit clarification on the work schedule for the project.

No other building issues were reported.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 5th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Document #2017-22

Report of the April 5th, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel and Will Wehling; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Mike Muldoon, Bonnie Chollet, Karl Schwesinger, Ann Hayes, Pat Silvernail, Pam Leonard and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Ms. Hayes moved, seconded by Mr. Schamel to approve the Unpaid Bill lists for the General fund dated 4/5/17 - \$34,277.63 and the Grant Fund - \$1,441.06. VOTE: Unanimously Approved.

The Buildings & Grounds Committee reviewed and approved a progress payment for the Chiller Project at the Steele Library. Mr. Schamel moved, seconded by Mr. Schwesinger to pay Tri County Refrigeration the amount of \$10,381.60. VOTE: Unanimously Approved.

Director Shaw reported the following:

The Maker Faire exceeded all expectations. A big thank you to all the staff who worked or participated and to the board members who also participated. A final meeting with the Mall was being held today. Maker Faire 2018 is scheduled for April 14, 2018.

Board Orientation was held on the 28th. Thank you to those who attended. We are working on getting copies of the newest volume of the NYS Trustee Manual (2016 ed.). Mr. Shaw will be sending out the files in an electronic format to new board members for their information.

Labor/Management meeting was held today. Two items discussed were the dress code for staff working on Saturdays and a new policy that will address the use of fragrances (colognes) by staff members while working.

RDBD Grant. Librarian Maggie Young applied to South Central Regional Library Council (SCRLC) for a grant and was awarded a \$2,526.45 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Grant for the digitization of the Elmira Gazette (1891-1924). The grant will fund digitization of 60 rolls of the Elmira Gazette (1891-1924) from the collection of the Steele Memorial Library. The scanning will be outsourced to the Northern New York Library Network (NNYLN). The newspapers will be added to (and made available through) New York State Historic Newspapers-nyshistoricnewspapers.org. The Friends of CCLD are currently paying the other 50% of the cost but we are currently working with Rakow Library at CMOG to secure additional funds so the Friends will pay less.

Teen space- Stakeholder sessions with consultant Kim Bolan are scheduled for May 11th at Broadway Academy- Grade 7; Elmira High School-Grades 10-12 and Ernie Davis Academy-Grades 8-9.

FOIL Request from NYS Carpenters- This request for wage related information on the Restroom Project has already been completed.

Mr. Shaw reported that Nancy Karney, part-time Page at the Horseheads Library has resigned effective Friday, April 7th. Ms. Dworkin moved, seconded by Ms. Chollet to accept the resignation and to approve the hiring of a replacement as soon as possible. VOTE: Unanimously Approved.

Two personal items of note:

Mr. Shaw was re-elected as President of the Elmira Rotary Club- the first person to be elected twice in the 100 year history of the club. Also, Mr. Shaw will be out of town from April 12th – April 17th.

Ms. Santulli stated that she will be out of town on April 20th and will miss the board meeting. Ms. Dworkin has agreed to take the notes for the meeting.

The meeting adjourned at 6:18pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 3rd, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-24

Report of the April 5th, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Schwesinger, Ms. Hayes, Mr. Blandford and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. The Project is complete. The final payment request is expected soon. Once paid, the project will be closed out with New York State.

Teen Section. Mr. Shaw and Ms. Metzger have spoken with Consultant Kim Bolan. CCLD has obtained permission from ECSD to hold stakeholder sessions on May 11th at Broadway Academy-Grade 7; Elmira High School-Grades 10-12; and Ernie Davis Academy-Grades 8-9.

Chiller Project at Steele. The concrete pads have been poured. Installation is set to start around April 12th with an expected completion date of May 15, 2017. A partial payment request from Tri County Refrigeration in the amount of \$10,381.60 was reviewed and approved by the Committee and will be submitted to the Executive Committee for payment. LaBella Associates, Project Engineers, submitted an invoice for \$4,500, the balance of the contract. The Committee recommends holding this invoice until the project has been completed and approved.

Mr. Shaw has answered a FOIL (Freedom of Information) Request from NYS Carpenters who were checking on wages paid out for the recent Restroom Project. This is a standard request with most projects.

The West Elmira Library is scheduled for a Fire Inspection on Thursday, May 11th.

Mr. Shaw is meeting with Jeff Vieselmeyer from Elmira Structures and is requesting quotes for different projects. Depending on the cost and staff preference, we will be asking to apply for an STLS construction grant.

Regarding the LED lighting project at the Horseheads Library - Bulbs have been delivered and a work order was placed with the Chemung County Buildings & Grounds Department.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 3rd, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.