



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 September 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday September 17 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Introduction of Members
4. Approval of minutes (document #2020-49)
5. Treasurer's report
 - a) Financial report (document 2020-50)
 - b) Report of Unpaid Bills Detail (document 2020-51)
6. Correspondence
7. President's report (Dworkin)
8. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2019-52)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-53)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-54)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the August 20, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-49)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Martha Smith, Crystal Gullo-Buzzetti, Kevin Hansen, Phyllis Rogan, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard, Penny Appenzellar, Ann Hayes, Lee Saginario, and Mark Padgett. Excused: Jessica Roberts. Also present were Ron Shaw and Holly Melott on behalf of the Library District's Administration.

Minutes. The minutes of the July 2020 meeting (Document #2020-43) were presented for board review. Ms. Hayes moved that the June Board minutes be approved as amended, seconded by Ms. Larnard to accept the minutes as amended. **VOTE: Unanimously Approved.**

Financial Report. The July 31, 2020 Financial Report (Document #2020-44) was presented for board review. Mr. Schamel moved, seconded by Ms. Hayes, to approve the June Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2020-33) Mr. Schamel moved, seconded by Ms. Silvernail, that the board authorize the payment of the unpaid bills dated 08/20/20 for the General Fund - \$72,748.80. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, second by Ms. Chollet. **VOTE: Unanimously Approved.**

Correspondence. Mr. Shaw shared correspondence from the community thanking the library for re-opening, for making face shields, and recognition for exemplary service provided by Librarian, Maggie Young.

President's Report. Ms. Dworkin continues to closely monitor the pandemic situation. She appreciates the boards support and flexibility during this challenging time. She has received multiple expressions of concern over the recent Steele Library weeding project.

Director's Report. Mr. Shaw reported on the following:

- He will be meeting with department heads the week of 8/24 to solidify extended re-opening plans. Beginning the week of 9/14, both floors of Steele will be open 9 a.m. to 8 p.m., each of the branches will have additional open hours as well. Saturday hours will resume on 10/3. Curbside services may be eliminated.
- Deb Brimmer, IT Supervisor has submitted the paperwork to STLS for a matching grant, to be used for technology, monies will be received in 2021.
- He will be meeting with Bob Butcher on 8/24. The breakroom renovations are ready to go out for bid.
- Due to the current pandemic situation, it was difficult to obtain parts for the boiler at Steele. Completion is slated for early September.
- An application has been submitted for a construction grant through STLS for a total of \$58,000. The estimated cost of repaving the parking lot at Steele is \$116,000.
- He has requested an extension from the NY Department of Labor, allowing him to conduct the workplace violence training on Friday, November 6 during the annual continuing education day.

CONSENT ITEM: Ms. Rogan moved that Personnel Actions are approved as submitted, seconded by Mr. Hansen. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2020-46)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board, approved as amended. (Document #2020-47)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-48)

Personnel Committee.

Election & Continuity Committee. The committee is continuing to prepare for the election of 2020. As in past years, the trustee election will be conducted on Election Day with two polling places (Steele Memorial Library and Horseheads Free Library).

There are 7 districts up for election this year. Currently the status of these districts are:

District 1 – Pat Silvernail – running

District 5 – Bonnie Chollet – running

District 6 – Jack Schamel – running

District 8 – Penny Appenzellar – appointed last year, running for remainder of term

District 10 – Phyllis Rogan – running

District 13 – Mark Padgett – appointed this year, running for remainder of term

District 14- Martha Smith – running

If there are any errors or changes, please let the committee know as soon as possible. Identifying new trustee candidates is a difficult and time consuming task.

Betsy Gorman is up for re-appointment this year as the STLS representative.

Nominating petitions are required for a candidate to appear on the ballot, but that only 18 signatures will be needed per the Governor's Executive Order 202.51.

Absentee ballots will be handled the same as in previous years. Sue Cook is working with the Board of Elections to determine if absentee ballots can be placed at the polling places on Election Day.

Advocacy Committee.

Old Business.

New Business. Ms. Appenzellar moved, seconded by Mr. Schamel, that Article VII Section 5, be amended as follows:

ARTICLE VII Section 5

Section 5. Unless under Executive Order (EO), meetings of the Chemung County Library District must adhere to the NYS Open Meetings Law. If an EO has superseded the ability to abide by the Open Meetings Law, meetings of the CCLD Board and/or its committees may be held remotely, via internet, as long as the following are observed:

- (1) All parties must be able to hear everyone participating in the meeting.
- (2) If voting takes place the chair must be able to verify each participant's vote. If a Board Member is participating by phone (for audio purposes) the President of the Board must ask them by name what his/her vote is.
- (3) The public notice of each meeting shall contain the password for access to the meeting platform.
- (4) The meeting shall be recorded and the recording shall be made available to the public.
- (5) Members of the public who participate in the remote access meeting shall have the right to address the Board under the agenda Period for Public Expression

VOTE: Ms. Dworkin called for a roll call: Opposed: Ms. Rogan, Ms. Gullo-Buzzetti, Mr. Schewesinger, and Ms. Larnard. In favor: Ms. Saginario, Ms. Appenzellar, Mr. Hansen, Mr. Schamel, Ms. Chollet, Ms. Hayes, Ms. Silvernail, Ms. Smith, Ms. Dworkin, and Mr. Padgett.

Ms. Dworkin made a motion that the board go into executive session, second by Mr. Schamel VOTE: Unanimously Approved. Mr. Shaw & Ms. Melott were dismissed.

Mr. Schamel moved that the executive session end, seconded by Ms. Chollet. VOTE: Unanimously Approved.

Ms. Dworkin moved that Ms. Melott be given a 2% increase in salary, retroactive to her anniversary, seconded by Ms. Hayes. VOTE: Unanimously Approved.

Mr. Schamel moved, second by Ms. Chollet, to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, September 17, 2020 at 6:00pm at the Steele Memorial Library and online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2020-50)

Financial Report - August 31, 2020

Income	2020 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 298,148	\$ (238,123)	496.71%		Covid Project: \$3425;Memorial: \$277,970.38;
Grants (other than N.Y.S.)		\$ 43,296				Comm Found \$1000;HH Friends \$8600;Ukelele class\$960;Art Council \$5758; Friends \$18,000
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 39,985	160,015	20%		St Foundation \$20,000
Library District Tax Receipts	\$ 3,115,115	\$ 3,180,354	(65,239)	102%		
PILOT Funds	\$ 70,000			0%		
Interest on Investments	\$ 8,000	\$ 2,683	5,317	34%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 39,546		39,546	0%		
Other State Aid						
TOTAL INCOME	\$ 3,659,557	\$ 3,564,466	\$ 68,388	97%	67%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,675,556	\$ 1,115,181	\$ 560,375	67%		
Overtime & Holiday Salaries	22,619	\$ 6,789	15,830	30%		
Employee Benefits						
FICA	129,910	\$ 81,689	\$ 48,221	63%		
NY State Retirement	267,967	\$ 224,549	\$ 43,418	84%		
Medical & Dental	518,495	\$ 339,704	\$ 178,791	66%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 20,789	\$ (2,809)	116%		
Subtotal - Personnel Expenses	2,632,527	1,788,701	\$ 843,826	68%	67%	
Contractual						
Equipment	62,310	\$ 33,729	28,581	54%		Grant funds: \$1875
Telephone	14,800	\$ 9,543	5,257	64%		
Supplies	48,700	\$ 35,947	12,753	74%		Grant \$12383;HH Omara \$63; BF Omara\$153;HH Foundation \$552;Mkting \$1837
Travel & Continuing Education	12,915	\$ 4,060	8,855	31%		
Repairs & Maintenance	27,010	\$ 9,860	17,150	37%		
Postage	2,000	\$ 2,000	0	100%		Additional mailing b/c of Covid - paychecks, SRC material
Library Materials (books, video, etc.)	375,041	\$ 184,040	191,001	49%		Gifts \$6710;HH Friends \$40
Utilities	60,200	\$ 31,379	28,821	52%		
Building Cleaning Supplies	13,700	\$ 13,700	0	100%		Increased cost due to Covid needs
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,234	1,866	40%		
Insurance	33,577	\$ 33,644	(67)	100%		
Vehicle Operation / Maintenance	7,000		7,000	0%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 22,175	0	100%		
Data Processing Expenses (Cost Share)	131,681	\$ 84,182	47,499	64%		
Payment of Taxes	5,080	\$ 5,111	(31)	101%		
Library Programming	37,997	\$ 36,464	1,533	96%		Grant Funds\$7345incl Tlab&\$720 ret to Hansen; Fri \$2985; HH Friends\$4911;Mkt \$736
Chemung County costs (B&G, vision)	14,000	\$ 1,108	12,892	8%		
Capital Improvements STATE CONST see below	10,000	\$ 119,821	(109,821)	1198%		St outdoor sign -pd w/Reserve Funds
Contingency Fund	52,643	\$ 15,574	37,069	30%		Building supplies & Prof fees+ Postage -including Zoom accounts
Subtotal Expenses	\$ 3,566,456	\$ 2,432,271	\$ 1,134,185	68%	67%	
2019 & 2020 State Construction Projects						
TOTAL EXPENSES	\$ 3,566,456	\$ 2,432,271				

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 17, 2020

Type	Date	Memo	Open Balance
ABDO-SPOTLIGHT-MAGIC WAGON			
Bill	09/17/2020	ST JUV collection	189.60
Total ABDO-SPOTLIGHT-MAGIC WAGON			189.60
AT&T - Illinois			
Bill	09/17/2020	long distance charges-ST	7.54
Total AT&T - Illinois			7.54
Baker & Taylor Books			
Bill	09/17/2020	Book purchase Bkm- & St Juv - Aug...	1,119.19
Total Baker & Taylor Books			1,119.19
Bryan Boynton			
Bill	09/17/2020	IT phone stipend for on call - for 3rd ...	90.00
Total Bryan Boynton			90.00
Chapel Lumber			
Bill	09/17/2020	sneeze guards @ HH - pd w/grant fu...	200.00
Total Chapel Lumber			200.00
Deborah L. Brimmer			
Bill	09/17/2020	IT phone stipend for on call - for 3rd ...	90.00
Total Deborah L. Brimmer			90.00
Elmira Water Board			
Bill	09/17/2020	Water bill St 06/15/20-08/13/20	206.36
Total Elmira Water Board			206.36
Ingram Library Services			
Bill	09/17/2020	August Library material - Graphic no...	19.44
Total Ingram Library Services			19.44
Julie Spicer			
Bill	09/17/2020	Tai Chi programs online 9/14, 9/21, 9...	240.00
Total Julie Spicer			240.00
Kopernik Observatory and Science Center			
Bill	09/17/2020	#3 virtual programs @ WE 8/21, 8/2...	225.00
Total Kopernik Observatory and Science Center			225.00
Postler & Jaeckle Corp			
Bill	09/17/2020	Installation of boiler @ Steele - 2nd p...	111,792.14
Total Postler & Jaeckle Corp			111,792.14
Ronald Shaw			
Bill	09/17/2020	mileage & insurance reimbursement...	387.63
Total Ronald Shaw			387.63
Southern Tier Library System			
Bill	09/17/2020	3rd quarter cost share all libraries	25,929.78
Total Southern Tier Library System			25,929.78
The New York Times			
Bill	09/17/2020	Annual subscription 08/01/20-07/30/21	950.09
Total The New York Times			950.09
Vasco Brands, Inc.			
Bill	09/17/2020	cleaning supplies BF/HH/WE/ST	439.60
Bill	09/17/2020	cleaning supplies BF/HH/WE/ST	81.37
Total Vasco Brands, Inc.			520.97
TOTAL			141,967.74

2:57 PM

09/08/20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 17, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
Bill	09/17/2020	Reference materials	129.49
Total Baker & Taylor Books			129.49
Information Today, Inc.			
Bill	09/17/2020	reference material	407.53
Total Information Today, Inc.			407.53
TOTAL			537.02

Document #2020-52

Report of the September 2, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting via Zoom from the Executive Committee were Rachel Dworkin, Martha Smith, Phyllis Rogan, and Jack Schamel. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Karl Schwesinger, Kevin Hanse, Lee Saginario, Penny Appenzellar, and Ann Hayes.

Ms. Dworkin called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 9/2/20 for the General Fund - \$33,869.86, Grant Fund - \$2521.15. **Mr. Schamel moved, second by Ms. Smith to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.** Ms. Dworkin moved, second by Ms. Hayes, that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic **VOTE: Unanimously Approved.**

Director Ron Shaw gave the following reports:

- Beginning September 14th, all branches will be open for open browsing in 30 minute increments.
- The Bookmobile is scheduled to resume service on September 21st, the route will be posted on the website
- Bookmobile repairs will begin soon
- Currently no in-house events are scheduled, multiple online programs continue. Curbside will be available by request only
- The annual STLS Board Foundation meeting will be held September 10th at 5 p.m., via Zoom
- Board of Trustee elections will be able to be held at Steele, Mr. Shaw will evaluate the space at Horsehead, anticipating that they can be held there as well

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 7, 2020 at 6pm via Zoom.

Document #2020-53

Report of the September 9, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting in person or via Zoom were CCLD board member Mr. Jack Schamel, Ms. Ann Hayes, Ms. Rachel Dworkin, and Ms. Jessica Roberts. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the August 31, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated September 17, 2020 for the General Fund - \$30,040.60, for the Grant Fund - \$537.02. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 14, 2020 via Zoom or in the Petrie Conference Room of the Steele Memorial Library.

Document #2020-54

Report of the September 2, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present via Zoom were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Ann Hayes, Ms. Martha Smith, and Ms. Lee Saginario. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- The boiler project at Steele is nearing completion
- STLS has approved \$58,000 for the paving of the parking lot at Steele, the decision will now move on to the Division of Library Development
- Steele breakroom project is out for bid

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 7, 2020 at 5:30pm via Zoom.