



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 May 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday May 16, 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 #2019-31)
4. Treasurer's report
 - a) Financial report (document 2019-32)
 - b) Report of Unpaid Bills Detail (document 2019-33)
5. Correspondence
6. President's report

Consent Item: Approval of Memorandum of Agreement regarding Holidays
Resolved that the CCLD Board of Trustees approve the MOA audit as submitted.
7. Director's Report

Consent Item: Approval of Personnel Actions for May (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
Consent Item: Approval of Policy 251 Nondiscrimination and Anti-harassment, including Sexual Harassment.
Resolved that the CCLD Board of Trustees approve Policy 251 as submitted.
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-34)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-35)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-36)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
 - a) Memorandum of Agreement with CSEA
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the MAY 16, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-31)

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

Glenice Peel, Big Flats Library Branch Supervisor was present representing her library. Ms. Peel shared some things that she feels makes the Big Flats Library stand out from other CCLD locations. (1) A prize machine that patrons receive a token to use in the machine once they have read 10 books. This is like a year-round reading club. (2) The Big Flats Community Days Parade. Last year the library won first place for its float in the parade. They will be entering another float in the parade this year. (3) The pavilion donated to the library by the Big Flats Library Advocates. Patrons use the pavilion regularly and the library uses it for events like the summer concert. (4) The Big Flats Library was instrumental in the other libraries' use of "Noah's Ark" for programming. It is one of the most successful programs with patrons being able to make their own stuffed animals. Ms. Peel stated that last year was the 50th anniversary for the Big Flats Library and they celebrated by having a carnival on the grounds.

Katherine Stickler and Gena Rapisardi presented the final copy of the 2018 Chemung County Library District financial statements. There were no material weaknesses found in the audit. The only significant deficiency is the fact that each year the auditors convert CCLD accounts recorded during the year on a cash basis to that of an accrual basis.

Minutes. The minutes of the April 2019 meeting (Document #2019-25) were presented for board review. Mr. Blandford moved, seconded by Ms. Silvernail to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The April 30, 2019 Financial Report (Document #2019-26) was presented for board review. Mr. Schamel moved, seconded by Ms. Dworkin to accept the Financial Report dated 4/30/19 as presented in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-27). Ms. Santulli noted that beginning this month, a copy of the Unpaid Bill List for bills paid at the Executive Committee meeting will be included for board review. Mr. Schamel moved, seconded by Ms. Hayes that the board authorize the payment of the unpaid bills dated 5/8/19 for the General Fund - \$187,623.79 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. President Kappanadze reported on a letter received from the Public Library Foundation of Chemung County (Horseheads Foundation) that informed the board that since the Foundation has adjusted the method used for calculating their annual support of the Horseheads Library, another \$13,097 was forwarded to CCLD as the final 2018 distribution.

President's Report. President Kappanadze thanked members who volunteered to work on an ad-hoc Committee to look at the draft of the Strategic Plan as submitted by CCLD staff members. A meeting will be scheduled to discuss possible changes to the plan.

It was noted that the Friends of CCLD have postponed their Read-A-Thon until next spring.

For discussion purposes, Ms. Kappanadze mentioned the idea of engaging an HR Consultant on an as-needed basis to review HR practices, etc. Ms. Santulli stated that she belongs to an HR group that gets regular legal updates on HR related information. She did not feel the need for an HR Consultant at this time.

Regarding the staff monthly reports for their departments, board members felt that the reports should include an overview of any unusual events, any groundbreaking or out of the ordinary event that impacts their department and not necessarily a detailed account of their duties. Trustees stated that staff time is more valuably spent doing their work than in writing reports.

CONSENT ITEM: Approval of Audit. Resolved by Mr. Blandford, seconded by Ms. Hayes that the CCLD Board of Trustees approves the 2018 Audit of Financial Statements as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Resignation. Resolved by Ms. Larnard, seconded by Ms. Smith that the CCLD Board of Trustees accepts the resignation of William O'Dell-Wehling as Trustee for the 4th District. VOTE: Unanimously Approved. The board would like to thank Mr. Wehling for his service and expressed hope that if things change in the future, that he will come back to serve again on the Board of Trustees.

Director's Report. Mr. Shaw handed out copies of certificates of completion for the Sexual Harassment Prevention Training held at the last meeting.

Regarding staff interviews, the Teen Clerk interviews will be conducted and finished by next week and it is expected that the interview for the Administrative Assistant-Library position will take place next week.

Regarding problems at the Steele Library

**He has left a message with Councilman Brent Stermer regarding the problems at the promenade. Since the weather has changed, more people are "hanging out" under the viaduct. A written incident form is being developed.

**He is setting up a meeting with Chief Kane from the Elmira Police Department regarding possible walk-throughs by his department, questions about safety and security.

**He called the Elmira Family Courts regarding court ordered visitation being held at the library. He was told to send an email addressing the issue. Due to problems that staff had had to handle, it is his intent to ask the courts to stop referring people to using the library for these visits.

Mr. Shaw reported that he has contacted F.A.S.T. to get an estimate for additional security cameras at Steele, as well as repositioning existing ones.

Sexual Harassment Prevention Training for staff members has been confirmed to be held at STLS's Continuing Ed day on June 28th. CCLD's attorney, Kim Middaugh will be conducting the training session.

He advised the board that all CCLD libraries will be closed on the 27th for Memorial Day. The summer hours start May 20th and run through Saturday, September 7th.

Mr. Shaw, with the Clerk from the Van Etten Library, visited the former Village of Van Etten Village Hall as the next possible location for the library. Due to windows, the library will need to use low shelving. Size-wise the location is doable. It is downtown and would be more accessible to patrons. Shelving and furniture will be needed. He is still awaiting word from the Town officials on whether or not they plan to move the library.

CONSENT ITEM: Approval of the Personnel Actions for May (Appendix C). Resolved by Ms. Dworkin, seconded by Ms. Larnard that the CCLD Board of Trustees approves the Personnel actions as submitted. 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 #2019-28). Ms. Kappanadze will check trustee's availability for the next meeting since it is scheduled for July 3rd.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-29). Nothing new to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-30). Mr. Shaw stated that the Teen Space is only waiting on 4 windows, 1 door and 2 wall panels to be completely finished.

Mr. Shaw has received proposals from Andy Harding and Bob Butcher for project management of the Staff Room Renovation and the installation of the exterior sign. The documents will be sent out to the Committee for review at their June meeting.

Election & Continuity Committee. Ms. Rogan stated that the Committee has started the process for the 2019 Election. Five Districts are up for election.

Resolved by Ms. Rogan, seconded by Mr. Schamel that the Board of Trustees of the Chemung County Library District hereby authorizes the Election and Continuity Committee and the Election Commissioner to expend funds not to exceed \$4,000 for the purpose of conducting the 2019 election. VOTE: Unanimously Approved. After the election, the Committee will submit to the Board a financial report detailing those expenditures.

Resolved by Ms. Dworkin, seconded by Mr. Schamel that the Board of Trustees of the Chemung County Library District appoints Sue Cook as Election Commissioner with the same duties and responsibilities as last year at a fixed fee of \$1,500. VOTE: Unanimously Approved.

Ms. Rogan also reported that Chemung County's representative on the STLS Board of Trustees, Denise King's term is up at the end of this year. Ms. King has agreed to serve another term. CCLD will need to send a letter to STLS nominating her for this position.

Advocacy Committee. Due to the resignation of Chairperson Wehling, this Committee will be on hiatus until it re-groups.

Old Business. None.

New Business. Ms. Rogan encouraged board members to check out the book “Our Towns” by James and Debra Fellows. Chemung County is listed in the book. The book delineates what worked and what didn’t in the recovery of 2008. One main thing that worked was forming partnerships with the community and making it a priority. She stated that it may be a good idea for a representative of CCLD to attend the City Legislature meeting and/or to meet with the City Mayor to make them aware of the services that our libraries offer for free to City residents.

Personnel Committee. Ms. Dworkin moved, seconded by Mr. Schamel to move into Executive Session to discuss the evaluation of the Library District’s Director. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Mr. Blandford to come out of Executive Session. VOTE: Unanimously Approved.

Ms. Hayes moved, seconded by Ms. Silvernail that the CCLD Board of Trustees approves of the results of the Executive Director’s 2019 evaluation. VOTE: Unanimously Approved. Mr. Schamel moved, seconded by Mr. Blandford to table discussion on the Director’s salary increase until the board reviews his last three years of salary increases. VOTE: Unanimously Approved.

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be held on Thursday, June 20th, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-32)

Financial Report - MAY 31, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 21,889	\$ 45,986	32.25%		
Grants (other than N.Y.S.)	\$ -	\$ 54,885				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; BF Adv \$321; ARTS \$3,400 & M. FAIRE \$7,703 for M. Faire (STLS,CCC, CmOG, CCTC); Chess T \$100
Foundation Contributions	\$ 200,000	\$ 33,097	166,903	17%		SML Foundation 1st Qtr distribution; HH Found \$13,097 FINAL for 2018
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		
PILOT Funds	\$ 54,000	\$ 58,752				
Interest on Investments	\$ 6,000	\$ 3,970	2,031	66%		
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	\$ 3,182,085	\$ 418,790	90%	42%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,625,978	\$ 674,639	\$ 951,339	41%		
Overtime & Holiday Salaries	24,508	\$ 5,297	19,211	22%		
Employee Benefits						
FICA	126,202	\$ 54,972	\$ 71,230	44%		
NY State Retirement	259,000	\$ 106,170	\$ 152,830	41%		
Medical & Dental	482,818	\$ 199,308	\$ 283,510	41%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 20,532	\$ (592)	103%		
Subtotal - Personnel Expenses	2,538,446	1,060,918	\$ 1,477,528	42%	42%	
Contractual						
Equipment	45,367	\$ 5,171	40,196	11%		Grants \$2,335
Telephone	13,565	\$ 9,204	4,361	68%		
Supplies	50,200	\$ 17,037	33,163	34%		Total \$7,188=Gifts \$270; HH Found \$2,547; HH Friends \$823; CCLD FR \$41; Grant\$3,253; MKT \$100; M.Faire \$154
Travel & Continuing Education	14,915	\$ 2,913	12,002	20%		
Repairs & Maintenance	24,415	\$ 13,572	10,843	56%		
Postage	2,000	\$ 330	1,670	16%		
Library Materials (books, video, etc.)	364,116	\$ 102,452	261,664	28%		Total \$8,451=Gifts \$2,254; Grants \$3,361; SML Found \$2,028; HH Friends \$988
Utilities	58,200	\$ 25,201	32,999	43%		
Building Cleaning Supplies	13,325	\$ 6,005	7,320	45%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 1,075	1,725	38%		
Insurance	31,130	\$ 32,302	(1,172)	104%		
Vehicle Operation / Maintenance	7,000	\$ 370	6,630	5%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 13,599	9,476	59%		Audit \$7,700
Data Processing Expenses (Cost Share)	127,725	\$ 34,290	93,435	27%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 28,695	8,194	78%		Total \$12,087=Grant \$3,998; FR of CCLD\$1,040; HH FR \$2,004; M. Faire \$4,926; Mkting \$119
Chemung County costs (B&G, vision)	13,000	\$ 6,447	6,553	50%		
Capital Improvements STATE CONST see below	25,000	\$ 12,465	12,535	50%		Bolan \$11,725
Contingency Fund	52,890	\$ -	52,890	0%		
Subtotal Expenses	\$ 3,449,138	\$ 1,377,086	\$ 2,072,052	40%	42%	
2018/19 (teen) State Construction Projects		\$ 275,116				
TOTAL EXPENSES	\$ 3,449,138	\$ 1,652,202				

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06/11/19

Document #2019-33

Chemung County Library District General Fund Unpaid Bills Detail As of June 12, 2019

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	06/10/2019	7/10 Art Journey at HH	275.00
Total Aleta Yarrow			275.00
Baker & Taylor Books			
Bill	06/11/2019	Book purchase Steele JUV 3/28-6/3	3,565.15
Total Baker & Taylor Books			3,565.15
Bridget Bossart Van Otterloo			
Bill	06/11/2019	Teen Art Watercolor 6/27	180.00
Total Bridget Bossart Van Otterloo			180.00
Brodart Co.			
Bill	06/11/2019	Teen Space signage/processing supply	368.50
Total Brodart Co.			368.50
Cami Johnson			
Bill	06/10/2019	7/10 prog at VE	100.00
Total Cami Johnson			100.00
Chemung County Sewer District			
Bill	06/10/2019	2019 fees for ST/WE/HH	507.32
Total Chemung County Sewer District			507.32
David Moreland			
Bill	06/10/2019	Magic shows for BMK & BF on 7/9	990.00
Total David Moreland			990.00
Deborah L. Brimmer			
Bill	06/11/2019	mileage M. Faire 12/6/18-5/14/19 BAL due	253.05
Total Deborah L. Brimmer			253.05
Demco, Inc.			
Bill	06/11/2019	Teen Space/Steele SRC/misc supplies	1,775.06
Total Demco, Inc.			1,775.06
Eastern Managed Print Network			
Bill	06/10/2019	Maint Agreemt Public copiers at Steele 6/1/19-5/31/20	816.30
Total Eastern Managed Print Network			816.30
Eldridge Park Carousel Preservation Soc.			
Bill	06/10/2019	BAL DUE for SRC final party 8/7/19 pd by CCLD Friends	450.00
Total Eldridge Park Carousel Preservation Soc.			450.00
First Transit, Inc			
Bill	06/10/2019	BKM fuel 4/28-5/25	192.35
Total First Transit, Inc			192.35
Horseheads Printing			
Bill	06/10/2019	HH Summer programs 5/30 pd by HH Foundation	558.79
Total Horseheads Printing			558.79
Junior Library Guild			
Bill	06/10/2019	Library materials HH	122.85
Total Junior Library Guild			122.85
Kimberly Ulrich			
Bill	06/10/2019	Concert Legacy 7/9 pd by Friends of CCLD	450.00
Total Kimberly Ulrich			450.00
Kirkus Reviews			
Bill	06/10/2019	annual subscription - DIGITAL +Print HH	199.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 12, 2019

Type	Date	Memo	Open Balance
Total Kirkus Reviews			199.00
Madcap Productions			
Bill	06/10/2019	7/10 Space prog at ST - FINAL	337.50
Bill	06/10/2019	7/9 Space prog at HH	650.00
Total Madcap Productions			987.50
Maggie Young			
Bill	06/10/2019	Reimb for genealogy purchases incl yearbooks	158.50
Total Maggie Young			158.50
Oriental Trading Company, Inc.			
Bill	06/10/2019	WE program supplies	254.53
Total Oriental Trading Company, Inc.			254.53
Orkin			
Bill	06/10/2019	Pest control at ST - 2019 annual	773.68
Total Orkin			773.68
Sara Caldwell			
Bill	06/11/2019	Teen SRC prizes	60.00
Total Sara Caldwell			60.00
Southern Tier Library System			
Bill	06/11/2019	Cost Share 2nd quarter 2019	30,051.25
Total Southern Tier Library System			30,051.25
Swift Office Equipment, Inc.			
Bill	06/10/2019	HH copier maint agmt 2/12-5/21	491.74
Total Swift Office Equipment, Inc.			491.74
Tim Collins			
Bill	06/10/2019	Teen Program 7/3	250.00
Total Tim Collins			250.00
Timothy E. Cleary			
Bill	06/10/2019	7/10 program at VE	150.00
Total Timothy E. Cleary			150.00
Unique Management Services, Inc.			
Bill	06/10/2019	collection notices-May	205.85
Total Unique Management Services, Inc.			205.85
Vasco Brands, Inc.			
Bill	06/10/2019	paper/cleaning supplies	824.75
Total Vasco Brands, Inc.			824.75
Wegmans Food Markets Inc.			
Bill	06/10/2019	Adult at Steele/Chess Tourney	49.04
Total Wegmans Food Markets Inc.			49.04
TOTAL			45,060.21

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06/05/19

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 5, 2019

*Paid @
Exec. Comm.*

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	06/05/2019	Non-Fiction purchases - MAY	687.54
Total Ingram Library Services			687.54
Midwest Tape, LLC			
Bill	06/05/2019	CBA educational DVDs	14.99
Total Midwest Tape, LLC			14.99
Southern Tier Library System			
Bill	06/05/2019	RR Digital Bookmarks	209.62
Total Southern Tier Library System			209.62
TOTAL			912.15

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06/05/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of June 5, 2019

*Paid @
Exec. Comm.*

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	06/05/2019	6/12 Art Journey at HH	220.00
Bill	06/05/2019	6/13 Keeping it Positive at ST	200.00
Total Aleta Yarrow			420.00
Amazon Credit Plan			
Bill	06/05/2019	Purchases all libraries 4/9-5/6	1,318.03
Total Amazon Credit Plan			1,318.03
Blackstone Publishing			
Bill	06/05/2019	Audiobooks purchase - ST 5/6	147.99
Total Blackstone Publishing			147.99
Bryan Boynton			
Bill	06/05/2019	Mileage reimb 4/12-5/6, IT workshop reg	250.51
Total Bryan Boynton			250.51
CCLD Petty Cash			
Bill	06/05/2019	Petty Cash BF/WE	446.02
Total CCLD Petty Cash			446.02
Chemung Canal Trust Company			
Bill	06/05/2019	Credit card - M. Faire, IT/BKM conf reg, Teen Prog, misc supplies	2,432.39
Total Chemung Canal Trust Company			2,432.39
Deborah L. Brimmer			
Bill	06/04/2019	mileage M. Faire/IT 12/6/18-5/14/19	343.05
Total Deborah L. Brimmer			343.05
Dell Marketing L.P.			
Bill	06/05/2019	Computers/laptop for Teen Space - pd w/grant funds	4,969.94
Total Dell Marketing L.P.			4,969.94
Eastern Managed Print Network			
Bill	06/05/2019	Maint Agreemt Staff copier 2/15-5/14	1,844.99
Total Eastern Managed Print Network			1,844.99
Findaway World LLC			
Bill	06/05/2019	Playaways for WE purch w/grant funds	1,799.80
Total Findaway World LLC			1,799.80
Glenice Peel			
Bill	06/05/2019	mileage 2/1-5/2919	366.56
Bill	06/05/2019	Reimb Program Expense-Caterpillar	280.61
Total Glenice Peel			647.17
Gumdrop Books			
Bill	06/05/2019	BF book purchases 4/29/19	1,312.64
Total Gumdrop Books			1,312.64
Ingram Library Services			
Bill	06/05/2019	Library Materials all libraries MAY	7,218.48
Total Ingram Library Services			7,218.48
Jennie Lewis			
Bill	06/05/2019	Mileage 5/6-5/15	41.24
Total Jennie Lewis			41.24
Jim's Tent & Party Rentals			
Bill	06/05/2019	Maker Faire tent rental	1,003.00
Total Jim's Tent & Party Rentals			1,003.00
Julie Spicer			

12:01 PM

06/05/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of June 5, 2019

*Paid @
Exec. Comm.*

Type	Date	Memo	Open Balance
Bill	06/05/2019	Tai Chi programs at ST - 6/17 & 24	80.00
Total Julie Spicer			80.00
Kimberly Bolan & Associates			
Bill	06/05/2019	Teen Space consulting fees FINAL	4,875.00
Bill	06/05/2019	Teen Space Fee for AJH - Engineer	1,600.00
Total Kimberly Bolan & Associates			6,475.00
Mark Armstrong			
Bill	06/05/2019	Patron Refund	20.00
Total Mark Armstrong			20.00
Mark Margeson			
Bill	06/05/2019	HFL mowing 4/25-5/16	280.00
Total Mark Margeson			280.00
Michelle Erickson			
Bill	06/05/2019	Program supplies VE April/May	223.81
Total Michelle Erickson			223.81
MidWest Tape			
Bill	06/05/2019	DVD/Audio purchases - ST/HH/WE	10,660.09
Total MidWest Tape			10,660.09
MuVChat			
Bill	06/05/2019	ST teen program 5/31	35.00
Total MuVChat			35.00
Noah's Ark Animal Workshop, Inc.			
Bill	06/05/2019	BF Space Alien program 7/2	550.00
Total Noah's Ark Animal Workshop, Inc.			550.00
Penguin Random House, LLC			
Bill	06/05/2019	Audiobks 4/29-5/22	377.24
Total Penguin Random House, LLC			377.24
Petty Cash-Steele			
Bill	06/05/2019	postage, supply, Teen Prog, NLW, Chess T, etc	758.25
Total Petty Cash-Steele			758.25
Recorded Books			
Bill	06/05/2019	Zinio eMags use chgs	47.84
Total Recorded Books			47.84
Reliable Computer Products			
Bill	06/05/2019	ST drum for printer	87.00
Total Reliable Computer Products			87.00
The Penworthy Company			
Bill	06/04/2019	Library materials Steele JUV	1,466.61
Total The Penworthy Company			1,466.61
Town of Big Flats			
Bill	06/05/2019	water bill 2/1-5/1	57.12
Total Town of Big Flats			57.12
U. S. Postal Service			
Bill	06/05/2019	postage for meter 2019	1,500.00
Total U. S. Postal Service			1,500.00
Verizon			
Bill	06/05/2019	Install phone-line in Teen Space	607.62

12:01 PM

06/05/19

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 5, 2019

*Paid @
Exec. Comm.*

Type	Date	Memo	Open Balance
Total Verizon			607.62
Village of Horseheads			
Bill	06/05/2019	water bill 1/30-4/29	54.87
Total Village of Horseheads			54.87
W. B. Mason Co, Inc.			
Bill	06/05/2019	office supplies all libraries	672.70
Total W. B. Mason Co, Inc.			672.70
Williams Construction			
Bill	06/05/2019	Teen Space renovation Contract less retainage	47,015.50
Total Williams Construction			47,015.50
TOTAL			95,163.90

Document #2019-34

Report of the June 5th, 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 and Ronald Shaw, CCLD management. Other board members in attendance were Rachel Dworkin, Ann Hayes, Lillian White, Pat Silvernail and Karl Schwesinger.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 6/5/19 for the Grant Fund - \$912.15 and the General Fund - \$95,163.90. Mr. Schamel moved, seconded by Ms. Dworkin to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Director Ron Shaw gave the following reports:

**A number of staff members at the Steele Library will be taking the Sexual Harassment Prevention Training this week.

**The Teen Space held their first event since being opened to the public. A total of 47 people attended the first program.

**The interview for the Administrative Assistant-Library position was held this week. The board will need to approve of the appointment at the June board meeting with a start date of July 1st.

**A planned Drag King/Queen Storytime being held at the Steele Library on June 14th has received one negative comment and one hate emoji on CCLD's FaceBook page. The rest of the comments have been positive. Since the negative responses were given by a staff member and a library volunteer, Mr. Shaw will speak to them individually. He plans to attend the event.

**The Memorandum of Agreement (MOA) to make the day after Thanksgiving a closed holiday has been approved by the CSEA union staff members. The MOA will be included on the June Agenda for approval by the Board of Trustees.

The meeting adjourned at 6:10pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 3rd, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-35

Report of the June 12th, 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 and Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the May 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 6/12/19 for the General Fund - \$45,060.21. The bill list includes the second quarter payment to the Southern Tier Library System (STLS) for Data Processing (Cost Share). The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw submitted the first draft of the proposed 2020 Library District Budget. He reviewed the planning assumptions that the Administration uses when preparing the budget. Payroll increases in 2020 will use up the entire dollar amount allowed by the 2% tax cap required by New York State. The first draft of the budget proposes a 3.53% increase to the tax revenues which, if approved by the board, will require a tax cap override resolution. The budget will be reviewed for accuracy and will be submitted to the full board at their July meeting for review and approval. August 1st is deadline to submit the tax information to the Chemung County Board of Elections in order for it to be included on the November General Election ballot.

The meeting adjourned at 8:22am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 10th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-36

Report of the June 5th, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:33pm. Present were Mr. Schwesinger, Ms. Smith and Ms. Kappanadze. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Outdoor Sign. Mr. Shaw submitted quotes from AJH Design and Robert Butcher to conduct project management of the installation of the electronic sign at the Steele Library. Bob Butcher's proposal was much less than AJH, however the AJH proposal had a much more detailed list of duties they would attend to. The Committee requested that Mr. Butcher be allowed to re-submit his proposal with a price for the same duties as AJH Design. The Committee will then be able to compare the two proposals as equal.

Teen Section. This project is 99% complete. The engineer is coming back to walk through and make a punch list of any items yet to be resolved. The close-out paperwork for the State Construction Funding needs to be submitted to NYS by June 30, 2019.

Other Steele Projects. Boiler – nothing new to report

Renovation of the Staff Room/Kitchen area. Mr. Shaw submitted proposals from Bob Butcher and AJH Design for project management of this project at the Steele Library. Bob Butcher proposed \$1,850; AJH Design \$7,450. The project is expected to cost between \$25,000-\$30,000. Mr. Schwesinger stated that the engineering costs for most projects should come in at 10-15%. The Committee will recommend that the board approve the proposal of Bob Butcher for the renovation of the staff room at the Steele Library. This will be on the Agenda for the June board meeting.

West Elmira Library. Nothing new to report on the furnaces.

Van Etten Library. Mr. Shaw will be attending the Town of Van Etten board meeting this month to discuss changes to the Van Etten Library.

Horseheads Library. The Library District has received an offer from Al Baccile to install a ramp from Eleanor Street to the shed at the Horseheads Free Library. Mr. Baccile will donate the cost of the project, estimated to be \$1,500. Mr. Schwesinger will check with the Village of Horseheads Code Department to be sure that this project can be accepted. The decision to approve was tabled until the June meeting of the full board.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 3rd, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.