



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 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 21, 2019 at 6:00 pm at the **West Elmira Library, 1231 W. Water St., Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-07)
4. Treasurer's report
 - a) Financial report (document 2019-08)
 - b) Report of Unpaid Bills Detail (document 2019-09)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Personnel Actions for February (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of the 2018 NYS Annual Report**
Resolved that the CCLD Board of Trustees approve the Annual Report as submitted.
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-10)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (meeting postponed)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-12)
 - 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 JANUARY 17, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-07)

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

The following trustees took their oath of office: Ann Hayes – District #2, Rachel Dworkin – District #7, Lee Saginario – District #11, Karl Schwesinger – District #12, and Jessica Roberts – District #15.

Minutes. The minutes of the December 2018 meeting (Document #2019-01) were presented for board review. Ms. Larnard moved, seconded by Ms. Chollet to approve the minutes of the December meeting as submitted in writing. VOTE: Unanimously Approved.

Financial Report. The December 31, 2018 Financial Report (Document #2019-02) was presented for board review. Mr. Schamel moved, seconded by Ms. Dworkin to accept the Financial Report dated 12/31/18 as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-03). Mr. Schamel moved, seconded by Ms. Hayes that the board authorize the payment of the unpaid bills dated 1/9/19 – General Fund - \$47,081.54 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. None

President's Report. Ms. Kappanadze welcomed the new trustees. New trustee orientation is scheduled for Wednesday, January 30th at 6pm at the West Elmira Library. All board members are welcome to attend. Margo Gustina from the Southern Tier Library System (STLS) will be running the meeting.

Ms. Kappanadze thanked everyone who worked on planning and making the Jim Sleeth plaque dedication a success. Approximately 50 people, past and present staff members, attended the evening event.

Regarding Committee membership, every board member should serve on at least one Committee. The Buildings & Grounds Committee meets the first Wednesday of each month at 5:30pm with Karl Schwesinger as the Chair. The Budget & Finance Committee meets the second Wednesday of each month at 8:00am with Jack Schamel as Chair. Ad Hoc Committees include the Election & Continuity Committee (Phyllis Rogan) which meets as needed, the Advocacy Committee (Will Wehling) which meets the second Thursday of each month at 6pm and the Personnel Committee (Bonnie Chollet) which is meeting in January on the 29th but will be choosing a new monthly meeting date for future meetings. All Committee meetings are held at the Steele Memorial Library.

President Kappanadze encouraged all members of the CCLD board to become a member of one of the library support groups, i.e. the Friends groups or Big Flats Advocates. She reminded board members that February 27th is Library Advocacy Day in Albany. In past years, STLS has rented a bus that takes board members from member libraries to the event. More information will follow as it is received.

Regarding the Sexual Harassment Prevention Training, Mr. Shaw was asked to re-send the email from STLS that has the link to the training. Board members are asked to take the training and at a future meeting, the group questions will be discussed so that CCLD meets the requirements set by New York State.

National Library Week is scheduled for mid-April. Last year board members gave each CCLD staff member a token of appreciation for their service to the District. Ms. Kappanadze would like to continue this practice.

Director's Report.

CONSENT ITEM: Approval of Personnel Actions (Appendix C). Resolved by Ms. Dworkin, seconded by Ms. Silvernail that the CCLD Board of Trustees approves the January list of Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw passed around the 2019 board roster and requested that board members review and update the list. Regarding the request to change the Legislation, he stated that he will call Senator O'Mara's office to get an answer on the status of our request.

Mr. Shaw reported that he will begin canvassing for a PT Teen Clerk within the next few months. Regarding the upcoming vacancy in the Administrative Assistant position, the Civil Service exam is expected to be offered in June. There is money in the budget for both of these part-time positions. These funds will be used to give the IT Department funding to hire a consultant to assist with the major updates to all computers to Win10.

During the past week, CCLD has received favorable interviews with the news media concerning CCLD events and programs.

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2019-04). President Kappanadze reported that the following trustees have agreed to serve on the Executive Committee for 2019. President – Marge Kappanadze, Vice-President – Phyllis Rogan, Secretary – Martha Smith and Treasurer – Jack Schamel. Ms. Hayes moved, seconded by Ms. Chollet to approve the 2019 slate of officers. VOTE: Unanimously Approved. The Executive Committee meets the first Wednesday of each month at 6pm.

President Kappanadze stated that she would like the CCLD board to participate in a fund-raiser with the Friends of CCLD – a Read-A-Thon. The Friends Committee is in favor of working with CCLD on this fund-raiser. You get pledges from friends and family on how many minutes/hours you plan to read. A suggestion was made to hold the fund-raiser either during National Library Week or Spring Break (and invite students to participate). CCLD branch libraries could hold a scaled-down version of the fund-raiser. More information will be forthcoming.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-05). Mr. Shaw reported that CCLD has received a check from Chemung County for PILOT funds in the amount of \$12,311.46 and has received the final \$20,000 distribution from the Steele Memorial Library Foundation for fiscal year 2019.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019/06). The extreme weeding project has been completed and staff is happy with the results. Mr. Shaw stated that he was glad that the library was closed during the project. The Friends of CCLD sorted through the weeded books prior to CCLD dispensing with them. A new timeline has been received from Kim Bolan for the Teen Space project. The shelving units are set to be moved beginning on January 28th. The bid document for the Teen Space will be ready for distribution tomorrow. A legal notice will be placed in the paper with companies having 20 days to respond if interested. The estimated completion date is April 30, 2019.

Regarding the Public Restrooms at the Steele Library, the floor tiles are badly cracked. The contractor has been made aware of the issue.

Personnel Committee. Nothing to report.

Election & Continuity Committee. Ms. Rogan stated that the Committee met this evening. Districts that will be open for election in November of 2019 are currently being held by Will Wehling, Marge Kappanadze (last year), Lillian White, Pam Larnard and Tim Blandford (not running again). She requested that these trustees let her know if they plan to run for another term.

Advocacy Committee. Mr. Wehling stated that the Community Baby shower normally attracts 3-400 people. Regarding the Read-A-Thon mentioned earlier, he believes this should be considered and Advocacy event. He reported that CCLD has not received any applications back from the distributions made to the Elmira Heights Elementary students.

Old Business. Mr. Schamel showed board members an example of the frame that will be used to post the Board Member roster at each library. Board members approved the frame as shown.

Regarding the loaning out of the Wi-Fi Hotspots, it was reported that there continues to be a waiting list for the devices. They are very popular.

Regarding staff members attending meetings, Mr. Shaw plans to discuss this with the union because it could require paying the staff members comp time and mileage for attending the board meeting.

Executive Session. Mr. Blandford moved, seconded by Mr. Wehling to move into Executive Session to discuss the employment of two individuals. VOTE: Unanimously Approved. Mr. Blandford moved, seconded by Ms. Hayes to come out of Executive Session. VOTE: Unanimously Approved.

New Business. Regarding the Administrative Assistant's salary for 2019, Mr. Schamel moved, seconded by Ms. Chollet to give Joan Santulli a 2% raise for fiscal year 2019. VOTE: Unanimously Approved.

Regarding the hiring of a replacement for Ms. Santulli upon her planned retirement, Ms. Dworkin moved, seconded by Mr. Schamel to hire a new Full-Time Administrative Assistant in July 2019 to train with Ms. Santulli prior to her leaving. VOTE: Unanimously Approved.

The meeting was adjourned at 6:45pm. The next regular meeting of the board will be held on Thursday, February 21st, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - JANUARY 31, 2019

(DOCUMENT #2018-08)

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 3,687	\$ 64,188	5.43%		
Grants (other than N.Y.S.)	\$ -	\$ 25,261				
Foundation Contributions	\$ 200,000		200,000	0%		Bullet Aid \$15,000; Friends of HH \$9,761
Library District Tax Receipts	\$ 3,009,492		3,009,492	0%		
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000					
State Aid			6,000	0%		
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,541,238	\$ 28,948	\$ 3,483,551	1%	8%	

Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,625,978	\$ 182,966	\$ 1,443,012	11%		
Overtime & Holiday Salaries	24,508	\$ 1,642	22,866	7%		
Employee Benefits						
FICA	126,202	\$ 13,978	\$ 112,224	11%		
NY State Retirement	259,000	\$ 29,168	\$ 229,832	11%		
Medical & Dental	482,818	\$ 32,107	\$ 450,711	7%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 2,704	\$ 17,236	14%		
Subtotal - Personnel Expenses	2,538,446	262,566	\$ 2,275,880	10%	8%	
Contractual						
Equipment	45,367	\$ 1,159	44,208	3%		
Telephone	13,565	\$ 5,991	7,574	44%		
Supplies	50,200	\$ 407	49,793	1%		
Travel & Continuing Education	14,915	\$ -	14,915	0%		
Repairs & Maintenance	24,415	\$ 2,324	22,091	10%		
Postage	2,000	\$ -	2,000	0%		
Library Materials (books, video, etc.)	364,116	\$ 6,481	357,635	2%		
Utilities	58,200	\$ 156	58,044	0%		
Building Cleaning Supplies	13,325	\$ 26	13,299	0%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ -	2,800	0%		
Insurance	31,130	\$ 32,600	(1,470)	105%		
Vehicle Operation / Maintenance	7,000	\$ -	7,000	0%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 986	22,089	4%		
Data Processing Expenses (Cost Share)	127,725	\$ 2,108	125,617	2%		
Payment of Taxes	5,080	\$ 2,057	3,023	40%		
Library Programming	36,889	\$ 3,143	33,746	9%		Includes \$1,888 = Grant \$1,668; FR of CCLD \$220
Chemung County costs (B&G, vision)	13,000	\$ -	13,000	0%		
Capital Improvements STATE CONST see below	25,000	\$ -	25,000	0%		
Contingency Fund	52,890	\$ -	52,890	0%		
Subtotal Expenses	\$ 3,449,138	\$ 320,003	\$ 3,129,135	9%	8%	
2016 & 2017 State Construction Projects						
TOTAL EXPENSES	\$ 3,449,138	\$ 320,003				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of February 13, 2019

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services Bill	02/06/2019	Non-Fiction purchases - Jan 2019	461.33
Total Ingram Library Services			461.33
TOTAL			461.33

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 13, 2019**

Type	Date	Memo	Open Balance
AI Baccile Paving, LLC			
Bill	02/12/2019	HH Snow removal/Salt 1/25	85.00
Total AI Baccile Paving, LLC			85.00
Baker & Taylor Books			
Bill	02/12/2019	Book purchase Steele JUV	1,491.37
Total Baker & Taylor Books			1,491.37
Bibliotheca, LLC			
Bill	02/12/2019	Maintenance contract ST security system 2019	1,559.32
Total Bibliotheca, LLC			1,559.32
Blackstone Publishing			
Bill	02/12/2019	Audiobooks purchase - ST/BF	608.35
Total Blackstone Publishing			608.35
CCLD Petty Cash			
Bill	02/12/2019	Petty Cash BF	198.65
Total CCLD Petty Cash			198.65
City of Elmira			
Bill	02/12/2019	Permit for Summer Concerts 2019	50.00
Total City of Elmira			50.00
Cris Johnson			
Bill	02/12/2019	3/5 prog at BF	275.00
Total Cris Johnson			275.00
Cris.Johnson			
Bill	02/12/2019	3/2 prog at HH- Sues	250.00
Total Cris.Johnson			250.00
Demco, Inc.			
Bill	02/12/2019	Suess Prog at BF-supplies	93.50
Bill	02/12/2019	Processing supplies all libraries	1,327.49
Total Demco, Inc.			1,420.99
EBSCO Information Services			
Bill	02/12/2019	HH magazine subscription	39.99
Total EBSCO Information Services			39.99
Elmira City Chamberlain			
Bill	02/12/2019	Downtown Development Tax - ST	3,003.82
Total Elmira City Chamberlain			3,003.82
Glenice Peel			
Bill	02/12/2019	mileage 12/5-1/30	105.70
Total Glenice Peel			105.70
Horseheads Do It Center			
Bill	02/12/2019	HH rock salt 2/11	34.52
Total Horseheads Do It Center			34.52
Image Integrator			
Bill	02/12/2019	toners for microfilm machine	400.00
Total Image Integrator			400.00
Imperial Door Controls, Inc.			
Bill	02/12/2019	handicap door annual maint agmts	3,256.74
Total Imperial Door Controls, Inc.			3,256.74
Julie Spicer			

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 13, 2019**

Type	Date	Memo	Open Balance
Bill	02/12/2019	Tai Chi programs at ST -March	80.00
Total Julie Spicer			80.00
Katherine B. Gill			
Bill	02/12/2019	3/9 Adult Japanese Ink Painting at ST	125.00
Total Katherine B. Gill			125.00
Lewis Murray			
Bill	02/12/2019	reimb for janitorial supplies	101.58
Total Lewis Murray			101.58
Multi Media Services			
Bill	02/12/2019	supply of reserve cards - all libraries	305.58
Total Multi Media Services			305.58
Northern New York Library Network			
Bill	02/12/2019	Newspaper digitization Paid by SCRLC grant, SML Foundation & CCLD	6,968.70
Total Northern New York Library Network			6,968.70
Oriental Trading Company, Inc.			
Bill	02/12/2019	HH program supplies	310.35
Total Oriental Trading Company, Inc.			310.35
Orkin			
Bill	02/12/2019	Pest control at BF 2/4 (ants)	225.00
Total Orkin			225.00
Penguin Random House, LLC			
Bill	02/12/2019	Audiobks Jan	336.00
Total Penguin Random House, LLC			336.00
Petty Cash-Steele			
Bill	02/12/2019	supplies/postage/YA Prog. & HH PC for supply/prog	670.73
Total Petty Cash-Steele			670.73
Pitney Bowes			
Bill	02/12/2019	mail machine ink	95.18
Total Pitney Bowes			95.18
Rainy Toad Gaming (Troy Naida)			
Bill	02/12/2019	ST Teen game night 2/26	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
Recorded Books			
Bill	02/12/2019	Zinio eMags use chgs	26.91
Total Recorded Books			26.91
Reliable Computer Products			
Bill	02/12/2019	Printer toner ST	344.21
Total Reliable Computer Products			344.21
Scholastic Library Publishing			
Bill	02/12/2019	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			152.10
Star-Gazette			
Bill	02/12/2019	Bid legal notice - teen space	74.84
Total Star-Gazette			74.84
Sue Larson			
Bill	02/12/2019	Kindermusik program 2/11 at HH	85.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 13, 2019

Type	Date	Memo	Open Balance
Total Sue Larson			85.00
The Penworthy Company			
Bill	02/12/2019	Library materials BF	867.75
Total The Penworthy Company			867.75
Town of Big Flats			
Bill	02/12/2019	water bill 11/1-2/1	57.12
Total Town of Big Flats			57.12
Unique Management Services, Inc.			
Bill	02/12/2019	collection notices-JAN	313.25
Total Unique Management Services, Inc.			313.25
Vasco Brands, Inc.			
Bill	02/12/2019	cleaning/paper supplies	1,069.79
Total Vasco Brands, Inc.			1,069.79
Verizon			
Bill	02/12/2019	elevator annual for 2019	303.00
Total Verizon			303.00
W. B. Mason Co, Inc.			
Bill	02/12/2019	office supplies all libraries	248.79
Total W. B. Mason Co, Inc.			248.79
Watkins Glen Public Library			
Bill	02/12/2019	Lost book paid to ST	20.00
Total Watkins Glen Public Library			20.00
Wegmans Food Markets Inc.			
Bill	02/12/2019	Adult prog at ST	53.68
Total Wegmans Food Markets Inc.			53.68
Wine And Design			
Bill	02/12/2019	BF program Feb 2019	350.00
Total Wine And Design			350.00
TOTAL			26,014.01

Document #2019-10

Report of the February 6th, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Martha Smith and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lillian White, Karl Schwesinger, Bonnie Chollet, Lee Saginario, Pam Larnard, Rachel Dworkin and Will Wehling.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 2/6/19 for the General Fund - \$34,782.09. Mr. Schamel moved, seconded by Mr. Wehling to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

President Kappanadze had nothing new to report at this time.

Director Ron Shaw reported that the shelving in the dumpster will be recycled. The cost of storing, moving, shipping, etc. would be cost prohibitive and impossible for CCLD to do for this project.

The link to the Sexual Harassment Prevention Training has been sent to Library District Department Heads to be sure that their staff is taking the training. The review will be done in small groups with staff discussion. Department Heads will sign off and certify the staff members who have completed the training. It was determined that board members will hold their group discussion at the April meeting of the board. STLS is supplying the questions to be used during the discussion portion of the training.

Ms. Santulli has completed the 2018 Annual Report. The report will be forwarded to board members for review prior to the March meeting of the board at which time a resolution is needed approving the report.

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 6th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-11

Report of the February 14th, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the January 31st, 2019 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 2/14/19 for the General Fund - \$26,014.01 and the Grant Fund - \$461.33. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

There was a brief discussion regarding the possibility of the Van Etten Library moving to the former Village Hall. Van Etten officials are in the fact-gathering process at this time.

Ms. Kappanadze stated she saw a news release that the Tompkins County Libraries have eliminated the collection of fines from their patrons. A news release concerning CCLD's decision to eliminate fines from juvenile materials was sent out at the end of last year. The news media may have decided not to utilize the interview.

The meeting adjourned at 8:07am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 13th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-12

Report of the February 6th, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. The shelving units have been moved, the non-fiction collection shifted with sorting continuing. There is a problem with the position of the shelving units – they are 36 inches apart at the base, but with oversized books on those shelves, the position does not meet ADA codes. Mr. Shaw will be meeting with Bolan Associates to determine what must be done to correct the problem. He feels that CCLD should not be asked to pay for the costs to fix this issue. Regarding the shelves being discarded in a dumpster, a concerned citizen sent an email wondering about recycling. Mr. Shaw will respond to the email with facts about recycling and the reason that the Library District needed to utilize a dumpster for this particular project. Committee members received a copy of the newest timeline. A request for bids for the Wall construction has been placed in the paper. Sealed bids are due to CCLD by February 19th. A pre-walk through is scheduled for February 7th.

Other Steele Projects. The installation of the electronic sign requires Zoning Board approval. Mr. Shaw will be coordinating with the City and County for the necessary electrical work. Regarding the parking lot, it was suggested that the board should consider re-striping the lot in 2019.

Big Flats Library. An exterminator was hired to get rid of a major ant problem.

Van Etten Library. The possibility of the library being moved to a different location is in a consultant's hands for gathering information. Mr. Shaw will contact the Town for an update

Mr. Shaw submitted an updated list of Capital projects completed on Library District buildings since 2006. The first portion shows updates from the Existing Conditions Report from 2006. The second lists the projects which have been completed since 2010. Mr. Shaw stated that the Library District needs to start forecasting for the future, for example replacing HVAC systems at the Big Flats and West Elmira Libraries.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 6th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.