



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 February 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 16, 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 #2017-07)
4. Treasurer's report
 - a) Financial report (document 2017-08)
 - b) Report of Unpaid Bills Detail (document 2017-09)
5. Correspondence
6. President's report.
7. Director's Report.
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2017-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-11)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-12)
 - d) Election Committee
 - e) Personnel Committee (Kappanadze)

Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
9. Call for Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JANUARY 19, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-07)

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

The following trustees took their oath of office: Pamela Larnard – District #3, William O'Dell Wehling – District #4, Margaret Kappanadze – District #8, Lillian White – District #9, Karl Schwesinger – District #12, and Tim Blandford – District #13.

Minutes. The minutes of the December 2016 meeting (Document #2017-01) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The December 31, 2016 Financial Report (Document #2017-02) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-03). By unanimous consent, the board authorizes the payment of the unpaid bills dated 1/10/17 – General Fund - \$19,086.77 and Grant Fund - \$2,974.67 as distributed in writing.

Correspondence. Director Shaw reported receipt of a notice from the Water board that the back flow test for the Steele Library is due. The County Buildings & Grounds Department has been notified.

President's Report. Mr. Roberts stated that it has been a pleasure to serve as President of the board for the last 4 years. Next month Mr. Wehling will take over as President. Board members expressed their thanks to Mr. Roberts for his service.

Director's Report. Mr. Shaw discussed the following:

Consent Item: Approval to discard excess & outdated computer equipment. The Library District's IT Department has submitted a list of computers, monitors, mice and a receipt printer that are outdated and no longer useable. Ms. Chollet moved, seconded by Ms. Silvernail that the CCLD Board of Trustees allow for the de-accession of the excess and outdated computer equipment as submitted to the board. VOTE: Unanimously Approved.

Consent Item: Approval to close SML and HFL on March 25th. Ms. Dworkin moved, seconded by Mr. Wehling that the CCLD Board of Trustees approves the closing of the Steele Memorial Library and the Horseheads Free Library on March 25, 2017 in order to support the Twin Tiers Mini Maker Faire being co-sponsored by Corning Community College and being held at the Arnot Mall. VOTE: Unanimously Approved.

Consent Item: Approval of Visitation Room Guidelines. Ms. Hayes moved, seconded by Mr. Silvernail to approve the guidelines for use of the Youth Services Visitation Room as submitted in writing. VOTE: Unanimously Approved. Mr. Shaw reported that the room is already being utilized. Ms. Kappanadze stated that this is a great idea that turns a negative experience into a positive opportunity for families needing to use the room.

Consent Item: Approval of CCLD branch closures on June 9, 2017. Ms. Chollet moved, seconded by Ms. Kappanadze to approve that all Chemung County Library District libraries be closed on June 9, 2017 in order for staff to participate in the joint CCLD/STLS

continuing education event to be held at Corning Community College. VOTE: Unanimously Approved.

Mr. Shaw reminded board members that all CCLD libraries except Steele are closed on February 20th for President's Day. He also reminded them that Library Legislative Advocacy Day is March 1st. Board members are encouraged to participate. STLS has chartered a bus to take everyone to Albany that day. Registration with STLS will be available by the end of January.

Mr. Shaw reported that he received a subpoena from the Chemung County Sheriff's Department for copies of the Steele Library's security footage for a specific date. After checking with Attorney Conrad Wolan, six hours of footage was downloaded. CCLD enlisted the assistance of our security firm (F.A.S.T.) to complete the job.

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 #2017-04). President Roberts stated that CCLD's requests for changes to the Legislation that formed the District will be submitted to the Legislature at their January session. For the benefit of new board members, he explained what changes have been requested and the reason they are necessary.

Since there was a quorum of board members present at the Executive Committee meeting, a resolution was passed accepting the low bid of Tri-County Refrigeration (\$254,670) for the Chiller project at the Steele Library and permission to proceed was given to Project Manager LaBella PC.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-05). Mr. Shaw reported that CCLD will be awarded an extra \$11,000 in State Construction Funding for the new Teen Area Project at the Steele Library due to a few smaller libraries backing out of the projects that they had been approved for.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-06). Regarding the Restroom Project at the Steele Library, it is expected to be completed by February 10th. The final piece of the project is to change out the doors of all 4 restrooms. Mr. Blandford moved, seconded by Ms. Chollet to approve the quote from Elmira Structures for 4 new laminate doors in the amount of \$3,619.42. VOTE: Unanimously Approved. Elmira Structures has also requested a progress payment in the amount of \$13,656.25 for work completed to date. Mr. Muldoon moved, seconded by Mr. Blandford to approve the payment to Elmira Structures. VOTE: Unanimously Approved.

Teen Section. Mr. Muldoon expects to have a draft RFP ready for the next Buildings & Grounds Committee meeting.

Chiller Project. Mr. Muldoon reviewed contract documents submitted by the Project Manager LaBella for the contractor Tri-County Refrigeration. The document appears to be in order. Ms. Dworkin moved, seconded by Mr. Muldoon to approve the contract pending CCLD's attorney review and to authorize Director Shaw to sign the document on behalf of the Library District. VOTE: Unanimously Approved. A meeting has been scheduled for

January 24th with the principals to go through the project. The County Buildings & Grounds Department has been involved in this project since the beginning as they are the ones who maintain the current system and will maintain the new system.

Personnel Committee. Ms. Kappanadze reported that the Committee met last week with Mr. Shaw to receive an update on his progress with the goals set for this year. Ms. Dworkin has agreed to serve as Chair of the Committee going forward.

CONSENT ITEM: Resolved by Mr. Muldoon, seconded by Ms. Dworkin that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw stated that we will soon be interviewing for the Part-Time Laborer position for cleaning of the branch libraries. The funding for the position comes from the contract with Capabilities. He also stated the need to upgrade one Part-Time Library Page position at Horseheads to a Library Clerk which will allow for coverage of the library by a clerk at all times and will allow for a staff member to be directly tasked with YA programming. Ms. Dworkin moved, seconded by Mr. Blandford that the Director move forward with the interview process for a Part-Time Laborer, a Part-Time Library Page (to replace the recent resignation of a Page) and for the upgrade of a Part-Time Library Page to a Library Clerk position. VOTE: Unanimously Approved.

Election Committee. Mr. Wehling reported on the recent meeting of the Committee. The County Board of Elections has agreed to continue including the Library District proposed budget on their ballots and have requested a letter from CCLD stating that the County would run our budget vote and CCLD would conduct its own trustee elections. The Committee felt that if the Library District holds the trustee elections on the same day as the budget vote, we meet the requirements of the Legislation that formed the District. There is much more for the Committee to resolve prior to holding our own election. Ms. Hayes moved, seconded by Mr. Blandford to approve the following recommendations of the Committee for the 2017 Trustee Election: 1) that the Board provide the Chemung County Board of Elections with a letter in agreement that the County will conduct Library District budget elections and CCLD will conduct our own Trustee Election; 2) Polling places for the 2017 Trustee Elections are the Steele Memorial Library and the Horseheads Free Library; 3) that the Library Director will appoint a CCLD staff member to coordinate election activities and procedures to be sure that we comply with the Legislation, duties to include lining up inspectors, preparing ballots, coordinating with the Board of Elections, securing polling locations, ensure proper vote counting, etc ; and 4) approve the maximum expenditure of \$4,000 for the 2017 Trustee Election. VOTE: Unanimously Approved.

New Business. President Roberts stated that the Library District is in its last year of the current contract with the union. CCLD would like to move forward with negotiating a new contract as soon as possible.

Public Expression. None

The meeting was adjourned at 6:20pm. The next regular meeting of the board will be held on Thursday, February 16th, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-08)

Financial Report - JANUARY 31, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 4,392	\$ 71,883	5.76%		INCLUDES lighting rebate \$784
Grants (other than N.Y.S.)	\$ -					
Foundation Contributions	\$ 180,000		180,000	0%		
Library District Tax Receipts	\$ 2,825,123		2,825,123	0%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 4,400		4,400	0%		
State Aid						
Central Library Development	\$ 89,276		89,276	0%		
Central Book Aid	\$ 61,958		61,958	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,324,032	\$ 4,392	\$ 3,269,640	0.13%	8%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 112,517	\$ 1,410,375	7%		
Overtime & Holiday Salaries	15,281	\$ 933	14,348	6%		
Employee Benefits						
FICA	117,670	\$ 8,652	\$ 109,018	7%		
NY State Retirement	246,107	\$ 15,883	\$ 230,224	6%		
Medical & Dental	399,834	\$ 23,135	\$ 376,699	6%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 3,224	\$ 26,971	11%		
Subtotal - Personnel Expenses	2,331,979	164,344	\$ 2,167,635	7%	8%	
Contractual						
Equipment	90,149	\$ 63	90,086	0%		
Telephone	11,400	\$ 5,179	6,221	45%		
Supplies	67,770	\$ 7,155	60,615	11%		
Travel & Continuing Education	15,015	\$ 1,270	13,745	8%		
Repairs & Maintenance	23,502	\$ 5,951	17,551	25%		
Postage	2,000	\$ 115	1,885	6%		
Library Materials (books, video, etc.)	328,109	\$ 10,382	317,727	3%		
Utilities	62,500		62,500	0%		
Building Cleaning Supplies	19,825	\$ 1,007	18,818	5%		
Fuel, Gas & Oil (Bookmobile)	4,000		4,000	0%		
Insurance	32,683		32,683	0%		
Vehicle Operation / Maintenance	2,000		2,000	0%		
Professional Fees (audit, engineer/legal fees)	28,075	\$ 1,581	26,494	6%		
Data Processing Expenses (Cost Share)	130,163	\$ 2,554	127,609	2%		
Payment of Taxes	4,975	\$ 2,072	2,903	42%		
Library Programming	28,525	\$ 3,572	24,953	13%		
Chemung County costs (B&G, vision)	13,300		13,300	0%		
Capital Improvements STATE CONST see below	25,000	\$ 138	24,862	1%		
Contingency Fund	52,782		52,782	0%		
Subtotal Expenses	\$ 3,273,752	\$ 205,384	\$ 3,068,368	6%	8%	
2016 & 2017 State Construction Projects		\$ 13,656				Restroom Project
TOTAL EXPENSES	\$ 3,273,752	\$ 219,040				

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 8, 2017**

Document #2017-09

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	02/06/2017	Adult Prog 2/22 pd by ARTS grant	175.00
Total Aleta Yarrow			<u>175.00</u>
Blackstone Audio			
	02/06/2017	Audiobooks purchase - DEC	89.99
Total Blackstone Audio			<u>89.99</u>
Capabilities, Inc.			
	02/06/2017	Cleaning BF/HH/WE for JAN	1,576.80
Total Capabilities, Inc.			<u>1,576.80</u>
Chemung County Buildings & Grounds Dept.			
	02/06/2017	2016 Utilities all libraries - 4th Qtr 2016	21,162.16
Total Chemung County Buildings & Grounds Dept.			<u>21,162.16</u>
Demco, Inc.			
	02/06/2017	DVD albums/book racks for BF	500.39
Total Demco, Inc.			<u>500.39</u>
ELM USA, Inc.			
	02/06/2017	Pads for Disc Cleaning machine	39.95
Total ELM USA, Inc.			<u>39.95</u>
Elmira Structures, Inc.			
	02/06/2017	ST - Restroom Reno Second Floor	38,641.25
Total Elmira Structures, Inc.			<u>38,641.25</u>
First Transit, Inc			
	02/06/2017	Bookmobile fuel-12/22-1/12	134.34
Total First Transit, Inc			<u>134.34</u>
Foor & Associates Architects			
	02/06/2017	Reimbursables - restroom project	138.00
Total Foor & Associates Architects			<u>138.00</u>
Glenice Peel			
	02/06/2017	mileage 1/3-1/30/17	102.18
Total Glenice Peel			<u>102.18</u>
H. L. Treu Office Supply Corp.			
	02/06/2017	copy paper	31.58
Total H. L. Treu Office Supply Corp.			<u>31.58</u>
Julie Spicer			
	02/06/2017	Tai Chi programs at ST 2/2-3/2	200.00
Total Julie Spicer			<u>200.00</u>
Multi Media Services			
	02/06/2017	supply of Welcome Brochures	432.11
Total Multi Media Services			<u>432.11</u>
Oriental Trading Company, Inc.			
	02/06/2017	Program Supplies ST-Juv	171.35
Total Oriental Trading Company, Inc.			<u>171.35</u>
Perry & Carroll, Inc.			
	02/06/2017	Annual Insurance invoice - liability, auto, crime,flood, etc.	31,317.16
Total Perry & Carroll, Inc.			<u>31,317.16</u>
Petty Cash-Steele			
	02/06/2017	ST postage/BKM supply/Teen,AD Programming	284.26
Total Petty Cash-Steele			<u>284.26</u>
Quicker Printer			
	02/06/2017	Maker Faire Rack Cards	75.00
Total Quicker Printer			<u>75.00</u>
Sayles & Evans			
	02/06/2017	Attorney fees Oct	236.50
Total Sayles & Evans			<u>236.50</u>

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 8, 2017**

Document #2017-09

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sue Larson			
	02/06/2017	Kindermusik program 3/14 at HH	70.00
Total Sue Larson			<u>70.00</u>
Unique Management Services, Inc.			
	02/06/2017	collection notices-JAN	393.80
Total Unique Management Services, Inc.			<u>393.80</u>
Vasco Brands, Inc.			
	02/06/2017	cleaning/paper supplies	28.85
Total Vasco Brands, Inc.			<u>28.85</u>
Verizon			
	02/06/2017	Steele elevator phone - Annual	360.00
Total Verizon			<u>360.00</u>
W. B. Mason Co, Inc.			
	02/06/2017	office supplies	267.43
Total W. B. Mason Co, Inc.			<u>267.43</u>
			<u>96,428.10</u>

Document #2017-10

Report of the February 1st, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze, Rachel Dworkin, Jack Schamel, and Will Wehling; and Joan Santulli, CCLD management. Other board members in attendance were Richard Roberts, Pat Silvernail, Jared Myers, Tim Blandford, Mike Muldoon, Bonnie Chollet and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Mr. Schamel moved, seconded by Mr. Roberts to approve the Unpaid Bill lists for the General fund dated 2/1/17 - \$37,424.53 and the Grant Fund - \$1,057.39. VOTE: Unanimously Approved.

President Wehling reported that the letter to the Chemung County Board of Elections regarding their running of the Library District's Budget Vote and CCLD holding its own Trustee Elections has been drafted and will be sent this week.

Director Shaw reported the following:

The Labor/Management meeting was held today and staff was informed that the Senior Library Clerk list for Civil Service expires in April.

He also reported that the Steele Library had to be closed early on Saturday due to heavy fumes from the renovation of the second floor restrooms. There will be no toxic fumes with the Chiller Project.

There is a meeting on February 9th with Senator O'Mara and Assemblyman Palmesano where discussion will include Bullet Aid, State Construction Aid and the Governor's budget.

The Tinker Lab at the Steele Library reported 199 patrons using the lab during January.

Former President Roberts stated that Attorney Wolan is inquiring from Senator O'Mara what activity has taken place with the requests to change CCLD's Legislation.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 1st, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-11

Report of the February 8th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the January 31st, 2017 Final 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 1/10/17 for the General Fund bills totaling \$19,086.77 and the Grant Fund - \$2,974.67. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported that he received a notice that CCLD will be awarded an extra \$11,000 in State Construction funding for the new Teen Section at the Steele Library.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 8th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-12

Report of the February 1st, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Bathroom Project at the Steele Library. The final walkthrough for the Restroom Project is scheduled for February 7th with project completion possibly by the 10th. The library had to be closed early on Saturday; the fumes from the flooring of the second floor restrooms were making people feel sick.

Teen Section. Mr. Muldoon stated that the RFP is in progress. Confirmation has been received from Specialist Kim Boland regarding long distance consulting services. There will be one on-site visit (date yet to be determined) and 20 hours of long distance consulting at a cost of \$2,600. (Additional hours at \$130/hr)

Chiller Project at Steele. A meeting was held January 31st. Parts have been ordered. Demolition of the current chiller is expected to start February 13 – 20th. The next meeting is scheduled for February 14th.

Poetry Posts. This is a project funded by the Friends of CCLD. Each library branch will have a poetry post displayed outside their building – the best locations of these posts are being determined by Director Shaw.

New Business – Downtown Revitalization. Mr. Muldoon distributed a map that shows area being considered in the City's Master Plan. It runs from Clemens Center Parkway to the First Arena.

Mr. Shaw will be requesting quotes to have the bushes at the Steele Library removed and to have a retaining wall installed near both entrances along the exterior of the auditorium so that flowers and plants can be planted and not killed by the salt that is put on the sidewalks in the winter.

No other building issues were reported.

The meeting adjourned at 5:48pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 1st, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.