



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](http://www.cclid.lib.ny.us)

## Agenda

The December 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 20, 2018 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 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 #2018-66)
4. Treasurer's report
  - a) Financial report (document 2018-67)
  - b) Report of Unpaid Bills Detail (document 2018-68)
5. Correspondence
6. President's report

**Consent Item: Approval of Sisi Barr as a CCLD representative on the STLS board.**  
Resolved that the CCLD Board of Trustees approve the appointment as submitted.
7. Director's Report

**Consent Item: Approval of Personnel Actions for November/December (Appendix C).**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.  
**Consent Item: Approval of the operating hours for January to May 2019.**  
Resolved that the CCLD Board of Trustees approve the operating hours as submitted.
8. Committee reports:
  - a) Executive Committee (Kappanadze)
    - 1) Report of the Committee meeting (document 2018-69)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2018-70)
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document 2018-71)
  - d) Personnel Committee (Chollet)
  - e) Election and Continuity Committee (Rogan)
  - f) Advocacy Committee (O'Dell-Wehling)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*(Minutes of the NOVEMBER 15, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-66) Due to the weather, the meeting was postponed until Tuesday, November 20, 2018.*

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

**Minutes.** The minutes of the October 2018 meeting (Document #2018-60) were presented for board review. The minutes of the October meeting are approved as distributed by unanimous consent.

**Financial Report.** The October 31, 2018 Financial Report (Document #2018-61) was presented for board review. Mr. Wehling moved, seconded by Ms. Silvernail to accept the Financial Report dated 10/31/18 as distributed. VOTE: Unanimously Approved.

**Report of Unpaid Bills** (Document #2018-62). Ms. Silvernail moved, seconded by Ms. Chollet that the board authorize the payment of the unpaid bills dated 11/14/18 – General Fund - \$10,681.82 as distributed in writing. VOTE: Unanimously Approved.

**Correspondence.** Mr. Shaw reported receipt of a donation from the Undercover Quilters group as a thank you for the use of the meeting room at Steele. They are currently making lap quilts for nursing homes. He also received an email complaint from a patron regarding the staff's use of perfume. He re-sent his directive regarding this issue to staff members. Regarding the Tinker Lab, an email was received with high praise for a recent class on water bottle engraving. It was also noted that the FaceBook page has several testimonials regarding CCLD's Maker Spaces.

**President's Report.** Ms. Kappanadze stated that the letters and library card applications have been delivered to the Elmira Heights School District for distribution to their elementary students. The response to this distribution will determine whether or not to move forward with other school districts.

Regarding the requirement that board members must take Sexual Harassment Prevention Training by October 1, 2019, if trustees have had this training at their regular place of employment, a copy of the official certification needs to be on file in the Business Office. Since the November 16<sup>th</sup> training was cancelled due to weather, another date for CCLD staff to take the training has not been scheduled. STLS is offering the training on December 4<sup>th</sup> and plans to hold one each quarter for those trustees who will still need the training.

Ms. Kappanadze thanked the Election Committee, including Sue Cook, Richard Roberts and Georgia Reynolds (community members of the committee) for the time and effort made to have a successful Trustee Election. It was a lot of work for 29 votes, but is a necessary endeavor.

A reminder that Jan Kather will be available at the January board meeting (at 7pm) to take photos of new Trustees for inclusion on the official posters placed in each library. Retakes will also be available for those already serving on the board.

### **Director's Report.**

Now that the budget has passed, Mr. Shaw will begin canvassing staff to gauge interest in the new Part-Time Teen Clerk position. If there is little or no interest, he will contact Civil Service to get a list of those outside the library who are certified as Library Clerks. He also stated that the Part-Time Administrative Assistant position is in next year's budget. He will request a promotional list and an open-competitive list from Civil Service. Board members discussed the length of time needed for training for this position. Ms. Santulli is requesting that the Part-Time person be hired early in the year so that training can take place on things that happen once a year (i.e. annual reports and budgeting). She advocated for this training due to the extensive job duties that the position requires. Mr. Shaw will contact Civil Service regarding testing for the position and let the board know what he finds out. The Civil Service job description for the position will be sent out to board members.

Mr. Shaw reported receipt of the annual distribution from STLS for Local Library Aid (\$39,546). A donation from the Community Foundation for \$850 which will fund a Steele Juv program in January – MadCap Puppets and a \$1,000 donation was received from a patron that will be designated for the MakerSpace Reserve.

A list of Board and Committee meeting dates for 2019 and a listing of the 2019 Holidays and Observances were submitted to the board for review.

Regarding the cancellation of the staff's Continuing Education Day, Mr. Shaw has not decided whether or not to reschedule. He stated that the Library District may need to close for 2-3 days in order to complete the weeding project that must be completed prior to the Teen Space being constructed. If closed, staff would report to work on the weeding project.

CONSENT ITEM: Approval of Personnel Actions (Appendix C). This will need to be approved next month.

CONSENT ITEM: Approval of Sexual Harassment Policy. Trustees had several questions that need to be discussed prior to approval of this policy. The policy should state that if there is an issue, staff needs to go to their immediate supervisor OR the Director. One question raised was regarding what steps should be taken if the Director is the problem. If there is an issue at a certain branch, should the person be reassigned? Mr. Shaw will check with the Mid-Hudson Library System to see how their policy is written. The policy will go back to the attorney for revisions prior to approval by the board.

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 #2018-63). Ms. Kappanadze stated that due to the business of December, the Jim Sleeth dedication ceremony will be held in January.

Regarding issues with the Promenade, it was suggested that the board meet with the heads of Service Groups who give assistance those in need (i.e. Trinity, ESPRI, Catholic Charities, Family Services) to determine if any of those causing problems would fall under their coverage. We need to get to the root of the problem. Regarding inviting the City Councilperson for this District, Brent Stermer, to a meeting, the board needs to discuss how to present the issues to him. It was suggested that he be invited to a meeting later in the spring.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-64). Nothing new to report.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-65). The Committee reviewed the Floor Plan and Furniture/Color ideas. The Teens will be voting on the color scheme. Mr. Shaw stated that Nagle viewed the area to give CCLD a quote on moving the shelving from that area.

**Personnel Committee.** Ms. Chollet stated that there was no meeting this month. Mr. Shaw stated that the new Staff Plan is being reviewed by library staff. Once they have signed off on the document, it will be forwarded to the board for their review and approval.

**Election & Continuity Committee.** Ms. Rogan stated that board members should have received the final report from Mr. Roberts. She also expressed her thanks to the whole committee for the time they spent in making the election a success.

**Advocacy Committee.** No report

**Old Business.** None

**New Business.** None

**Public Expression.** None

**Executive Session.** None

The meeting was adjourned at 7:11pm. The next regular meeting of the board will be held on Thursday, December 20<sup>th</sup>, 2018 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2018-67)

**Financial Report - NOVEMBER 30, 2018**

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 54,513	\$ 14,212	79.32%		Stock donation for NF, BF Wom Club \$653, Mspace gift \$1,000
Grants (other than N.Y.S.)	\$ -	\$ 48,646				FR of CCLD \$16,629.87; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFIS1,500; Comm F\$6,250; ARTS \$4,439; U.Way HH \$299; SCRLC for Geneal \$2,208
Foundation Contributions	\$ 190,000	\$ 260,000	(70,000)	137%		INCL \$200,000 Steele Foundation for Teen Space; \$60,000 SML Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000	\$ 54,553				
Interest on Investments	\$ 3,000	\$ 6,466	(3,466)	216%		
<b>State Aid</b>						
Central Library Development	\$ 97,951	\$ 99,272	(1,321)	101%		
Central Book Aid	\$ 66,698	\$ 67,599	(901)	101%		
Local Library Services Aid	\$ 37,000	\$ 39,546	(2,546)	107%		
Other State Aid		\$ 193,352				<b>2018 distribution</b> Final on Chiller Project; Teen Space \$183,178 coll in 2017-moved here by Auditors
<b>TOTAL INCOME</b>	<b>\$ 3,412,431</b>	<b>\$ 3,713,004</b>	<b>\$ (54,022)</b>	<b>109%</b>	<b>92%</b>	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
<b>Personnel</b>						
Salaries	1,490,981	\$ 1,362,981	\$ 128,000	91%		
Overtime & Holiday Salaries	22,104	\$ 9,166	12,938	41%		
<b>Employee Benefits</b>						
FICA	115,751	\$ 107,110	\$ 8,641	93%		
NY State Retirement	239,361	\$ 181,487	\$ 57,874	76%		
Medical & Dental	449,878	\$ 404,999	\$ 44,879	90%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 22,376	\$ (961)	104%		
<b>Subtotal - Personnel Expenses</b>	<b>2,339,490</b>	<b>2,088,119</b>	<b>\$ 251,371</b>	<b>89%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	91,749	\$ 42,625	49,124	46%		Total \$16,822= \$13,378 Grant for MakerSpace; \$2,194 Defibrillator; STLS HotSpot \$1250
Telephone	12,600	\$ 10,294	2,306	82%		
Supplies	53,344	\$ 58,864	(5,520)	110%		Total \$23,195=FR-HH \$441, Grant Mspace \$1,688, Grant M.Faire\$2,104; Mkt\$2,113, HH Found \$7,351; Bullet \$9,630; Sleeth \$959; Gifts \$137
Travel & Continuing Education	20,615	\$ 12,368	8,247	60%		
Repairs & Maintenance	25,734	\$ 21,519	4,215	84%		
Postage	2,000	\$ 2,000	0	100%		
Library Materials (books, video, etc.)	360,921	\$ 280,365	80,556	78%		Total \$11,750=FR-HH \$2,917; Gifts \$4,903; FR-CCLD \$773; SML Found \$3,154
Utilities	58,600	\$ 38,881	19,719	66%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 9,482	6,343	60%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 2,500	0	100%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	5,000	\$ 5,000	0	100%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 41,775	(10,950)	136%		Total \$25,742= \$10,602 Bolan services; Grant \$3,290; Audit \$9,750; <b>Election \$2,100</b>
Data Processing Expenses (Cost Share)	123,749	\$ 94,614	29,135	76%		1st & 2nd Qtr 2018
Payment of Taxes	5,080	\$ 5,080	0	100%		
Library Programming	35,130	\$ 63,287	(28,157)	180%		Total \$28,560=FR-HH\$5,293; ARTS\$2,255; FR-CCLD\$9,026; Grant MS\$513; Grant Faire\$6,169; Other Grant \$3,556; BF Gifts \$1,021; WE Gifts \$728
Chemung County costs (B&G, vision)	14,800	\$ 7,360	7,440	50%		
Capital Improvements STATE CONST see below	36,634	\$ 18,025	18,609	49%		Tinker Lab expansion; Bolan Teen Space \$5,825
Contingency Fund	69,846	\$ 2,596	67,250	4%		<b>Includes Postage \$705; BKM fuel \$94; Vehicle Maint \$1,579; Taxes \$218</b>
<b>Subtotal Expenses</b>	<b>\$ 3,336,875</b>	<b>\$ 2,836,162</b>	<b>\$ 500,713</b>	<b>85%</b>	<b>92%</b>	
2017 & 2018 State Construction Projects						
<b>TOTAL EXPENSES</b>	<b>\$ 3,336,875</b>	<b>\$ 2,836,162</b>				

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of December 12, 2018

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Type	Date	Memo	Open Balance
<b>Southern Tier Library System</b>			
Bill	12/11/2018	eBook purchases YA/barcodes-Grant Fund	836.98
Total Southern Tier Library System			836.98
<b>The Great Courses</b>			
Bill	12/11/2018	Educational DVD purchase 12/11/18	940.85
Total The Great Courses			940.85
<b>TOTAL</b>			<b>1,777.83</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 12, 2018**

Type	Date	Memo	Open Balance
<b>Book Page</b>			
Bill	12/12/2018	Subscription fee 2019	324.00
Total Book Page			324.00
<b>Brodart Co.</b>			
Bill	12/12/2018	labels for books	110.24
Total Brodart Co.			110.24
<b>Casella Waste Systems, Inc.</b>			
Bill	12/11/2018	BF/WE Final for 2018	38.54
Total Casella Waste Systems, Inc.			38.54
<b>CCLD Petty Cash</b>			
Bill	12/11/2018	Petty Cash WE/BF/ST Juv	474.02
Total CCLD Petty Cash			474.02
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
Bill	12/12/2018	Utilities all libraries - 3rd Qtr 2018	13,821.99
Total Chemung County Buildings & Grounds Dept.			13,821.99
<b>Filomena Jack</b>			
Bill	12/12/2018	Adult programs 12/28 at ST pd with Grant	230.00
Total Filomena Jack			230.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	12/12/2018	BF/WE annual monitor of panic alarms	600.00
Total Fire Alarm Service Technology, Inc.			600.00
<b>First Transit, Inc</b>			
Bill	12/12/2018	Cost Share FINAL 2018	224.18
Total First Transit, Inc			224.18
<b>Glenice Peel</b>			
Bill	12/12/2018	mileage 10/2-11/28	132.44
Total Glenice Peel			132.44
<b>Gumdrop Books</b>			
Bill	12/11/2018	BKM book purchases	1,085.02
Total Gumdrop Books			1,085.02
<b>H. L. Treu Office Supply Corp.</b>			
Bill	12/12/2018	Shelving purchase for ST processing	100.00
Total H. L. Treu Office Supply Corp.			100.00
<b>Horseheads Do It Center</b>			
Bill	12/12/2018	HH rock salt 12/4	30.43
Total Horseheads Do It Center			30.43
<b>Horseheads Printing</b>			
Bill	12/12/2018	HH monthly flyers - pd by HH Foundation	167.77
Total Horseheads Printing			167.77
<b>JanWay Company USA, Inc.</b>			
Bill	12/11/2018	Supply of ear buds - all libraries	190.85
Total JanWay Company USA, Inc.			190.85
<b>John Manfredi</b>			
Bill	12/12/2018	HH Vol Party 11/29	120.00
Total John Manfredi			120.00
<b>Oriental Trading Company, Inc.</b>			
Bill	12/12/2018	ST Juv Winter Reading Club	94.20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 12, 2018**

Type	Date	Memo	Open Balance
Total Oriental Trading Company, Inc.			94.20
<b>Otaku USA</b>			
Bill	12/12/2018	Teen magazine subscription 2019	16.95
Total Otaku USA			16.95
<b>Quicker Printer</b>			
Bill	12/11/2018	Dedication invitations	82.00
Bill	12/12/2018	Posters Teen Halloween event	62.50
Total Quicker Printer			144.50
<b>Sayles &amp; Evans</b>			
Bill	12/12/2018	Attorney fees - General Svc Sept/Oct	1,513.50
Total Sayles & Evans			1,513.50
<b>Southern Tier Library System</b>			
Bill	12/12/2018	Cost Share final payment 2018	28,995.86
Total Southern Tier Library System			28,995.86
<b>Staples Advantage</b>			
Bill	12/12/2018	Processing supplies - tape & Dispensers	405.27
Total Staples Advantage			405.27
<b>Stuart Finch</b>			
Bill	12/12/2018	Mileage reimb-Bks on wheels- 2/23-12/4	14.07
Total Stuart Finch			14.07
<b>Unique Management Services, Inc.</b>			
Bill	12/11/2018	collection notices-NOV	384.85
Total Unique Management Services, Inc.			384.85
<b>Village of Horseheads</b>			
Bill	12/12/2018	Fire Inspection - HH Library	100.00
Total Village of Horseheads			100.00
<b>W. B. Mason Co, Inc.</b>			
Bill	12/12/2018	labels for processing/rubber gloves/copy paper	349.89
Total W. B. Mason Co, Inc.			349.89
<b>Wegmans Food Markets Inc.</b>			
Bill	12/12/2018	Adult/Teen Prog supplies/Vol App at ST	502.44
Total Wegmans Food Markets Inc.			502.44
<b>TOTAL</b>			<b>50,171.01</b>



## Document #2018-69

### Report of the December 5<sup>th</sup>, 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, Tim Blandford and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lillian White, Martha Smith, Karl Schwesinger, Pam Larnard, Pat Silvernail and Will Wehling. Also in attendance were Ann Hayes, Mike Muldoon, Bonnie Chollet and Jared Myers (who had to leave following approval of the bills).

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 12/5/18 for the General fund - \$35,362.18. Mr. Schamel moved, seconded by Ms. Chollet to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Ms. Silvernail distributed the annual appeal letter from the Friends of CCLD.

President Kappanadze reported on the following:

Orientation of new Trustees. She has been in contact with Margo Gustina from STLS. An orientation session with her will be scheduled in January after the regular board meeting has been held. All Trustees are welcome to attend.

STLS board member up for re-election. Sisi Barr, who is one of the trustees who represent Chemung County on the Southern Tier Library System board, has sent a letter to CCLD that she is willing to serve another term. The approval of this appointment will take place at the December meeting of the board.

Sleeth dedication. This has been scheduled for January 11, 2019 at 5:30pm. Invitations will be mailed out. The Committee will meet following this meeting to discuss refreshments, etc.

Trustee Tuesday. In this month's article, Ms. Gustina wrote about the Organizational Meeting of boards and what they should include. She listed that the official newspaper and bank should be listed at that month's meeting. CCLD has not changed these designations and does not list them at the organizational meeting.

Library District Officers. Ms. Kappanadze checked with the officers who all said they will stay in their position for another year of service to CCLD.

Attorney at Sayles & Evans. It has come to the attention of CCLD that the attorney who represents us from Sayles & Evans, Conrad Wolan, is leaving his position there. CCLD needs a representative who is knowledgeable in Public Employment, Education Law and Not-for-Profit laws. The first step for appointing a new lawyer is to check with Sayles & Evans to determine what their plans are for replacing Mr. Wolan as CCLD's attorney.

Pictures. A reminder that the photographer will be at the January meeting at 7pm for any Trustee who needs or wants to have their picture taken.

It was requested that the Schedule of Meeting Dates be sent out with the board packet for the next meeting.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 2<sup>nd</sup>, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2018-70**

**Report of the December 12<sup>th</sup>, 2018 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 were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the November 30<sup>th</sup>, 2018 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 12/12/18 for the Grant Fund - \$1,777.83 and the General Fund - \$50,171.01. The list includes the 3<sup>rd</sup> Quarter Utilities payment to Chemung County and the 4<sup>th</sup> Quarter payment to STLS for Cost Share. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw received information from STLS that there is now a way for trustees to do the Sexual Harassment Prevention Training online. He will send the information out to board members.

Mr. Shaw reported that the grand prize for the Winter Reading Club (4 tickets to see the Broadway Show "Frozen" plus a hotel) was paid for with grant funds from the Community Foundation. A recent news report did not state how the prize was paid for.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 9<sup>th</sup>, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Document #2018-71**

**Report of the December 5<sup>th</sup>, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

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

The Committee received reports on the following:

Teen Section. The furniture has been ordered by Kim Bolan. Shelving movers have been in to view the area so they can submit bids on the job. Kim Bolan is continuing talks with the architect and the VIA wall unit company – working out HVAC details, etc. The color scheme is pale silver/blue; wood to be a light color. Furniture will provide spots of color amid the gray – orange, blue, green and black. Fabric and wood finish samples will be available at the board meeting to have a visual on what the colors will look like.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 2<sup>nd</sup>, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.