



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 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday April 19, 2019 at 6:00 pm at the **West Elmira Library, 1231 W. Water St., Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-19)
4. Treasurer's report
 - a) Financial report (document 2019-20)
 - b) Report of Unpaid Bills Detail (document 2019-21)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Personnel Actions for February (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of the Service Animal Policy**
Resolved that the CCLD Board of Trustees approve the Service Animal Policy as submitted.
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-22)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-23)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-24)
 - d) Personnel Committee (Chollet)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the MARCH 21, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-19)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were Ann Hayes, Phyllis Rogan, Will Wehling, Martha Smith, Jack Schamel, Lillian White, Lee Saginario, Tim Blandford, Rachel Dworkin and Jessica Roberts. Excused were Pat Silvernail, Pam Larnard, Karl Schwesinger and Bonnie Chollet. Also present were Joan Santulli and Ron Shaw, the Library District's Administration.

Minutes. The minutes of the February 2019 meeting (Document #2019-13) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The February 28, 2019 Financial Report (Document #2019-14) was presented for board review. Mr. Schamel moved, seconded by Mr. Wehling to accept the Financial Report dated 2/28/19 as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-15). Mr. Schamel stated two additional bills for the Teen Space need to be approved – B&B Floor \$11,925.44 and Pro Audio \$1,700. Ms. Dworkin moved, seconded by Ms. Hayes that the board authorize the payment of the unpaid bills dated /13/19 and including the two new invoices listed above totaling – General Fund - \$82,751.59 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. A thank you note was received from the Family Reading Partnership for the Bookmobile's involvement in BookFest on March 1st. Also a thank you from the Garden Club for the books donated to them during the recent big weed at the Steele Library. Mr. Shaw read several comments from the suggestion boxes. It was suggested that these comments/concerns be addressed in a blog so that Patrons realize their concerns are being considered.

President's Report. President Kappanadze stated that all trustees should have completed the Sexual Harassment Prevention Training by the end of this month. At the April meeting of the board, trustees will answer the discussion questions. Ms. Dworkin has agreed to be the moderator of this discussion time.

Ms. Kappanadze stated that several years ago the board had submitted a request to New York State that included a change to the Legislation that would allow for board terms to coordinate with the County Legislature's terms so that the Library District Election could be conducted by the Board of Elections. The County made it clear that they do not wish to conduct this election. The request to the Legislature was to allow CCLD to change the date of the election. President Kappanadze stated that since the trustee election has been held on Election Day for two years, she suggests that the request to change this portion of the legislation be withdrawn. Mr. Schamel moved, seconded by Ms. Rogan to approve withdrawing this request from the legislation. VOTE: 10-Yes, Mr. Wehling – No. Motion carried.

Director's Report.

Mr. Shaw had distributed the proposed Strategic Plan via email for trustees to review prior to the meeting. The board requested to know what actions in the plan would be a suggestion for board members to take part in. Mr. Shaw will have the Committee look at the goals listed in the Strategic Plan to determine which ones that trustees should be involved in.

Mr. Shaw has sent over requested information from Civil Service to have the Administrative Assistant-Library test ordered from New York State.

CONSENT ITEM: Approval of the Teen Space contract. Resolved that the CCLD Board of Trustees accept the low bid and approve the award of the contract for the Teen Space to William's Construction in the amount of \$49,490.00. VOTE: Unanimously Approved.

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 #2019-16). Nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-17). Mr. Shaw reported receipt of a \$2,000 check from the Southern Tier Library System and another \$2,000 from Corning Community College – both in support of the Twin Tiers Maker Faire. Also received was a \$550 check from the ARTS council to support Teen programming.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-18). It was reported that Williams Construction has started the Teen Space project today – first working on the HVAC system. The Chemung County Buildings & Grounds are working with Williams Construction on this portion of the project. The carpeting will be replaced next week; modular wall units are being delivered April 1st. The moving of the shelving units to meet ADA requirements is planned for the week of April 15th with Rob Cullin from Bolan Associates being present to oversee the job.

Regarding the boiler at the Steele Library, LaBella Associates is researching the issues and has stated that they believe that the boiler may need to be replaced within the next 2 years. They have done the initial measurement and will provide an estimate for replacement in the near future. Once a cost has been determined, Mr. Shaw would plan to apply for a State Construction grant to purchase and install a new boiler.

Regarding the electronic signage at the Steele Library, Mr. Shaw has requested and updated quote. A & H Design is working with the city to get the proper permit for installation. The estimate for the sign does not include having the electrical run out from the building to the sign. Chemung County will be contacted to determine if they can assist with this portion of the job.

Personnel Committee. Ms. Dworkin stated that the survey for evaluation of the Library District Director has been sent out to Board members and the professional staff of the District. The deadline for response is March 31st. The board requested that Mr. Shaw complete his self-evaluation by April 1st. Mr. Shaw stated that his staff evaluations have all been completed.

Election & Continuity Committee. Ms. Rogan stated their next meeting is April 3rd. Mr. Blandford has stated that he will not be seeking re-election and the Committee will look for someone to replace him in the 13th District. Other Districts up for election are the 3rd – Ms. Larnard plans to run again; the 4th – no word from Mr. Wehling on his plans; 9th – Ms.

White plans to run again and 8th – Ms. Kappanadze is in her 3rd term so a replacement will need to be found.

Advocacy Committee. No meeting this month. The next meeting is planned for April 11th. There has been no update on any upcoming events.

Old Business. Regarding the ad-hoc Committee meeting to discuss problems with people hanging out under the Promenade, Mr. Schamel stated that they are working on getting a date and time when all can meet.

The meeting was adjourned at 6:51pm. The next regular meeting of the board will be held on Thursday, April 18th, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-20)

Financial Report - MARCH 31, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 11,819	\$ 56,056	17.41%		
Grants (other than N.Y.S.)	\$ -	\$ 52,332				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; BF Adv \$321; ARTS \$3,400 & \$5,250 for M. Faire (STLS,CCC, CmOG, CCTC)
Foundation Contributions	\$ 200,000	\$ 20,000	180,000	10%		SML Foundation 1st Qtr distribution
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000	\$ 1,053	4,947	18%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,541,238	\$ 3,094,696	\$ 444,874	87%	25%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,625,978	\$ 429,194	\$ 1,196,784	26%		
Overtime & Holiday Salaries	24,508	\$ 3,805	20,703	16%		
Employee Benefits						
FICA	126,202	\$ 34,410	\$ 91,792	27%		
NY State Retirement	259,000	\$ 68,414	\$ 190,586	26%		
Medical & Dental	482,818	\$ 120,674	\$ 362,144	25%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 17,336	\$ 2,604	87%		
Subtotal - Personnel Expenses	2,538,446	673,833	\$ 1,864,613	27%	25%	
Contractual						
Equipment	45,367	\$ 2,845	42,522	6%		
Telephone	13,565	\$ 9,094	4,471	67%		
Supplies	50,200	\$ 6,070	44,130	12%		Total \$915=Gifts \$256; HH Found \$310; CCLD FR \$41; Grant \$308.
Travel & Continuing Education	14,915	\$ 859	14,056	6%		
Repairs & Maintenance	24,415	\$ 10,600	13,815	43%		
Postage	2,000	\$ 211	1,789	11%		
Library Materials (books, video, etc.)	364,116	\$ 58,199	305,917	16%		Total \$6,952=Gifts \$975; Grants \$3,361; SML Found \$2,028; HH Friends \$768
Utilities	58,200	\$ 18,685	39,515	32%		
Building Cleaning Supplies	13,325	\$ 4,488	8,837	34%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 584	2,216	21%		
Insurance	31,130	\$ 32,302	(1,172)	104%		
Vehicle Operation / Maintenance	7,000	\$ 160	6,840	2%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 3,668	19,407	16%		
Data Processing Expenses (Cost Share)	127,725	\$ 32,160	95,565	25%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 13,189	23,700	36%		Total \$5,989=Grant \$3,078; FR of CCLD\$1,040; HH FR \$1,421; M. Faire \$350; Mkting \$100
Chemung County costs (B&G, vision)	13,000	\$ 3,110	9,890	24%		
Capital Improvements STATE CONST see below	25,000	\$ 7,590	17,410	30%		Bolan \$6,850
Contingency Fund	52,890	\$ -	52,890	0%		
Subtotal Expenses	\$ 3,449,138	\$ 882,688	\$ 2,566,450	26%	25%	
2018/19 (teen) State Construction Projects		\$ 33,767				
TOTAL EXPENSES	\$ 3,449,138	\$ 916,455				

Chemung County Library District General Fund
Unpaid Bills Detail
 As of April 9, 2019

Type	Date	Memo	Open Balance
Brodart Co.			
Bill	04/09/2019	labels for books-processing	95.30
Total Brodart Co.			95.30
Demco, Inc.			
Bill	04/04/2019	book tape/labels	98.88
Bill	04/04/2019	Cat carpet for HH - pd by HH Friends	717.08
Total Demco, Inc.			815.96
Fire Alarm Service Technology, Inc.			
Bill	04/04/2019	ST annual basic fire alarm monitoring	330.00
Total Fire Alarm Service Technology, Inc.			330.00
First Transit, Inc			
Bill	04/09/2019	BKM fuel2/27-3/22 & Generator repairs	449.52
Total First Transit, Inc			449.52
H. L. Treu Office Supply Corp.			
Bill	04/09/2019	Office supplies	118.35
Total H. L. Treu Office Supply Corp.			118.35
Horseheads Printing			
Bill	04/04/2019	HH monthly flyers 3.21- pd by HH Foundation	155.34
Total Horseheads Printing			155.34
Library Supply Solutions			
Bill	04/04/2019	Security strips for Lib materials	624.00
Total Library Supply Solutions			624.00
Michelle Erickson			
Bill	04/04/2019	Prog supplies for VE	82.01
Total Michelle Erickson			82.01
Orkin			
Bill	04/09/2019	Bed Bug treatment at Steele	300.00
Total Orkin			300.00
Petty Cash-Steele			
Bill	04/09/2019	postage/BF & ST Juv petty cash for programming	631.52
Total Petty Cash-Steele			631.52
Rainy Toad Gaming (Troy Naida)			
Bill	04/04/2019	ST Teen game night 4/23	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
Sayles & Evans			
Bill	04/04/2019	Attorney fees - General Svc 1/23-2/28	823.25
Total Sayles & Evans			823.25
Star-Gazette			
Bill	04/04/2019	WE annual subscription for 2019	623.19
Total Star-Gazette			623.19
Tanglewood			
Bill	04/04/2019	VE program 4/24	110.00
Total Tanglewood			110.00
The Penworthy Company			
Bill	04/04/2019	Library materials HH	1,131.65
Bill	04/09/2019	Library materials BKM	554.76
Total The Penworthy Company			1,686.41
Unique Management Services, Inc.			

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 9, 2019

Type	Date	Memo	Open Balance
Bill	04/09/2019	collection notices-March	241.65
Total Unique Management Services, Inc.			241.65
Vasco Brands, Inc.			
Bill	04/04/2019	ST vacuum repair	71.06
Total Vasco Brands, Inc.			71.06
W. B. Mason Co, Inc.			
Bill	04/04/2019	office supplies all libraries	231.02
Total W. B. Mason Co, Inc.			231.02
WSKG			
Bill	04/09/2019	Maker Faire advertising	250.00
Total WSKG			250.00
TOTAL			7,688.58

Document #2019-22

Report of the April 3rd, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Martha Smith and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lee Saginario, Rachel Dworkin, Karl Schwesinger and Tim Blandford (who was present for payment of the bills and left thereafter).

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 4/3/19 for the Grant Fund - \$2,975.82 and the General Fund - \$94,508.30. Mr. Schamel moved, seconded by Ms. Smith to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Director Ron Shaw reported that some staff members are doing the training at the Horseheads Library this month. He has contacted Brian Hildreth from STLS to determine whether or not CCLD can have a room available to hold training for the balance of the staff at the Continuing Ed day on June 28th. The Labor / Management meeting was cancelled for this month.

Teen Space. The installation of carpeting, walls and furniture are on target. Mr. Shaw will be meeting with supervisors to discuss staffing of the Teen Space once construction has been completed. For a detailed update, please see the April 3rd Buildings & Grounds report.

Boiler at Steele. Mr. Shaw reported that the estimate for a new boiler came in at \$295,830. The Library District currently has over \$500,000 set aside in reserve funds for capital projects. The Buildings & Grounds Committee has recommended that Mr. Shaw apply for a NYS Construction Aid Grant to replace the boiler. This year the State has set aside \$365,000 to be available to all 48 libraries within the STLS service area. It is not known how much would be available to the Library District. For a detailed update, please see the April 3rd Buildings & Grounds report.

West Elmira Library. One of the two furnaces that heat the building was leaking fumes into the building and has been shut off. New furnaces may need to be purchased. The Library District has \$15,000 set aside in a reserve fund for the library. Furnace replacement may cost over \$20,000. For a detailed update, please see the April 3rd Buildings & Grounds report.

Van Etten Library. Mr. Shaw stated that there is nothing new to report regarding a possible move of the library to a different building in the town.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 1st, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-23

Report of the April 10th, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Lillian White, Jessica Roberts 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, 2019 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 4/9/19 for the General Fund - \$7,688.58. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported receipt of a check from Chemung County in the amount of \$58,751.96 for the Library District's share of PILOT funds (Payment in lieu of taxes). CCLD had budgeted \$50,000 for this fiscal year.

Mr. Shaw has signed the contract for the auditors. The letter lists their responsibilities. A copy will be sent to the board. The auditing team was here the last week of March. They expect to meet with the B & F Committee with a draft copy of the audit at the May meeting and then to meet with the full board at its May meeting.

The meeting adjourned at 8:07am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 8th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-24

Report of the April 3rd, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. Carpet and LVT have been laid. Light fixtures and HVAC are being worked on. The walls have arrived and are stored downstairs and upstairs. Dimon & Bacorn is expected to start the shifting of shelves April 15th. The walls are supposed to start going up April 9th and the furniture will arrive on April 22nd.

Other Steele Projects. Mr. Shaw is awaiting another estimate for the electronic sign to be installed on Church Street before requesting to move forward with the project.

Regarding the recent issue with the boiler at the Steele Library, an estimate was received from LaBella Associates (the same company that did the chiller unit). The estimate is \$295,830. Important points to consider: the expected life of the boiler was 31 years. The expected life of the circulation pumps was 20 years. Both were original to the building which means they are 41 years old. Neither LaBella nor County B&G have any idea how long it will last.

The Committee reviewed the internal document which lists the amounts set aside in reserve for capital projects. The District has \$245,000 set aside for future capital projects at Steele; \$150,000 for future capital projects; and \$150,000 set aside for Youth Services project. This is a total of \$545,000. There will also be the remains of the \$150,000 from the Teen Space reserve fund. Mr. Shaw requested for the Committee to consider whether or not CCLD should apply for a NYS Construction Aid Grant for the boiler replacement. The Committee recommended that a request for a grant should be submitted this year since the finalization of any grant approval would not be received until the spring of 2020.

West Elmira Library. The Supervisor of the library reported that a couple of people have had their eyes burn and water when they entered the building and that the "big generator thing" is making a weird noise. The County B&G has inspected and found that the noise was from the fan on the A/C unit which will be replaced. The smell is apparently from one of the furnaces. The County B&G states: There are two furnaces- one of which are not working and was leaking fumes. They were checking the second unit to see if there is anything wrong with that one. The worst case scenario is that we would have to close the branch until a new furnace(s) could be installed. We are hoping that we can operate on one furnace until cooling season starts and then install new furnaces during the summer months. The County is looking at the possibly of installing new cooling unit coils and the condenser at the same time. This will probably run over \$20,000. There is a reserve fund of \$15,000 set aside for the West Elmira Library.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 1st, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

	Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019		2018		2017	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age							Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2608	6.09%	2,391	6.22%	2,662	6.41%													7,661	6.24%	30,760	6.06%	35,179	6.43%
Adult Fiction	6859	16.02%	5,887	15.31%	6,897	16.60%													19,643	15.99%	81,962	16.15%	88,114	16.12%
Juv NF	1488	3.48%	1,739	4.52%	1,732	4.17%													4,959	4.04%	19,877	3.92%	24,059	4.40%
Juv Fic	6574	15.35%	6,765	17.59%	7,242	17.43%													20,581	16.76%	92,131	18.16%	101,259	18.52%
AV	11750	27.44%	10,193	26.50%	10,577	25.45%													32,520	26.48%	125,827	24.80%	154,621	28.28%
Periodicals	170	0.40%	119	0.31%	144	0.35%													433	0.35%	1,982	0.39%	2,646	0.48%
Other	427	1.00%	365	0.95%	464	1.12%													1,256	1.02%	4,467	0.88%	6,676	1.22%
Public Pcs	1941	4.53%	1,929	5.02%	2,015	4.85%													5,885	4.79%	22,016	4.34%	33,096	6.05%
Wireless	2730	6.38%	2,750	7.15%	2,774	6.68%													8,254	6.72%	28,199	5.56%	35,559	6.50%
Down Audio	1000	2.34%	960	2.50%	953	2.29%													2,913	2.37%	8,161	1.61%	8,359	1.53%
Down Ebooks	2010	4.69%	1,788	4.65%	1,956	4.71%													5,754	4.68%	19,655	3.87%	20,304	3.71%
Down Music	3018	7.05%	2,080	5.41%	2,937	7.07%													8,035	6.54%	24,537	4.84%	25,358	4.64%
Down Video	1923	4.49%	1,204	3.13%	876	2.11%													4,003	3.26%	12,731	2.51%	9,215	1.69%
Down Mags	319	0.75%	291	0.76%	323	0.78%													933	0.76%	1,481	0.29%	2,261	0.41%
Total	42,817		38,461		41,552		0		0		0		0		0		0		122,830		507,466		546,706	
																			122,830					

2016	
Total	%-age
36,406	6.43%
92,111	16.28%
23,368	4.13%
109,162	19.29%
172,690	30.51%
3,118	0.55%
6,138	1.08%
38,738	6.84%
31,642	5.59%
7,097	1.25%
18,074	3.19%
21,261	3.76%
4,368	0.77%
1,769	0.31%

565,942



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: April 15, 2019

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

- Lewis Murray- Laborer FT to Step 8
- Amanda Zell- Library Clerk FT to Step 8
- Caroline Poppendeck- Librarian II to Step 10
- Lynda Page- Library Clerk PT to Step 7
- Brian Boynton- Microcomputer Specialist FT to Step 3
- Pamela Lee- Senior Library Clerk FT to Step 8
- Michelle Erickson- Library Clerk FT to Step 8
- Kelly Jo Brown- Library Clerk FT to Step 6