



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 March 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 15, 2018 at 6:00 pm at the **Horseheads Free Library, 405 S. Main St., Horseheads, NY 14845** 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. Presentation by Margot Gustina, STLS
 4. Board Actions
 - a) Approval of Will O'Dell-Wehling's resignation as Board president
 - b) Approval of Marge Kappanadze as Board PresidentNominations/Approval of new Board Vice-President
 4. Approval of minutes (document #2018-11)
 5. Treasurer's report
 - a) Financial report (document 2018-12)
 - b) Report of Unpaid Bills Detail (document 2018-13)
 6. Correspondence
 7. President's report
 8. Director's Report
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 9. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document 2018-14)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-15)**Consent Item: Approval of Teen Space.**
Resolved that the CCLD Board of Trustees approve the Teen Space NYS Construction project as submitted.
Consent Item: Approval of grant request from the Steele Memorial Library Foundation.
Resolved that the CCLD Board of Trustees approve a grant request for the Teen Space Construction project as submitted.
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-16)
 - d) Personnel Committee (Kappanadze)
10. Executive Session

11. Old business
12. New business
 - a) Trustee Orientation
13. Period for public expression
14. Adjournment

Document #2018-14

Report of the March 7th, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Will Wehling, Jack Schamel, Tim Blandford and Marge Kappanadze; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Phyllis Rogan, Pam Leonard, Ann Hayes, Karl Schwesinger, Jared Myers, Martha Smith, Lillian White and Pat Silvernail.

Ms. Santulli requested to have one invoice added to the General Fund bill list – U.S. Postal Service - \$1,000.00 which is a refill to the postage meter. UNPAID BILLS: Ms. Hayes moved, seconded by Mr. Schamel to approve the Unpaid Bill lists for the General fund dated 3/7/18 - \$30,396.52 and Grant Fund dated 3/7/18 - \$913.29. VOTE: Unanimously Approved.

Regarding CCLD's request to change the Legislation, President Wehling stated that in February the request was sent back to Committee in the Senate.

President Wehling stated that due to personal reasons, he will be stepping down as President of the board and will continue to serve as Trustee. Ms. Kappanadze has agreed to take over as President which means that there will be a vacancy for Vice-President. This matter will be placed on the Agenda for the March Board meeting which is being held at the Horseheads Library.

Mr. Wehling reminded board members to complete their evaluation of the Director so the Personnel Committee can move forward with compiling the results.

Director Shaw reported the following:

Funding received. At the March meeting the board will need to accept receipt of \$10,174 in State Construction funding that closes out the Chiller Project and \$3,672.18 from STLS that represents 2017 Fine money paid to them through their PayPal Account.

Labor/Management meeting. Trustee Smith will report on this at the board meeting.

Staff Association. The staff is working on a plan to raise funds for the Staff Association by allowing them to wear Jeans on specific days by paying \$1.00 for that day. The plan has been given back to Supervisors to work out the details.

Bookmobile Substitute Driver. An application has been received that has the appropriate requirements to be hired as a driver. Mr. Schamel moved, seconded by Mr. Schwesinger to approve the hiring of Ms. Taft as the substitute Bookmobile Driver. VOTE: Unanimously Approved.

Renovation of the Staff Area at Steele. An estimate has been received. Mr. Shaw will work up the budget for renovation and purchase of the necessary furniture and submit it to the board at the April meeting for approval. Funds have been set aside for this project. 2018/19 State Construction Funding. Due to the reduction in State funding for Construction Projects, Mr. Shaw has determined that CCLD should refrain from applying for funding this year. He feels it is important at this time to finish the Teen Space prior to moving forward with another large project.

Regarding the Teen Space project, Mr. Schwesinger reported that the Buildings & Grounds Committee is recommending that the board approve moving forward with Floor

& Associates to provide the bid documents for the project. Mr. Shaw will forward the following to the board prior to the March meeting – the newest Floor Plan, the Budget and Cost Estimates for the project and the funding sources already received. Mr. Schwesinger stated that if we move forward now with the project, it is feasible to have a grand opening in September when school is back in session.

Ms. Rogan reminded board members that Margo Gustina from STLS will be making a presentation at the March meeting. She will be discussing board related issues.

Ms. Kappanadze requested an update on the status of new Strategic Plan. Mr. Shaw stated that a staff committee has diligently worked on the new three year plan and is currently collecting surveys from the public regarding their opinion and usage of our libraries collection and programming. Board members were encouraged to fill out the survey. It was suggested that the Plan be a “rolling Strategic Plan”.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 4th, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-16

Report of the March 7th, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. An updated drawing of the Teen Space has been received and is acceptable to Administration and Staff. The Committee reviewed the drawing. Mr. Shaw will provide an updated budget document that will show the budget and the funds already set aside for the project. The Committee recommends that the board move forward with having Bob Butcher of Foor and Associates work up the bid documents.

Horseheads Library. No new information on the agreement between CCLD and the new owner of Barber Funeral Home for the library to utilize parking spaces adjacent to the funeral home parking area.

2018/19 State Construction. Mr. Shaw stated that he is awaiting the results of the New York State budget before planning to submit an application for an improvement to the Children's Area at Steele.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 4th, 2018 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: March 8, 2018

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

Hannah Page- PT Library Page effective February 12th
Melissa Neuffer- PT Library Page effective February 21st
Katia Newton- PT Library Page effective March 12th.

Resignations:

Isadora Morgan- effective February 23rd

Terminations:

N/A

Leave:

N/A

Step Increases:

N/A

Michelle Barrett
Marketing and West Elmira Library

Marketing-

Patron Appreciation Week was held February 12-17-

Horseheads had an afternoon performance by John Manfredi from 2 pm - 5 pm on Wednesday 2/14/2018 there were approximately 45 people who attended light refreshments were served. On Saturday 2/17, We held a drawing for a \$50.00 gift card from Barnes and Noble. Ben Pfeifer was the winner.

On February 15th, the Steele Library had candy kisses all day, and a lip balm giveaway for their Patron Appreciation Day. Also, musical entertainment was provided in our cafe area. Stuart Finch, Jeff Mathews, and Sue Schoeffler entertained with music and singing from 2pm until 4pm. About 83 patrons attended. Light refreshments were served. Our giveaway was a \$50 gift card to The Green Derby and the winner was Jolynn Curren.

West Elmira Library held their PAW program on 2/12 and had an attendance of 19. The program consisted of entertainment by Kate and Nate and a sit down pizza (Pudgies) dinner to the patrons to enjoy during the show. We gave away an Amazon Echo as our prize and the winning patron was Heather Hancock.

Bookmobile- We had 22 entries and our winner was the Horseheads Family Resource center. The prize was a \$50 gift card of the winners choice.

I have been busy works on the Maker Faire with the rest of the committee. My focus right now is on Flyer distribution to the local school districts, arranging our commercial for WENY, and recruiting volunteers for the event.

Steele Circulation Report for February 2018

Staff:

It seems like we've had a revolving door of new pages, and it has continued this month with the departure of Isadora Morgan; Katia Newton will be her replacement and starts on March 12. Page Amy Park was transferred to Horseheads Library and her replacement, Hannah Page started on February 12, so interviewing and training have been constants the past couple of months. Steele Circulation Staff members Sue Schoeffler and Stuart Finch once again entertained staff and patrons with their musical talents at our Patron Appreciation Day on February 15, everyone enjoyed Sue's beautiful voice and violin solos as well as Stuart's rousing keyboard selections of beloved hits.

Patrons also appreciated the treats served this day, and the chance to win a \$50 gift certificate from The Green Derby.

Circulation Concerns:

We've had a few incidents of bed bugs being found upon discharging of items, these are items brought in from outside, none have been found, to my knowledge in the stacks or other parts of the library, but to keep them contained we are following our procedure of securing the items in a sealed bag for 2 weeks and then inspecting the items after putting them in our special oven before recirculating the items; if other evidence of infestation is apparent (droppings, etc.) the books are discarded. I also will note in the patron's notefield that I need to speak with them; when they see me I let them know the problem and that they are to contain any further returned

library materials in sealed bags and we will inspect them, if further infestation is found, we require the patron to bring us proof of extermination; if the materials show no further evidence of bugs after a few months, then we let them know that normal return of the materials is fine. We try really hard at the discharge station to be observant of any indication of bed bug activity, but when the bin is full and items are quickly scanned back in, I can't be certain that none have slipped by, this is why I think it's prudent to have the exterminator come on a regular basis.

A/V :

For the month of February we highlighted Black History Month on our special display shelf, and highlighted films featuring African American actors and actresses.

Steele Youth Board Notes for February 19 – March 14

Programs:

Weekly story times: Play Date on Wednesday, Baby Story Time on Thursdays and Family Story Times on Fridays

Wednesday February 21st – Homeschool group

Monday February 26th – evening crafts

Wednesday February 28th – Bingo Night

Friday March 2 – Dr. Seuss Birthday

Saturday March 3rd - Bookfest

Wednesday March 7th – Homeschool Group

Friday March 9th – Sumo/Japanese Culture Program

Wednesday March 14th – Pi Day; Pi(e) eating contest and craft

Wednesday March 14th – Lego Club

Outreach/Class Visits:

Thursday March 8th – Outreach story time at Diven for 13 classes

Tuesday March 13th – Amanda attended story time for 5 classes at Pine City

Webinars/Workshops:

Tuesday March 13th – Elmira Teen MOP, Amanda presented the importance of early literacy

Adult Services Reports

February, 2018

Nonfiction and Reference Report

Connie Ogilvie

In the month of February, 2018 there were 504 queries on the Adult Services Desk and 245 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Celebrate Black History." This provided an opportunity to display books that cover Black History, including Art and Music, and Biographies of important figures.

Beginning Computer Class was held February 5, 2018

Beginning Internet Class was held February 12, 2018

Management Meeting was held February 6, 2018

Adult Services Meeting was held February 22, 2018

Adult Fiction and Outreach

Caroline Poppendeck

Monthly Activities – February 2018

Senior Housing Committee meeting x2
Patron Appreciation Day prep and execution
Prepared Seed Lending Library collection
Pathways to Employment outreach
Continue to weed adult fiction
Recorded March Podcast – What's New?

Maggie Young

Local History and Genealogy

January Microfiche

mag fiche -0-
newspapers -352-
census film -8-
vital stats -77-
misc -5-

Feb microfiche

Mag fiche -0-
newspapers -241-
census film -0-
vital stats -26-
misc -5-

Feb programs:

2/15 Brick wall busting

Rent a researcher: 5 sessions

Adult Programming

Jennie Lewis

Each month at Steele Memorial Library, a variety of programs for adults are planned. Some are taught/led by library staff and others by paid outside instructors or community members (volunteers).

A list of events for the month can be found in our newsletter: <http://cclld.lib.ny.us/newsletter/>

Events are also listed on our online events calendar:

http://cclld.mhsoftware.com/ViewCal.html?calendar_id=2

Monthly brochures and signs were updated.

We received a QuickARTS grant for \$230 for an art class with Filomena Jack.

Social Media/Website/Newsletter

Posts to the various Social Media accounts continued this month as well as regular website updates. The electronic newsletter went out, highlighting events throughout CCLD.

Magazines & Adult Graphic Novel Collection

Monthly orders were placed and routine collection development issues were attended to.

Maker Faire

Maker Faire planning is ongoing.

Mid Feb 2018-March 1, 2018
Steele Library Teen Services
Doris Jean Metzger, MLIS

- **More collaboration:** Met with Taryn Smith, the new coordinator of Elmira High School's after school program coordinator. Taryn can bring her teens to our programs at the library if teens are interested & she can get a school bus for transport.
- **Teens from the Safe Zones group are beginning to help plan, and attend, other teen programs** at the library besides Safe Zones. Group facilitator Kim Stanton is excited because this is one of her goals for the group: that the teens will feel comfortable enough to participate in other activities outside of Safe Zone itself.
- **Actor Tim Collins' performance of his one man show "Standing By Standing Up" had an excellent attendance** of 35 teens and some youth services professionals. The teens (& adults!) were riveted and learned ways to help others who are being tormented by exclusion and cyber or in person bullying.
- **Doris Jean taught 2 classes** to teen homeschoolers on research skills & using library databases.
- **Doris Jean did a booktalk on WENY noon news.**
- **School librarians and teens in the library are asking about the progress of the teen space. They are eager for the space to happen!!!**

Information Technology Department - Deb Brimmer
February 2018

This month the IT Department continued to maintain servers and handle upgrades, software updates and Help Desk calls from staff. We also continue to support the staff in helping patrons with computer problems.

Continue to keep all District computers updated and offsite backups up to date. Applied Windows Updates and updates for latest Ransomware/Malware.

Conducted Hour of Code class. Continue to provide technical support to the Tinker Lab, making new purchases and assisted with the room renovation to accommodate new space.

Worked with ProAudio to complete the new Audio components, Hearing Loop and transformation of Small Conference room into a Smart Room, as well as Interactive TV for wall between Tinker Lab and the Tech Lab. Staff training still needs to be done on some of the components.

Bryan came up with an idea, organized and held an Ecycle Drive which we used to discard of the majority of old equipment we had stored in our back room, as well as opened the event up to the public letting them bring old technology to be discarded. An amazing amount of technology equipment was discarded through this event to be eventually recycled.

We hired and have begun training an new IT Technician to assist us in Desktop Support.

We also brought in an Web Technology intern that has been assisting us in creating some video content for the Maker Faire website.

The IT Dept has been very busy working on the Maker Faire this month as well.

CCLD Makerspaces

Tinker Lab:

- Developed March brochures and content for the newsletter
- Printed February print of the month items to hand out
- Processed 3D print orders
- Taught Intro to 3D printing and Intro to Audio Editing classes
- Processed 3D print orders (some model files requiring modification)
- Assisted patrons and staff with projects and use of equipment, answered questions about Makerspace
- Set up Tinker Lab for reopening after renovation
- Taught Makerspace class (Video Editing)
- Assisted patrons and staff with projects and use of equipment, answered questions about Makerspace

In General:

- Worked on Sponsorship materials for Maker Faire and Power Tool Drag Race
- Created posters, flyers, lawn signs and other promotional materials for the Maker Faire and the Ecycle Event.
- Posted to Facebook, Instagram and Twitter
- Added Facebook events for upcoming classes
- Designed promotional materials for Twin Tiers Mini Maker Faire and Power Tool Drag Race and other upcoming events
- Set up and monitored sound equipment for Patron Appreciation Week
- Helped Stuart with film project

February Stats:

Tinker Lab Attendance: 110

Digital Media Lab Reservations:

Staff: 1

Patron: 1

Certifications:

Digital Media Lab: 0

3D Printing: 0

Sales:

3D Prints: \$44.87
Craft Supplies: \$12.30
Print of the Month: \$0.00
Laser Materials: \$6.13
Total: \$63.30

Horseheads

2/14—Owen presented a History of the Horseheads Free Library to the Wednesday Morning Club

2/14--Patron appreciation day program by John Manfredi

2/28—Owen attended Public Library Foundation of Chemung County Meeting

3/6—Owen attended CCLD Management Meeting

3/12—Owen visited Van Etten Branch

Big Flats

Van Etten

by Michelle Erickson

National Youth Art Month, local SVE elementary school Students' Art is displayed in the VE library. Kids have been visiting the library and are very excited to see their artwork or a classmates artwork

I am doing a passive "Shamrock Scavenger Hunt" an on going program all month in March in the library. I will have 10 different shamrock pictures for the kids to hunt for.

Wednesdays in March: Stop by the library and create a St. Patrick's Day craft!

February 22- YWCA kids were invited to the viewing of Coco

Michelle attended the 2018 Book Fest at Diven school on Saturday March 3rd

March 9th, 2:30-4:30 – No School Day Movie: “Wonder”; rated PG

March 12th, 1:30-3:30- Tablet Talk; learn to use your device.

March 21st, 3:30-4:30 - LEGO Builders Challenge Club.

March 24th, 1:00-3:00-Slavic Egg Decorating: Learn the Slavic tradition of egg decorating. Class intended for adults, please register to attend. (607) 589—4755

March 26th, 28th & 30th-Easter Egg Hunt in the Library

March 30th, 12:15pm - Book Club meeting

1st & 3rd Fridays-Family Storytime!

Office of the Director, CCLD
March 2018

Major accomplishments:

Steele Facility Planning- Continue working with Kim Bolan. Have received revised second floor plan, Teen Space budget, and space planning budget. Have advised both Kim Bolan and Bob Butcher of impending vote. Continued space planning recommendations and discussions with staff.

March Labor Management Meeting- It was discussed about contract saying part time can work 22hrs per week. Checking with civil service for more clarification. Then we will be able to address that.

Special extra hours were decided upon. There are times there is a need for some extra bodies and hours to be covered by someone due to say medical leave or someone resigning and needing those hours covered until vacancy is replaced. There was an old understanding with Shawn and our new LRS Tammy wanted to have a discussion about how it should be handled. It was agreed that if CCLD has a need for someone to work extra hours and it is only temporary for a limited time that the hours could be offered. We agreed that it is for a time period of 90 days. At the conclusion of the 90 days it has to be reviewed again for the need of more coverage and another 90 day agreement signed.

Maker faire hours are as followed per the discussion with all parties and the email sent out to staff.

Advocacy Day- Attended advocacy day with other members of STLS. Met with Assy. Palmesano and Friend, and with Sen. O'Mara's representative. My comments regarded the need for an increase in the overall amount of NYS funding; continued need for construction grants and the impact on other libraries; the fact that libraries are lifelong learning centers as well as community centers. Sat with Brian Hildreth from STLS on the ride and discussed a wide variety of topics.

STLS Issues- Working with Brian Hildreth on dates for next Continuing Education Day- June 8th. Central Library Planning Committee meeting. met with Brian to discuss spring continuing education day (June 8th); JobNow database and central library funds; discussion of members for Central Library Planning Committee.

Strategic Plan- Continued follow-up with the planning committee. Wrote and sent out press release for the public. It has appeared on WENY.

Department Head Meeting- Issues discussed include- All staff should fill out Strategic Plan Survey; New organizational chart will be completed in the near future. When it is finished, it will be sent out to supervisors for comments. This will include a new staff plan; Two new pages, Melissa Neuffer and Amy Park are settling in, making Horseheads staff at capacity; Strategic Plan flyer available to the public in paper form; Strategic Plan surveys are available on our website,

and also available in paper; Sent Staff Association ideas to raise \$\$ proposal to Ron; \$1 donation permits wearing jeans once a week (Fridays during winter, Thursdays during summer) Put a committee together – Joan, Michelle B, Jennie, Amanda F, Deb volunteered.

Major Patron conversations: The desire to have fines removed from Children's materials. Issues with visits in the youth services area; problems with the ADA compliancy of the strategic plan survey on our website;

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting (1). Worked with Rotary for a project at Diven School.

Libraries Visited - Horseheads

Programs: Knit & Crochet Club (SML); Chess Club (SML);

Professional Readings:

Redeploying public librarians to the front-lines: prioritizing digital inclusion
Stevenson, Siobhan A.; Domsy, Caleb. *Library Review*; Bradford Vol. 65, Iss. 6/7, (2016): 370-385.

"This paper aims to draw attention to the quiet, if inadvertent, disappearance of the front-line public librarian, as libraries make difficult organizational choices in the struggle to survive the relentless pressures to cut costs on one side while supporting a market ethos of customer service on the other."

How public library users perceive the information professional: is the image transforming?
Vassilakaki, Evgenia; Moniarou-Papaconstantinou, Valentini. *New Library World*; London Vol. 117, Iss. 7/8, (2016): 449-463.

"This study aims to investigate public library users' perceptions of information professionals. Specifically, it focuses on exploring users' perceptions regarding librarians' status, work duties, performed work and educational background."

Risks and Benefits of Visibility: Librarians Navigating Social and Political Turbulence
Lor, Peter Johan. *Library Trends*; Baltimore Vol. 65, Iss. 2, (Fall 2016): 108-127.

"The deliberate burning of libraries is nothing new, but it seems surprising that such incidents have also occurred in peacetime in democracies. What does this say about community perceptions of libraries and the response of the library profession? Mostly, libraries are not very newsworthy. In some countries they are largely invisible; in others they may only attract public attention when they are threatened by cutbacks or closures or when things go badly wrong. The visibility and invisibility of libraries in the political arena confer risks, as well as benefits. As a framework for an exploration of this topic, libraries in various countries are conceptualized as being located in the political space on a continuum, from invisible to highly visible, on which the

risks of visibility and invisibility can be situated. Some observations, with particular reference to library development in South Africa, follow on how librarians see themselves and their institutions in relation to the communities and societies they serve. This paper concludes that the risks of invisibility outweigh those of visibility, but that the political awareness, engagement, and commitment of the library profession are critical."

Professional courses attended/completed:

**Trauma Informed Services in the Library: Understanding and Serving our Community
Self enrollment (Webjunction Webinar)**

"What is meant by trauma informed services and how should libraries be involved? This webinar will explore the effects of trauma on society and how libraries are directly impacted by the trauma and stress carried by the communities they serve. Additionally we'll cover information about a Mental Health First Aid training program and how it applies to library services. Finding awareness of the effects of trauma on our community leads to more compassion and allows us to dive into our own problem solving skills more effectively. Presenter Elissa Hardy will provide resources and real life examples, as well as discuss the importance of creating a self-care plan for library staff."

2018 Advocacy Day Briefing (New York Library Association Webinar)

Discussed the need to lobby for libraries throughout the year; the need to contact legislators and governor; state aid for libraries; status of state funding and historical trends; return on investment; the need for increased construction aid and the infrastructure issues in NY libraries; legislative priorities; how to navigate advocacy day.