



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 December 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 21, 2017 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901** 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. Approval of minutes (document #2017-67)
4. Treasurer's report
 - a) Financial report (document 2017-68)
 - b) Report of Unpaid Bills Detail (document 2017-69)
5. Correspondence
6. President's report

Consent Item: Resolution thanking Richard Roberts for his service on the Board of Trustees for the Chemung County Library District
Resolved that the CCLD Board of Trustees approve the resolution as submitted
7. Director's Report

Consent Item: Acceptance of Public Library Foundation of Chemung County donation
Resolved that the CCLD Board of Trustees accept the Public Library Foundation of Chemung County donation as submitted

Consent Item: Acceptance of Public Library Foundation of Chemung County donation
Resolved that the CCLD Board of Trustees accept the donation from the Friends of the Horseheads Free Library as submitted

Consent Item: Acceptance of DASNY grant funds
Resolved that the CCLD Board of Trustees accept the grant funds from the Dormitory Authority of New York State.

Consent Item: Revision of the CCLD Meeting Room Policy
Resolved that the Board of Trustees approve the Meeting Room Policy as submitted

Consent Item: Revision of Patron Code of Conduct
Resolved that the Board of Trustees approve the Patron Code of Conduct as submitted
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-70)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-71)

Commissioner as submitted.

c) Building & Grounds Committee (Muldoon)

1) Report of the Committee meeting (document #2017-72)

d) Election Committee (Rogan)

i) Financial report

ii) Proposed revised charter

e) Personnel Committee (Dworkin)

Consent Item: Approval of Personnel Actions (Appendix C).

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

10. Old business

11. New business

12. Period for public expression

13. Adjournment

Library Materials Expenditure Report for 2017

Library Materials Expenditure Report for 2017								
November 30, 2017		92%	through 2017					
Department	Gift Funds	2017 budget	total spent this year	Open Invoices subm to Office not yet paid	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
	as of 11/30/17			as of 11/30/17		Col.1+Col.2-Col.5		
Steele Memorial Library								
Children's (JUV)	\$ 1,425	\$ 30,000	\$ 25,617	\$ 1,907	\$ 27,524	\$ 3,901	\$ 1,278	88%
Juv eBooks CBA Fund		\$ 6,000	\$ 1,191	\$ 1,970	\$ 3,161	\$ 2,839		53%
Young Adult		\$ 6,750	\$ 3,859	\$ 735	\$ 4,594	\$ 2,156	\$ 223	68%
YA eBooks CBA Fund		\$ 6,000	\$ 1,896	\$ 3,489		\$ 6,000	\$ 60	90%
Graphic Novels		\$ 3,000	\$ 2,443	\$ 71		\$ 3,000	\$ 199	84%
Reference - CBA Grant		\$ 8,000	\$ 6,762	\$ 951	\$ 7,713	\$ 287		96%
Electronic Reference - CBA Grant		\$ 5,000	\$ 5,000		\$ 5,000	\$ -		100%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 15,465		\$ 15,465	\$ 535		97%
Periodicals	\$ 119	\$ 6,000	\$ 7,027	\$ 374	\$ 7,401	\$ (1,282)		121%
Zinio - CBA Grant		\$ 16,675	\$ 19,588		\$ 19,588	\$ (2,913)		117%
Microforms/Genealogy	\$ 8,922	\$ 2,500	\$ 4,024		\$ 4,024	\$ 7,398		35%
Fiction	\$ 3,929	\$ 36,000	\$ 28,351	\$ 3,938	\$ 32,289	\$ 7,640	\$ 3,525	81%
FIC eBooks CBA Fund		\$ 16,700	\$ 18,460	\$ 2,809	\$ 21,269	\$ (4,569)	\$ 7,453	127%
DownL. Aud/music/dvd/blue ray Gen.		\$ 8,500	\$ 2,105		\$ 2,105	\$ 6,395		25%
Adult Non-Fiction-General Fund	\$ 3,299	\$ 3,000	\$ 857		\$ 857	\$ 5,442		14%
Non-FIC eBooks CBA Fund		\$ 4,648	\$ 1,344	\$ 2,382	\$ 3,726	\$ 922		80%
Non-Fiction- CBA Fund		\$ 6,675	\$ 6,008	\$ 601	\$ 6,609	\$ 66	\$ 67	99%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 45,000	\$ 36,272	\$ 2,022	\$ 38,294	\$ 14,539	\$ 2,301	72%
Audiobooks	\$ 5,350	\$ -	\$ 4,292		\$ 4,292	\$ 1,058		80%
Non-Fic Educ DVD - CBA Fund		\$ 4,997	\$ 830		\$ 830	\$ 4,167		17%
Subtotal for Steele	\$ 30,878	\$ 231,445	\$ 191,391	\$ 21,249	\$ 204,741	\$ 57,582	\$ 15,105	81%
Big Flats Library	\$ 1,920	\$ 22,241	\$ 19,097	\$ 3,412	\$ 22,509	\$ 1,652	\$ 1,109	93%
Bookmobile	\$ 1,220	\$ 6,700	\$ 5,675	\$ 476	\$ 6,151	\$ 1,769	\$ 276	78%
West Elmira Library	\$ 667	\$ 22,241	\$ 16,422	\$ 994	\$ 17,416	\$ 5,492	\$ 222	76%
Horseheads Free Library-Adult	\$ 2,392	\$ 18,585	\$ 16,936	\$ 1,588	\$ 18,524	\$ 2,453	\$ 1,447	88%
HFL- AV	\$ 390	\$ 8,000	\$ 6,968	\$ 569	\$ 7,537	\$ 853	\$ 678	90%
HFL - Books Plus	\$ 250	\$ -	\$ 269		\$ 269	\$ (19)		108%
HFL - Juvenile	\$ 90	\$ 16,700	\$ 14,858	\$ 759	\$ 15,617	\$ 1,173	\$ 1,813	93%
VanEtten Library	\$ 114	\$ 5,658	\$ 5,151	\$ 493	\$ 5,644	\$ 128	\$ 390	98%
Subtotal for other libraries	\$ 7,044	\$ 100,125	\$ 85,376	\$ 8,291	\$ 93,667	\$ 13,502	\$ 5,934	87%
GRAND TOTALS	\$ 37,921	\$ 331,570	\$ 276,767	\$ 29,540	\$ 298,408	\$ 71,083	\$ 21,039	83%
E-Books purchased from Cost Share NOT included - STLS will track								

(Minutes of the NOVEMBER 16, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-67)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Ann Hayes, Bonnie Chollet, Jack Schamel, Marge Kappanadze, Lillian White, Phyllis Rogan, Karl Schwesinger, Tim Blandford, Jared Myers and Richard Roberts. Excused: Pam Larnard and Michael Muldoon. Also present was Joan Santulli, the Library District's Administrative Assistant.

Rachel Dworkin is no longer able to serve on the board. Ms. Chollet moved, seconded by Ms. Silvernail to appoint Venitra Clark to fill the seat vacated by Ms. Dworkin in the 11th District, said appointment to be valid until the next Trustee Election. VOTE: Unanimously Approved. Ms. Dworkin's service to the library board will be missed. Martha Smith was introduced to the board as the newly elected representative of the 14th District.

Minutes. The minutes of the October 2017 meeting (Document #2017-61) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The October 31, 2017 Financial Report (Document #2017-62) was presented for board review. By unanimous consent the October 31, 2017 Financial Report is approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-63). Mr. Schamel moved, seconded by Mr. Blandford to approve the unpaid bill list dated 11/16/17 as amended to include down payment on sound equipment being purchased for meeting rooms at Steele – General Fund - \$19,686.23 and Grant Fund - \$7,580.04. Vote: Unanimously Approved.

Correspondence. None

President's Report. President Wehling stated that he was at Barnes & Noble's Mini-Maker event last week. CCLD had a booth set up and was displaying the PanCake Bot.

Director's Report.

CONSENT ITEM: Resolved by Mr. Schamel, seconded by Ms. Chollet that the CCLD Board of Trustees approves accepting a donation from the Friends of CCLD in the amount of \$1,175. VOTE: Unanimously Approved.

CONSENT ITEM: Resolved by Mr. Roberts, seconded by Ms. Silvernail that the CCLD Board of Trustees approve accepting a donation from the Cusick Family Fund as administered by the Community Foundation of Elmira-Corning in the amount of \$3,750. VOTE: Unanimously Approved.

It was also reported that CCLD has received a check from the Southern Tier Library System in the amount of \$165,234 which represents the budgeted amounts expected in 2017 for both Central Library Development Aid and Central Book Aid.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2017-64). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-65). Regarding the conversation about the Trustee Election, Mr. Schamel stated he will be bringing forth a resolution under New Business.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-66). It was stated that CCLD is expecting a report from Kim Bolan regarding facilities planning in January. He also stated that repairs to the doors of the Bookmobile are ongoing.

Election Committee. The Election Commissioner, Sue Cook, submitted a final canvas of candidates report for the 2017 Trustee Election. There were 40 ballots cast between the two sites; two write-in votes in Districts that did not have a candidate running for office. Mr. Roberts expects to submit a final report by the end of the year. Committee members expressed their pleasure at working with Ms. Cook. She did a great job of taking over, working with the Board of Elections, training the inspectors and made the election run smoothly. One issue that arose was that some of the Circ staff at the Steele Library did not know that an election was taking place in the auditorium. This will be addressed next year.

Personnel Committee.

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

Old Business. None

New Business. Mr. Schamel reported that several of his constituents expressed an unwillingness to travel to either the Horseheads Library or the Steele Library to vote. He suggested that in the future, to find a way to have a voting station in each District that has a vacancy. Lengthy discussion followed. Mr. Schamel moved, seconded by Mr. Myers that the Election Committee meet and decide whether there is a way to hold an election in each election district that has a vacancy, said polling place to be located near the regular space being utilized by the Board of Elections; a listing of additional costs that CCLD would incur and that the Committee formulate a list of the duties and responsibilities of the Election Commissioner along with compensation and appointment. ROLL CALL VOTE: Silvernail-No; Hayes-No; Chollet-Abstain; Schamel-Yes; White-Abstain; Rogan-No; Clark-Abstain; Schwesinger-No; Blandford-Yes; Roberts-Abstain; Myers-Yes; Wehling-Yes. Vote is a three-way tie – Resolution does not pass.

President Wehling stated that he will be sending a letter on behalf of the board to Sue Cook thanking her for her service to the Library District.

Public Expression. Ms. Rachel Dworkin expressed the pleasure that she has had in serving on the Library District Board of Trustees and working with such a great group of people.

Executive Session. Mr. Roberts moved, seconded by Mr. Blandford to move in to Executive Session to discuss the status of negotiations with the union for a new contract. VOTE: Unanimously Approved. Mr. Roberts moved, seconded by Mr. Blandford to come out of Executive Session. VOTE: Unanimously Approved.

The meeting was adjourned at 7:25pm. The next regular meeting of the board will be held on Thursday, December 21st, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-68)

Financial Report - NOVEMBER 30, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 68,998	\$ 7,277	90%		INCLUDES lighting rebate \$4,766+Sleeth memorials \$1,215
Grants (other than N.Y.S.)	\$ -	\$ 51,224				INCLUDES Bullet Aid \$15,000; FR of CCLD \$13,047; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500; BF Wom. \$483; Elks for HH \$1,500; SCRLC \$2,526;HH Friends \$9,986; Comm Found \$3,750
Foundation Contributions	\$ 180,000	\$ 156,294	23,706	87%		1st & 2nd Qtr SML Foundation; Annual for HH Foundation \$116,294
Library District Tax Receipts	\$ 2,825,123	\$ 2,825,123	(0)	100%		
PILOT Funds	\$ 50,000	\$ 50,068				Pilot funds
Interest on Investments	\$ 4,400	\$ 3,345	1,055	76%		
State Aid						
Central Library Development	\$ 89,276	\$ 98,298	(9,022)	110%		
Central Book Aid	\$ 61,958	\$ 66,936	(4,978)	108%		
Local Library Services Aid	\$ 37,000	\$ 39,158	(2,158)	106%		100% OF 2017 Distribution
Other State Aid		\$ 342,033				INCLUDES final Restroom \$9,855 & 90% Teen Space \$182,178; DASNY \$150,000 (chiller)
TOTAL INCOME	\$ 3,324,032	\$ 3,701,477	\$ 15,880	111.36%	92%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 1,350,823	\$ 172,069	89%		
Overtime & Holiday Salaries	15,281	\$ 13,180	2,101	86%		
Employee Benefits						
FICA	117,670	\$ 107,018	\$ 10,652	91%		
NY State Retirement	246,107	\$ 181,330	\$ 64,777	74%		AMOUNT THAT IS DUE IN DECEMBER FOR 2017 IS \$183,255
Medical & Dental	399,834	\$ 325,868	\$ 73,966	82%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 22,775	\$ 7,420	75%		
Subtotal - Personnel Expenses	2,331,979	2,000,994	\$ 330,985	86%	92%	
Contractual						
Equipment	90,149	\$ 62,443	27,706	69%		INCLUDES Early Lit Stations \$10,676; Grant \$10,005; HH Found \$975
Telephone	11,400	\$ 11,461	(61)	101%		
Supplies	67,770	\$ 71,942	(4,172)	106%		TOTAL \$26,665=Grants \$2,448; FR of CCLD\$865; MKT \$1,640; FR of HH \$476; HH Foundation \$14,187;Bullet \$7,049
Travel & Continuing Education	15,015	\$ 13,685	1,330	91%		
Repairs & Maintenance	23,502	\$ 20,538	2,964	87%		
Postage	2,000	\$ 1,949	51	97%		
Library Materials (books, video, etc.)	328,109	\$ 282,576	45,533	86%		Total \$13,018 =Gifts \$7,510; Grants \$2,527, FR of CCLD \$2,981
Utilities	62,500	\$ 38,981	23,519	62%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 10,925	8,900	55%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,668	2,332	42%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 2,000	0	100%		Radiator, Generator,Sky Light repairs, Auto step motor replacement
Professional Fees (audit, engineer/legal fees)	28,075	\$ 39,464	(11,389)	141%		Includes Kim Boland \$4,253 & Audit final \$12,500; ST raised beds \$3,820
Data Processing Expenses (Cost Share)	130,163	\$ 64,159	66,004	49%		
Payment of Taxes	4,975	\$ 5,013	(38)	101%		
Library Programming	28,525	\$ 58,101	(29,576)	204%		TOTAL \$29,576=M.Space grant \$5,970; ARTS\$1,900; STLS \$290;Gift \$77; FR-HH \$9,636; FR-CCLD \$11,477; other Grant \$226
Chemung County costs (B&G, vision)	13,300	\$ 7,694	5,606	58%		
Capital Improvements STATE CONST see below	25,000	\$ 25,000	0	100%		Foor \$138; LaBella \$28,500 (extra in contingency)
Contingency Fund	52,782	\$ 18,749	34,033	36%		Prof fees (Cap Imp) \$3,638 & Capabilities \$9,367, BKM repairs \$4,277; Programming \$1,467
Subtotal Expenses	\$ 3,273,752	\$ 2,768,659	\$ 505,093	85%	92%	
2016 & 2017 State Construction Projects		\$ 344,295				Restroom Project /Chiller Project+Vanderhoff shrub removal \$3,100
TOTAL EXPENSES	\$ 3,273,752	\$ 3,112,954				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 13, 2017

Document #2017-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	12/12/2017	eBooks YA, FIC, NF & Juv & Processing fees	1,608.95
Total Southern Tier Library System			<u>1,608.95</u>
TOTAL			<u><u>1,608.95</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 13, 2017

Document #2017-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aridan Books, Inc.			
	12/07/2017	Crayon Kiosk svc for HH	29.99
Total Aridan Books, Inc.			<u>29.99</u>
Blackstone Publishing			
	12/12/2017	Audiobooks purchase - 12/1/17	129.98
Total Blackstone Publishing			<u>129.98</u>
Book Page			
	12/07/2017	Subscription fee 2018	324.00
Total Book Page			<u>324.00</u>
Bryan Boynton			
	12/07/2017	insurance reimb 2017	84.00
Total Bryan Boynton			<u>84.00</u>
Chemung County Buildings & Grounds Dept.			
	12/07/2017	2017 Utilities all libraries - 3rd Qtr 2017	15,910.22
Total Chemung County Buildings & Grounds Dept.			<u>15,910.22</u>
Chemung County Historical Society			
	12/07/2017	membership 2018	35.00
Total Chemung County Historical Society			<u>35.00</u>
Dex Media			
	12/07/2017	advertising -phone book NOV/DEC	80.00
Total Dex Media			<u>80.00</u>
Fire Alarm Service Technology, Inc.			
	12/07/2017	Panic Alarm Monitoring - annual for 2018 BF/WE	600.00
Total Fire Alarm Service Technology, Inc.			<u>600.00</u>
First Transit, Inc			
	12/07/2017	Bookmobile fuel-9/26-10/31-11/16	135.25
Total First Transit, Inc			<u>135.25</u>
Hetrick Glass			
	12/12/2017	Window Replacement - North entrance at ST	155.00
Total Hetrick Glass			<u>155.00</u>
Horseheads Do It Center			
	12/12/2017	HH - padlocks	15.10
Total Horseheads Do It Center			<u>15.10</u>
Kimberly Bolan & Associates			
	12/07/2017	Facilities Plan -OCT/NOV consulting hours	4,590.68
Total Kimberly Bolan & Associates			<u>4,590.68</u>
Michelle Erickson			
	12/07/2017	VE Program Supplies Oct/Nov & Mileage Nov	147.42
Total Michelle Erickson			<u>147.42</u>
MidWest Tape			
	12/12/2017	DVD/Audio purchases - ST/HH	825.87
Total MidWest Tape			<u>825.87</u>
Multi Media Services			
	12/07/2017	library card applications	396.04
Total Multi Media Services			<u>396.04</u>
New York Genealogical & Biographical Soc.			
	12/07/2017	2018 subscription	50.00
Total New York Genealogical & Biographical Soc.			<u>50.00</u>
Petty Cash-Steele			
	12/12/2017	Postage/YA program/Continuing Ed	246.78
Total Petty Cash-Steele			<u>246.78</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 13, 2017

Document #2017-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pro Audio Consulting			
	12/12/2017	Downpymt equipmt for Interactive TV pd by Grant	3,750.00
Total Pro Audio Consulting			<u>3,750.00</u>
Quicker Printer			
	12/12/2017	YA flyers for schools	30.00
Total Quicker Printer			<u>30.00</u>
Recorded Books			
	12/12/2017	AV purchases 12/1	392.60
Total Recorded Books			<u>392.60</u>
Southern Tier Library System			
	12/12/2017	Cost Share July - Dec invoice -all libraries	55,617.18
	12/12/2017	Processing fees Sept-Nov - all libraries	2,314.50
	12/12/2017	AudioBook downloadable	5,089.46
Total Southern Tier Library System			<u>63,021.14</u>
The Penworthy Company			
	12/07/2017	Library materials ST JUV	933.17
Total The Penworthy Company			<u>933.17</u>
Unique Management Services, Inc.			
	12/12/2017	collection notices-NOV	402.75
Total Unique Management Services, Inc.			<u>402.75</u>
Vasco Brands, Inc.			
	12/07/2017	paper supplies all libraries	208.75
Total Vasco Brands, Inc.			<u>208.75</u>
Verizon			
	12/12/2017	Steele phones final for 2017	41.14
Total Verizon			<u>41.14</u>
Wegmans Food Markets Inc.			
	12/07/2017	Volunteer Party at ST	225.08
Total Wegmans Food Markets Inc.			<u>225.08</u>
			<u><u>92,759.96</u></u>

Document #2017-70

Report of the December 6th, 2017 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Mr. Roberts moved, seconded by Ms. Hayes to approve the Unpaid Bill lists for the General fund dated 12/6/17 - \$29,977.66 and Grant Fund - \$12,202.08. VOTE: Unanimously Approved.

A list of meeting dates for 2018 Board meetings and Committee meetings as well as a list of Holidays for 2018 were submitted to the board. Mr. Schwesinger moved, seconded by Ms. Rogan to approve both lists as submitted. VOTE: Unanimously Approved.

It is that time of year again to celebrate Hogmanay. Director Shaw is suggesting that it be celebrated from December 20 – December 29. Patrons may bring in a non-perishable food item and for each food item have \$5 of fines forgiven from their account up to a total of \$20. Food items are then donated to the Food Bank. Mr. Roberts moved, seconded by Ms. Chollet to approve of celebrating Hogmanay as listed above. VOTE: Unanimously Approved.

President Wehling stated that the newly revised Election Committee Charter and Financial report from the 2017 Trustee Election will be included in the board packet.

CCLD has received two checks - \$150,000 from DASNY for the Chiller Project and \$116,294 from the Public Library Foundation of Chemung County (Horseheads Foundation). Both will be included in the board packet for the December meeting.

Director Shaw reported the following:

Labor/Management meeting. Cancelled today.

Other checks received. The Friends of the Horseheads Library submitted a check in the amount of \$9,986; PILOT funds from Chemung County in the amount of \$11,682.98 and the Spencer/Van Etten School District sent their annual check in the amount of \$2,699.93. Michelle Erickson at the Van Etten Library has started something new – taking books to Nursing Homes in the area.

Library District Budget vote. The budget passed by 65.5% with 9,917 in favor and 5,214 voting no. The letter has been sent to the Chemung County Real Property Tax office requesting that they collect the 2018 taxes on behalf of the Library District.

Newly Revised Meeting Room Policy. It is expected that this policy will be ready for board review and approval at the next meeting. It will be included in the board packet. **RON**

Ms. Rogan stated that Margo Gustina has expressed in interest in making a presentation to the board regarding Libraries and their Communities. The board asked Phyllis to get more information on the subject and how much time Ms. Gustina would need for her presentation.

Mr. Roberts moved, seconded by Ms. Kappanadze to move into Executive Session to discuss contract negotiations. VOTE: Unanimously Approved. Mr. Roberts moved, seconded by Ms. Hayes to come out of Executive Session. VOTE: Unanimously Approved.

The meeting adjourned at 6:40pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 3rd, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-71

Report of the December 14^h, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Lillian White and Marge Kappanadze. Also attending was Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Mr. Shaw Santulli presented the November 30th, 2017 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Mr. Shaw presented the Unpaid Bills Detail dated 12/13/2017 for the Grant Fund - \$1,608.95 and General Fund - \$92,759.96. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:07am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 10th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-72

Report of the December 6th, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:34pm. Present were Mr. Schwesinger, Ms. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Bolan plans to have a facilities planning report and tentative floor plans by January.

Horseheads Library. The agreement between CCLS and the new owner of Barber Funeral Home for the library to utilize parking spaces adjacent to the funeral home parking area is still in the hands of the attorney.

Bookmobile repairs. Regarding the repairs to the doors, the repairs are expected to be completed during the holiday break this month.

Steele Library. Smoke-free signs/sandwich boards have been ordered. CCLD has received the \$150,000 check from DASNY for the Chiller Project.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 3rd, 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.cclid.lib.ny.us

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: December 14, 2017

Subject: Approval of Personnel Actions

Promotions:

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

Julie Gridley effective December 29th, 2017

Michaela Paluszkiewicz effective January 9th, 2018

Terminations:

N/A

Leave:

N/A

Step Increases:

Penny Maxwell- PT Library Page to Step 1

Amy Park- PT Library Page to Step 2

ELECTION AND CONTINUITY COMMITTEE CHARTER CHEMUNG COUNTY LIBRARY DISTRICT

Article I. Charge to the Committee

- Plan, prepare, and conduct the Trustee election
- Endeavour to identify and recruit candidates for open Trustee positions so that all fifteen (15) districts are represented on the CCLD Board
- Make sure that all four (4) seats on the STLS Board are filled
- Seek community members that will enhance the effectiveness of the CCLD and the CCLD Board

Article II. Term

This Charter is effective from the date approved by the Board in perpetuity and is subject to amendment or revocation by the Board. The Committee shall review the Charter at least annually and, if necessary, submit proposed revisions to the Board for approval.

Article III. Chair

There shall be a Chair, appointed by the President of the Board of Trustees of CCLD from among its members and as needed community members. Vice-Chairs may be appointed by the Chair to assist in the operation of the Committee.

Article IV. Membership

There shall be at least three (3) members of the Committee.

Appointments. Members of the Committee may be appointed by the Chair, subject to the approval of the CCLD Board President. The Chair shall be responsible for submitting candidates to the President in the same manner that other action items may be placed before the Board.

Removal. Members of the Committee may be removed without cause by the Board of Trustees.

Resignation. Members may resign at any time by communicating such resignation to the Committee Chair and the Board President.

Article V. Powers

Scope of Powers. The Committee shall have no power to spend money or commit the District to any course of action. The Committee shall be subject to all Policies and Regulations of the District and to applicable law. The Committee may make recommendations to the Board of Trustees or the President as appropriate, to take actions for the benefit of the District.

Meetings. Meetings of the Committee shall be scheduled, posted, and conducted as required by the Open Meeting Law.

Article VI. Obligations.

Annual objectives. The Committee shall endeavor to achieve the following goals:

Successfully conduct the Trustee elections in the manner described in this charter subject to amendment by the Board of Trustees.

Identify and recruit candidates for open Trustee positions so that all Districts in Chemung County will be represented on the Board.

Determine what community members are needed to enhance CCLD and the Board of Trustees.

Make certain that CCLD has the full complement of members on the STLS Board.

Article VII. Conduct of the Election

The Committee will conduct the Trustee election each year as outlined in Appendix A as amended by the Board of Trustees. The committee is responsible for ensuring all legal requirements are met.

At the beginning of the election process, the Committee will prepare a budget and schedule for the election and submit it to the Board of Trustees for approval. If at any time it appears that the budget will be exceeded, the Committee will be responsible for amending the budget and submitting it to the Board of Trustees for approval.

The Committee may contract with an Election Commissioner who will perform the tasks required to plan, prepare, and conduct the election under supervision of the Committee. The committee will negotiate an acceptable remuneration for the Election Commissioner within the budget approved by the Board of Trustees.

The Committee will report on progress of the election process to the Board of Trustees at each board meeting. The Committee will report on any problems that arise and provide recommendations on resolving these problems and the Committee will implement any direction from the Board.

After the election, the Committee will submit a report to the Board of Trustees including the results of the election, the financial results, any issues arising during the election, recommendations (if any) for changes for future elections, and any other items the Committee deems pertinent.

Appendix A. Election Tasks and Timeline

Following is a general list of the major tasks required to conduct the election and is subject to modification and amendment by the Committee and the Board of Trustees. Actual dates may vary based on circumstances and the actual election date. The Election Commissioner is responsible for all tasks required to conduct the election.

Date	Task
June 1st	<ul style="list-style-type: none"> -Contact Board of Elections (BOE) to inform them of districts with open seats for the trustee election. Ongoing, notify the BOE of any changes. -Determine date for election inspector training.
Mid-June	<ul style="list-style-type: none"> -Reserve meeting room at Steele Memorial Library for election inspector training -Reserve rooms at Steele Memorial Library and Horseheads Free Library for the election.
End of June	<ul style="list-style-type: none"> -Create and update forms and announcements
Mid July	<ul style="list-style-type: none"> -Issue press release to the Star-Gazette announcing districts with open seats and soliciting potential candidates to submit petitions
August 1st	<ul style="list-style-type: none"> -Contact election inspectors from the previous year to invite them to participate in the election -Issue press release to the Star-Gazette and have notices posted on the CCLD website, the Office of the Aging, and any other places seeking election inspectors
36 days prior to election	<ul style="list-style-type: none"> -Deadline for petitions. After this date, verify with the BOE that all candidates that have submitted petitions are registered voters and reside in the correct district.

September 1st	-Create final ballots based on candidates submitting petitions, including a space for write-ins. For districts for which no valid petitions are submitted, only a write in slot is needed.
Early October (just before inspector training)	-Contact inspectors to confirm training attendance.
Mid October	-Inform all library staff of election places and schedule Post voter notices of upcoming election in all libraries and on the CCLD website, digital monitors, and community calendars. -Issue press release to the Star-Gazette with election information. -Purchase supplies. -Have ballots and affidavits printed
End of October	-Supply Steele and Horseheads libraries with absentee ballots
Not less than 13 nor more than 20 days prior to the election	-Publish legal notice of the election in the Star-Gazette
November 1st	-Pick up poll books from the BOE -Contact election inspectors to confirm attendance at the election -Prepare folders, ballots, affidavits, and supplies for each polling location
Election Day	-Set up polling places prior to opening time. -Open polls at noon. -Monitor election and resolve any issues that arise
Poll closing	-Close polls at 7PM. -Transport ballot bags to Steele Memorial Library. -Count ballots. Repeat count for verification. -Prepare preliminary canvas and share with the Library Administration and the Election Committee.
Week after election	-Revise canvas based on absentee ballots. -Confirm that voters are in the poll books. -Update the Library Administration and the Committee. -Post the election results on the CCLD website and issue press release to the Star-Gazette.
On-going	Additional tasks as assigned by the Committee.

**Report of the CCLD Election and Continuity Committee
2017 Election Financial Report
December 15, 2017**

The total cost of conducting the 2017 Trustee Election was \$2588.54 from an approved budget of \$4000. A detailed list of expenditures is shown in the table below.

Election Commissioner	\$1,500.00
Election Inspectors*	\$775.00
Signage	\$181.00
Ballot Printing	\$70.00
Misc Supplies	\$62.54
Total	\$2,588.54

* - One inspector refused payment. Otherwise, the cost would have been \$900, bringing the total to \$2713.54.

For future planning, these costs will be similar as most purchased items were expendable. However, there may be some additional costs. For this election, the Board of Election allowed us to borrow ballot bags and privacy shields. Because this may not be possible in the future, the purchase of these items should be considered.

New York Library Association Conference (November 7-11, 2017)
Ron Shaw

NYLA Leadership & Management Academy Program- *This program is offered a part of the NYLA L&MA.*

Attended: Human Resources- Full Day 9:30 AM – 4:30 PM Wednesday, November 8th

Issues relating to personnel, benefits, employment law, civil service basics and more.

Central Library Director's Meeting- **Discussed NYS funding; allocation of Central Library Funds; common personnel issues; collection development**

STLS Get-together- All STLS affiliated staff

Sessions Attended

Program Slot #1, 11:30 AM-12:30 PM

Level Up Your Productivity

Sponsors: LAMS / PLRT

Our personal productivity is in a constant state of exhaustion because of the endless tasks, email messages, and meetings we manage on a day-to-day basis. This presentation aims to reset our overwhelmed productivity systems by discussing specific methods that focus on setting priorities, creating action plans, and establishing a habitual review process.

Track: Administration & Leadership

Speakers: Ron Kirsop, Pioneer Library System

Program Slot #2, 2:15 PM-3:15 PM

I STILL Don't Want to Talk About It

Sponsors: LAMS / PLRT, IFRT, SCLA, PLS

Whether you are a newbie or seasoned pro, personal interactions can be difficult and uncomfortable. Get tips and tools from experienced presenters who will discuss real scenarios and solutions involving personnel and patrons.

Track: Administration & Leadership

Speakers:

Gerald Nichols, Palmer Institute for Public Library Organization and Management

Lisa Rosenblum, Brooklyn Public Library

Mary Jean Jakubowski, Buffalo & Erie County Public Library

Program Slot #3, 4:15 PM-5:15 PM

Libraries are a Powerful Platform for Change

Sponsors: LAMS / PLS, ESRT, IFRT

Libraries are a powerful platform for positive change in the lives of those we serve. We can change the world, one library at a time. Raise your awareness and be inspired to own your role as a sustainability leader in your community. Our goal: Ensure that New York's communities thrive, bounce back from disruption and are infused with new and better life for everyone. Libraries can lead the way. This event will combine the conceptual with the practical. Participants will leave with a deeper understanding of

how to position the library as a community leader, create mutually beneficial partnerships and inspire future investment in the library.

Track: Administration & Leadership

Speakers:

Rebekkah Smith Aldrich, Mid-Hudson Library System

Matthew Bollerman, Hauppauge Public Library

[Program Slot #4, 9:00 AM-10:00 AM](#)

The Proper Care and Feeding of Your Library Director

Sponsors: LTA

You've read the Handbook for Library Trustees of New York State and taken advantage of local, state and online trustee training opportunities. What's next? Join Cassie Guthrie for a (mostly) light-hearted look at how what trustees do - and sometimes don't do - impacts their library directors and vice versa. Cassie will help provide a mirror with which trustees and library directors can view themselves and their actions, and a lens through which they can view their interactions with one another. This program will help strengthen the leadership skills of trustees and library directors and will help foster relationships. The presentation will help improve communication, facilitate library directives, and it will help build a stronger foundation from which the library can operate more smoothly and more successfully.

Track: Administration & Leadership

Speakers:

Cassie Guthrie, Greece Public Library

[Program Slot #5, 11:00 AM-12:00 PM](#)

Breaking Down Barriers by Rethinking Fines

Sponsors: PLS / YSS, LAR

Rochester and Syracuse city libraries serve large numbers of people living in poverty, many of them children and teens. In Syracuse, 1/3 of children were unable to use the library because of outstanding fines; in Rochester 54% of children lived below the poverty level. Staff from both libraries will share information that led to eliminating fines for children and teens in mid-2016. Staff will discuss the climate that led to this decision, research that led to the decision, methods used to measure success, and will share stories from the front lines demonstrating the real impact this decision has had on our most vulnerable users.

Track: School & Youth Programs, Services, and Literacy

Speakers:

Patricia Uttaro, Rochester Public Library

Katie Hayduke, Onondaga County Public Library System

Rebecca Maguire, Onondaga County Public Library System

[Program Slot #6, 3:00 PM-4:00 PM](#)

Malcolm Hill Lecture: Lifetime Communities, a Place for Libraries

Sponsor: PULISDO

As a leading figure in the “Lifetime Community” movement, Benedict will speak on the importance of placemaking and inclusive design with respect to libraries.

Track: Administration & Leadership

Speaker: Zachary Benedict, AIA, LEED AP, MKM architecture + design

Program Slot #7, 4:15 PM-5:15 PM

Leadership Level Up! PLS Membership Meeting

Sponsors: PLS / LAMS, SCLA

Join PLS as we celebrate excellence in new library construction and librarianship and honor our annual award and conference scholarship recipients! Following the award ceremony, level up your leadership game with a lightning round discussion of key challenges and opportunities in our current professional landscape. Passionate about issues like sustainability, advocacy, literacy, and community engagement? This conversation is just what you need to spark your professional interests and concerns into action!

Track: Administration & Leadership

Speakers:

Claudia Depkin, Haverstraw King's Daughters Public Library

Erica Freudenberger, Southern Adirondack Library System

Evelyn Neale, Colonie Town Library

Rebekkah Smith Aldrich, Mid-Hudson Library System

Saturday, November 11

Program Slot #8, 9:30 AM-10:30 AM

Staff Training for Success

Sponsors: PLS / LAMS, PLRT

The benefits of a training program are many and include creating clear expectations for staff and improving customer service. Participants will leave with an understanding of the foundations of training and why we train; how to make time for training; popular training topics; how best to prepare training sessions and how to evaluate/improve your training sessions.

Track: Administration & Leadership

Speakers:

Jennifer Bollerman, Patchogue Medford Library

Ron Kirsop, Pioneer Library System

PUBLIC LIBRARY FOUNDATION OF CHEMUNG COUNTY, INC.

405 S. Main Street
Horseheads, NY 14845-2448

November 26, 2017

Mr. William O'Dell Wehling, President
Chemung County Library District Board of Trustees
101 E. Church Street
Elmira, NY 14901

Dear Mr. Wehling;

The Board of the Public Library Foundation is pleased to send the enclosed check for \$116,294.00 which is the Foundation's 2017 contribution to the Chemung County Library District for use on behalf of the Horseheads Free Library. The check reflects the year's planned transfer minus \$1,500 which will be paid directly to Tanino's Restaurant by the Foundation for the Horseheads Library's annual Volunteer Reception to be held on November 30th as well as several direct payments to the Horseheads School District to cover transportation costs for Kindergarten class visits during 2017.

It should be noted that there were several specific requests made by the Horseheads' staff for special projects to be funded by the Foundation in 2017. They were pre-approved by our Board for use of approximately \$49,720 in Foundation funds and included the following:

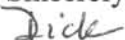
- Funding for books & materials to be added to the CCLD materials' allocation for 2017 \$25,000.00
- Lobby Day expenses for staff, Friends and Library District Board members \$1,000.00
- Gaylord shelving units, accessories and shipping as described in Mr. Frank's memo \$18,720.00
- Funding for an innovative technology purchase based on research by staff \$5,000.00

It is our understanding that some of the shelving expenses may have been covered by New York Bullet Aid courtesy of Senator Tom O'Mara and thus, the \$18,720.00 amount may be less than anticipated in the initial request from Librarian Owen Frank.

We are aware that throughout 2017, some Horseheads Library expenses have been paid using Foundation funds already held by the Chemung County Library District in the Horseheads' Capital Account. Therefore, the Foundation Board would appreciate receiving a detailed report from the District identifying the 2017 expenditure of Public Library Foundation funds by the District on behalf of the Horseheads Library once the year end accounting is completed by the CCLD Administration. Also, following prior practice, any unexpended Foundation funds from 2017 should be added to the existing Capital Account held by the District for the Horseheads Free Library with the cumulative total including the enclosed 2017 contribution listed in the report as of 12/31/2017.

Please feel free to contact me if you have any questions or concerns at 739-9914 or via e-mail at rpirozzolo@stny.rr.com. As always, we are delighted with the excellence exhibited by the Horseheads Free Library's staff, especially in the popularity of their programs and the utilization of its collection. Kudos to Owen Frank and his co-workers for a job well done! It should be noted as well that CCLD Liaison Pam Larnard has been a great asset to our monthly Foundation meetings and has helped us to understand the District's perspective on many important issues.

Sincerely,



Richard Pirozzolo, President, Public Library Foundation of Chemung County, Inc.

✓ Cc: Ron Shaw, Director, Chemung County Library District
Enc.

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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

December 14, 2017

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw

SUBJECT: Acceptance of DASNY Grant

Pertinent Information

Periodically, individuals, friends, foundations and community organizations make donations for the purpose of enhancing the collections and programs of CCLD. CCLD also applies for various grants throughout the year.

Evaluation/Analysis

If an actual item is donated, the responsibility to determine the value of the donation is borne by the individual making the donation. The Board is required to approve the donation for it to be accepted. The District does not value donations as that is up to the individual making the donation.

Amount/Stipulations

The Chemung County Library District has received grant funds of \$150,000 from the Dormitory Authority of New York State through the NYS Division of Library Development Construction Grant program.

Recommendation

That the Board of Trustees accept the grant:
\$150,000 from the Dormitory Authority of New York State for the chiller replacement project.



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

December 6, 2017

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw

SUBJECT: Acceptance of Donation

Pertinent Information

Periodically, individuals, friends, foundations and community organizations make donations for the purpose of enhancing the collections and programs of CCLD.

Evaluation/Analysis

If an actual item is donated, the responsibility to determine the value of the donation is borne by the individual making the donation. The Board is required to approve the donation for it to be accepted. The District does not value donations as that is up to the individual making the donation.

Amount/Stipulations

The Public Library Foundation of Chemung County, Inc. Library Foundation has donated \$116,294.00

Recommendation

That the Board of Trustees accept the gift:
\$116,294.00 for designated items



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

December 6, 2017

TO: CCLD Board of Trustees

FROM: Ronald W. Shaw

SUBJECT: Acceptance of Donation

Pertinent Information

Periodically, individuals, friends, foundations and community organizations make donations for the purpose of enhancing the collections and programs of CCLD.

Evaluation/Analysis

If an actual item is donated, the responsibility to determine the value of the donation is borne by the individual making the donation. The Board is required to approve the donation for it to be accepted. The District does not value donations as that is up to the individual making the donation.

Amount/Stipulations

The Friends of the Horseheads Free Library have donated \$9,986.00

Recommendation

That the Board of Trustees accept the gift:
\$9,986.00 for designated items