



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 March 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday March 21, 2019 at 6:00 pm at the **Horseheads Free Library 405 S. Main St. Horseheads, NY 14845**. 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 #2019-13)
4. Treasurer's report
  - a) Financial report (document 2019-14)
  - b) Report of Unpaid Bills Detail (document 2019-15)
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 Teen Space Contract**  
Resolved that the CCLD Board of Trustees approve the award of the contract to Williams Construction.
8. Committee reports:
  - a) Executive Committee (Kappanadze)
    - 1) Report of the Committee meeting (document 2019-16)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-17)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-18)
  - 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 FEBRUARY 21, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-13)***

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

Mr. Shaw introduced board members to Kimberly Middaugh, the new attorney from Sayles & Evans who will be representing the Library District. Ms. Middaugh has experience in municipal affairs and in civil litigation. Ms. Middaugh stated that she is looking forward to working with the Library District.

**Minutes.** The minutes of the January 2019 meeting (Document #2019-07) were presented for board review. Ms. Larnard moved, seconded by Mr. Wehling to approve the minutes of the January meeting as submitted in writing. VOTE: Unanimously Approved.

**Financial Report.** The January 31, 2019 Financial Report (Document #2019-08) was presented for board review. Mr. Schamel moved, seconded by Ms. Dworkin to accept the Financial Report dated 1/31/19 as distributed. VOTE: Unanimously Approved.

**Report of Unpaid Bills** (Document #2019-09). Mr. Schamel stated that there are two additional invoices that need to be approved for payment. Centurion for security software in the amount of \$1,039.69 and Bolan & Associates payment to the Architect for the design of the Teen Space and the bid documents in the amount of \$6,850.00. Ms. Dworkin moved, seconded by Ms. Smith that the board authorize the payment of the unpaid bills dated 2/13/19 and including the two new invoices listed above – General Fund - \$33,903.77 and the Grant Fund - \$462.33 as distributed in writing. VOTE: Unanimously Approved.

**Correspondence.** President Kappanadze read a thank you note to the board from Lynn Shepson and family for providing warm hospitality, food and décor at the dedication ceremony for former Director Jim Sleeth. Ms. Shepson stated that she felt that the ceremony honored Jim in a very special way and attendees mentioned that it was a perfect tribute to his memory. The note/card will be filed with other trustee correspondence.

Mr. Shaw reported that the Library District received one library card application from the ones sent home with the elementary school students of the Elmira Heights School District. He also reported receipt of \$1,000 from the Olmstead Fund of the Community Foundation and another \$1,000 check from the Community Foundation in support of the 2019 Mini Maker Faire.

Regarding other funds recently received by the Library District, Ms. Dworkin moved, seconded by Mr. Wehling to accept the \$9,761 check from the Friends of the Horseheads Library. VOTE: Unanimously Approved. Mr. Schamel moved, seconded by Ms. Dworkin to accept the \$16,000 donation from the Friends of CCLD. VOTE: Unanimously Approved.

**President's Report.** Ms. Kappanadze reminded trustees that their Sexual Harassment Prevention Training is due to be completed by the end of March.

**Director's Report.**

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

CONSENT ITEM: Approval of the 2018 NYS Annual Report. Resolved by Mr. Wehling, seconded by Ms. Hayes that the CCLD Board of Trustees approves the New York State Annual Report for fiscal year 2018 as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw reported on a phone conversation he recently had with Harold Shoemaker, the Assistant Superintendent of the Town of Van Etten regarding the possible move of the Van Etten Library. Regarding the consideration of moving the Van Etten Library to another Town building, the Town is doing a feasibility study regarding this move. Mr. Shaw was able to express concerns that the Library District has regarding this proposal. Questions include who will pay for the move; who will pay for the shelving needed for the new location; will the Town keep the same financial arrangements with CCLD or will they now want payment for rent or utilities???? When looking at statistics regarding this library with only 5,000 circs last year and only 250 patrons who have library cards, CCLD will need to decide if it is economically feasible to keep a library in Van Etten.

Mr. Shaw reminded trustees that the deadline for registering to attend Advocacy Day in Albany is February 22. He will be attending the event. Mr. Shaw also stated that the spring Continuing Education Day is set for June 28<sup>th</sup> at Corning Community College. The Library District is working with the staff from the Southern Tier Library System to plan the topics to be offered at the workshop. As always, board members are invited to attend. More information will follow once plans have been completed.

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 #2019-10). Nothing new to report

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-11). Nothing new to report.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-12). Regarding the shelves which were moved to make room for the new Teen Space, Mr. Shaw stated that a new floor plan has been received that will allow 42 inch wide aisles. The movers will be coming back to move the shelves to match the new diagram.

Also regarding the Teen Space, bid documents were received from three companies. The bidders and their bid amounts are as follows: Elmira Structures \$55,500; Streeters Associates \$65,000 and Williams Construction \$49,490. Andrew Harding, the architect working on the project will review the bid documents and make a recommendation to the board on which company to award the bid to. Under New York State rules, the low bidder must be approved unless there is a valid reason to reject their bid.

Mr. Shaw sent out a listing to the board of upgrades and building projects that have been completed on all CCLD library buildings since 2006 to present. There has been 2.4 million dollars of improvements to our buildings in the last 10 years.

**Personnel Committee.** Ms. Dworkin has agreed to become the new Chair for this Committee. She stated that they are working on the survey form to send out to board members and staff regarding the Director's annual evaluation.

**Election & Continuity Committee.** Ms. Rogan stated that Ms. Denise King's term on the board of the Southern Tier Library System ends this year. It is CCLD's responsibility to nominate a person to replace Ms. King. Regarding CCLD's trustee election of 2018, she stated that Ms. Cook, the election Commissioner was disappointed in the low number of voters who came to the polls. Next year we will need to do a better job of advertising the election.

**Advocacy Committee.** It was reported that BookFest is being held at Diven School on March 1<sup>st</sup>. CCLD staff will be there representing the Library District.

**Old Business.** Regarding the problems CCLD had last year with people hanging out under the viaduct near the Steele Library, the Library District would still like to meet with Brent Stermer, the Councilman who represents this District. An ad-hoc committee needs to be formed to formulate a list of problems and concerns with this matter prior to meeting with the City. Mr. Schamel moved, seconded by Mr. Wehling to form a committee that includes the two of them plus Ms. Smith. VOTE: Unanimously Approved. The committee will report back to the board once they have brainstormed this issue.

**New Business.**

The meeting was adjourned at 6:55pm. The next regular meeting of the board will be held on Thursday, March 21st, 2019 at 6:00pm at the **Horseheads Free Library, 405 South Main Street, Horseheads, NY.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2018-14)**

**Financial Report - FEBRUARY 28, 2019**

<b>Income</b>	<b>2019 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 67,875	\$ 7,616	\$ 60,259	11.22%		
Grants (other than N.Y.S.)	\$ -	\$ 43,682				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; BF Adv \$321
Foundation Contributions	\$ 200,000		200,000	0%		
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000	\$ 551	5,449	9%		
<b>State Aid</b>						
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						
<b>TOTAL INCOME</b>	<b>\$ 3,541,238</b>	<b>\$ 3,061,341</b>	<b>\$ 469,580</b>	<b>86%</b>	<b>17%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,625,978	\$ 306,329	\$ 1,319,649	19%		
Overtime & Holiday Salaries	24,508	\$ 3,086	21,422	13%		
<b>Employee Benefits</b>						
FICA	126,202	\$ 25,057	\$ 101,145	20%		
NY State Retirement	259,000	\$ 48,888	\$ 210,112	19%		
Medical & Dental	482,818	\$ 86,670	\$ 396,148	18%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 17,336	\$ 2,604	87%		
<b>Subtotal - Personnel Expenses</b>	<b>2,538,446</b>	<b>487,366</b>	<b>\$ 2,051,080</b>	<b>19%</b>	<b>17%</b>	
<b>Contractual</b>						
Equipment	45,367	\$ 3,482	41,885	8%		
Telephone	13,565	\$ 9,094	4,471	67%		
Supplies	50,200	\$ 4,661	45,539	9%		Total \$702=Gifts \$256; HH Found \$155; CCLD FR \$41; Grant \$250
Travel & Continuing Education	14,915	\$ 517	14,398	3%		
Repairs & Maintenance	24,415	\$ 8,180	16,235	34%		
Postage	2,000	\$ 40	1,960	2%		
Library Materials (books, video, etc.)	364,116	\$ 37,456	326,660	10%		Total \$5,031=Gifts \$975; Grants \$2,208; SML Found \$2,028
Utilities	58,200	\$ 213	57,987	0%		
Building Cleaning Supplies	13,325	\$ 3,397	9,928	25%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 430	2,370	15%		
Insurance	31,130	\$ 32,600	(1,470)	105%		
Vehicle Operation / Maintenance	7,000	\$ 160	6,840	2%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 2,106	20,969	9%		
Data Processing Expenses (Cost Share)	127,725	\$ 2,108	125,617	2%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 8,951	27,938	24%		Total \$3,467=Grant \$2,576; FR of CCLD \$470; HH FR \$421
Chemung County costs (B&G, vision)	13,000	\$ -	13,000	0%		
Capital Improvements STATE CONST see below	25,000	\$ 7,552	17,448	30%		Bolan \$6,850
Contingency Fund	52,890	\$ -	52,890	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,449,138</b>	<b>\$ 613,354</b>	<b>\$ 2,835,784</b>	<b>18%</b>	<b>17%</b>	
2016 & 2017 State Construction Projects						
<b>TOTAL EXPENSES</b>	<b>\$ 3,449,138</b>	<b>\$ 613,354</b>				

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

Type	Date	Memo	Open Balance
<b>Al Baccile Paving, LLC</b>			
Bill	03/08/2019	HH salt & Plow 2/12-2/23	360.00
Total Al Baccile Paving, LLC			360.00
<b>Aleta Yarrow</b>			
Bill	03/08/2019	3/14 ST art wkshop Far Away pd by Grant	200.00
Bill	03/08/2019	3/13 Art Journey at HH pd by Friends	200.00
Total Aleta Yarrow			400.00
<b>Baker &amp; Taylor Books</b>			
Bill	03/08/2019	Book purchase Steele JUV	955.04
Total Baker & Taylor Books			955.04
<b>Brown Innovations, Mktg., Inc.</b>			
Bill	03/08/2019	Sound Domes for Teen Space	8,035.03
Total Brown Innovations, Mktg., Inc.			8,035.03
<b>Bryan Boynton</b>			
Bill	03/08/2019	Mileage reimb 1/11-3/7	132.24
Total Bryan Boynton			132.24
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
Bill	03/08/2019	Utilities all libraries - 4th Qtr 2018	21,389.85
Total Chemung County Buildings & Grounds Dept.			21,389.85
<b>Elmira Water Board</b>			
Bill	03/12/2019	Water bills - ST 12/26-2/25	117.91
Total Elmira Water Board			117.91
<b>H. L. Treu Office Supply Corp.</b>			
Bill	03/08/2019	calendar purchase	23.55
Total H. L. Treu Office Supply Corp.			23.55
<b>Imperial Door Controls, Inc.</b>			
Bill	03/08/2019	handicap door repair ST not covered by maint agmt	61.66
Total Imperial Door Controls, Inc.			61.66
<b>Karen Curren</b>			
Bill	03/08/2019	3/30 Gourd Easter Decor prog at HH	180.00
Total Karen Curren			180.00
<b>Library Ideas LLC</b>			
Bill	03/08/2019	Library Materials for HH pd by Friends	768.20
Total Library Ideas LLC			768.20
<b>Madcap Productions</b>			
Bill	03/08/2019	7/10 Space prog at ST - deposit due	337.50
Total Madcap Productions			337.50
<b>Michelle Erickson</b>			
Bill	03/08/2019	JAN Prog supplies/DVD purchase for VE	131.92
Total Michelle Erickson			131.92
<b>Oriental Trading Company, Inc.</b>			
Bill	03/08/2019	ST & BKM program supplies	195.83
Total Oriental Trading Company, Inc.			195.83
<b>Petty Cash-Steele</b>			
Bill	03/12/2019	supplies/postage/YA Prog. & HH&WE PC supply/prog	728.79
Total Petty Cash-Steele			728.79
<b>ProQuest LLC</b>			

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

Type	Date	Memo	Open Balance
Bill	03/12/2019	Heritage Quest/Ancestry electronic reference	3,150.78
Total ProQuest LLC			3,150.78
<b>Rainy Toad Gaming (Troy Naida)</b>			
Bill	03/12/2019	ST Teen game night 3/26	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
<b>Recorded Books</b>			
Bill	03/12/2019	Zinio eMags use chgs	77.74
Total Recorded Books			77.74
<b>Ronald Shaw</b>			
Bill	03/12/2019	Mileage reimb 10/5/18-1/8/19 plus expenses	114.40
Total Ronald Shaw			114.40
<b>Shannah Warwick</b>			
Bill	03/12/2019	3/12 Teen prog at ST	200.00
Total Shannah Warwick			200.00
<b>Southern Tier Library System</b>			
Bill	03/12/2019	Cost Share 1st Qtr 2019	30,051.25
Total Southern Tier Library System			30,051.25
<b>The ARTS Council - Southern Finger Lakes</b>			
Bill	03/12/2019	annual membership 2019	300.00
Total The ARTS Council - Southern Finger Lakes			300.00
<b>Thomas Gilbert</b>			
Bill	03/12/2019	Ukelele classes at ST-March	120.00
Total Thomas Gilbert			120.00
<b>ULINE</b>			
Bill	03/12/2019	traditional smokers for cigs at HH	267.24
Total ULINE			267.24
<b>Unique Management Services, Inc.</b>			
Bill	03/12/2019	collection notices-FEB	214.80
Total Unique Management Services, Inc.			214.80
<b>Vasco Brands, Inc.</b>			
Bill	03/12/2019	cleaning/paper supplies	540.36
Total Vasco Brands, Inc.			540.36
<b>Wegmans Food Markets Inc.</b>			
Bill	03/12/2019	WE/ST JUV prog/ Patron App supplies	222.06
Total Wegmans Food Markets Inc.			222.06
<b>TOTAL</b>			<b>69,126.15</b>

## **Document #2019-16**

### **Report of the March 6<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, Martha Smith and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lillian White, Lee Saginario, Pam Larnard, Rachel Dworkin and Ann Hayes.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 2/6/19 for the Grant Fund - \$285.51 and the General Fund - \$38,997.75 which included the recently submitted Dimon & Bacorn invoice approved by the B & G Committee. Ms. Dworkin moved, seconded by Ms. Larnard to approve payment of the bills as submitted in writing.

VOTE: Unanimously Approved.

President Kappanadze requested that Mr. Shaw update the board on the status of the boiler at the Steele Library which caused the library to close early on February 28<sup>th</sup>. Mr. Shaw stated that the County Buildings & Grounds rep has reduced the temperature setting and is leaving 2 valves open so that there will be no pressure build-up in the future. An old quote for replacement was listed at \$12,000. He will request a new estimate for replacement.

Ms. Kappanadze reminded trustees that the Sexual Harassment Prevention Training must be completed by each one of them by the end of March. Mr. Shaw has sent out the email from STLS that lists the questions that need to be discussed by board members in a group setting. This may take place at the April meeting. Mr. Shaw stated that staff members have requested that this training session take place at the Continuing Ed day in June. He is conferring with Brian Hildreth at STLS to verify if this is a possibility.

Director Ron Shaw reported that the draft of the Strategic Plan for 2019-2021. Board members are asked to review the plan. He also sent out a copy of the draft of the Staff Plan which has been reviewed and signed by all Department Heads of CCLD.

Mr. Shaw reported receipt of \$500 from the Corning Museum of Glass as a supporter of the upcoming Maker Faire. The Library District has also received the tax revenue check from Chemung County for fiscal year 2019.

Reporting on the bus trip to Albany for Legislation Day, Mr. Shaw reported that they met with a representative from Senator O'Mara's office and personally with representatives Chris Friend and Vincent Palmisano. All three are supportive of libraries getting state aid.

The Labor / Management meeting was held this afternoon. Ms. White attended as a representative of the board of trustees. Discussion centered on scheduling for holidays, in particular for Black Friday. The union's viewpoint is that due to a lack of circulation and visitors on that day, it is advisable to close the Steele Library instead of paying overtime to staff the library for the day. Mr. Shaw requested that the union give him a letter stating their recommendation for Black Friday. It was stated that any change to this holiday will require a Memorandum of Agreement to be drawn up to update the union contract which states that Black Friday is a day that the library will be open. The union



members will vote on it prior to it being brought back to the board for review and discussion.

The meeting adjourned at 6:13pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 3<sup>rd</sup>, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2019-17**

**Report of the March 14<sup>th</sup>, 2019 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 8:02am.

Ms. Santulli presented the February 28<sup>th</sup>, 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 3/14/19 for the General Fund - \$69,126.15. The list includes a payment to Chemung County (\$21,389.85) for the 4<sup>th</sup> Quarter 2018 Utility bill for all libraries and a payment to the Southern Tier Library System (\$30,051.25) for Cost Share for the 1<sup>st</sup> Quarter of 2019. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:08am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 10<sup>th</sup>, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2019-18**

### **Report of the March 6<sup>th</sup>, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30pm. Present were 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 Library District has received an invoice from Dimon & Bacorn for the moving of the shelving units on the second floor to make room for the new Teen Space. The Committee will recommend to the Executive Committee that the bill in the amount of \$13,806.25 be paid. Mr. Shaw has met with a representative from Dimon & Bacorn to go over the new floor plan for making the shelving units meet A.D.A. requirements. This move is being coordinated with Bolan Associates. They will send a representative to Steele who, for two days at no charge, will direct the moving of the shelves.

Three bids were received for the minor demolition, installation of carpet, painting, modifications to the existing HVAC system and Electrical power and lighting revisions for the Teen Space. Andrew Harding, the architect for the project, has reviewed all the paperwork and has recommended in writing that the Library District award the job to the lowest bidder, Williams Construction in the amount of \$49,490.00. The Committee agrees with the architect's recommendation to award the bid to Williams Construction.

Other Steele Projects. Mr. Shaw submitted an updated quote for the electronic sign to be installed on Church Street at the Steele Library. The quotes include installation of the sign. A full Color double-faced sign will cost \$22,537.00; a monochrome sign will cost \$18,428.35. The Committee will review the quotes in order to make a recommendation to the board on which sign to purchase. It was noted that CCLD has \$25,000 set aside in a reserve fund to pay for this signage.

Mr. Shaw has sent out a listing of all Capital Improvements made to CCLD library buildings since the 2006 Existing Conditions Report was submitted to the board.

Regarding the recent issue with the boiler at the Steele Library (on February 28<sup>th</sup> the library closed early due to the boiler breaking down), the County Buildings and Grounds have been checking on the status since the problem arose. There have been no issues since the 28<sup>th</sup>. An old estimate for replacement was listed as \$12,000. Mr. Shaw will seek out a new estimate to be reviewed for future consideration should it be necessary to replace it.

The meeting adjourned at 5:44pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 3<sup>rd</sup>, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.