



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 October 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday October 15 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Introduction of Members
4. Approval of minutes (document #2020-55)
5. Treasurer's report
  - a) Financial report (document 2020-56)
  - b) Report of Unpaid Bills Detail (document 2020-57)
6. Correspondence
7. President's report (Dworkin)
8. Director's Report
  - Consent Item: Approval of Personnel Actions**  
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
  - Consent Item: Approval of Change to Dental Plan**  
Resolved that the CCLD Board of Trustees approve dental plan as submitted.
9. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2019-58)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-59)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-60)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Rogan)
  - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

*(Minutes of the September 17, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-55)*

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Martha Smith, Kevin Hansen, Phyllis Rogan, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard, Penny Appenzellar, Jessica Roberts, Ann Hayes, Lee Saginario, and Mark Padgett. Also present was Ron Shaw on behalf of the Library District's Administration.

**Minutes.** The minutes of the August 2020 meeting (Document #2020-49) were presented for board review. Ms. Chollet moved that the August Board minutes be approved as distributed in writing, seconded by Ms. Silvernail to accept the minutes as amended. **VOTE: Unanimously Approved.**

**Financial Report.** The August 31, 2020 Financial Report (Document #2020-50) was presented for board review. Mr. Schamel moved, seconded by Ms. Smith, to approve the August Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills (Document #2020-45)** Mr. Schamel moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 09/17/20 for the General Fund - \$147,213.29 and Grant Fund - \$761. **VOTE: Unanimously Approved.** Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the Covid pandemic, second by Ms. Hayes. **VOTE: Unanimously Approved.**

**Correspondence.** Mr. Shaw shared an email correspondence from a community member thanking Librarian, Maggie Young, for exemplary service.

**President's Report.** Ms. Dworkin was pleased to note that the circulation statistics are rising as the libraries continue reopening phases. She advised precaution, in regards to a recent spike in Chemung County Covid cases.

**Director's Report.** Mr. Shaw reported on the following:

- An additional monitor may need to be purchased in order to synchronize the use of the security cameras on both floors at Steele. Fire Alarm Services & Technology has been contacted for a quote.
- Continuing education day is slated for Friday, November 6<sup>th</sup>. Workplace Violence and Sexual Harassment training will be conducted that day in accordance with the NY state annual requirement. Board members are welcome to participate. Both of these presentations will be available via Zoom. Human Trafficking training will be presented in accordance with NY regulations, this portion will be made available via Zoom if feasible.
- The Bookmobile remains in the repair garage due to a backlog of work at their facility. Completion is anticipated the week of 9/20.
- Allowing teens the opportunity to study in the library for longer than the current allotted 30 minutes was proposed. Discussion ensued and the Board collectively determined that time allowances should remain consistent for all patrons. A proposal was suggested that browsing time be extended to 60 minutes. Mr. Shaw will present this idea to the staff and make a final decision.

- After visiting the Horseheads branch, Mr. Shaw has concluded that it is a viable location for the upcoming trustee election.
- As per the direction of STLS, library items will continue to be quarantined for 4 days after being returned.
- The Friends of the Library are proceeding with caution and will not be returning to work on tasks at Steele until further notice.
- Volunteers may return to work at West Elmira branch on October 1<sup>st</sup>, due to their limited interaction with patrons and staff.
- Voter registration promotions are on display at each of the branches.

**CONSENT ITEM:** Ms. Dworkin moved that Personnel Actions are approved as submitted, seconded by Mr. Schamel. **VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-52)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board, approved as amended. (Document #2020-53)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-54)

**Personnel Committee.**

**Election & Continuity Committee.** The committee met on September 17, 2020. As per their request, Mr. Shaw agreed to allow the staff to distribute absentee ballots, those returned will be retained in the business office. No completed petitions for the upcoming election were turned in. Members were encouraged to submit editorials to the local newspaper in upcoming months on behalf of supporting the library district budget vote. **Ms. Rogan moved that the Board appoint Betsy Gorman to serve as the Chemung County representative to STLS, seconded by Ms. Hayes. VOTE: Unanimously Approved.**

**Advocacy Committee.** Michelle Barrett, Branch Manager at West Elmira, is compiling new CCLD rack cards to be distributed through the Chemung County Chamber of Commerce. Board members offered assistance, Mr. Shaw will inform Ms. Barrett.

**Old Business.** Ms. Chollet will compile and share the information via email, that she has received from staff librarians concerning the local grants and resources that they are able to acquire and utilize.

**New Business.**

Mr. Schamel moved, second by Ms. Rogan to adjourn. **VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, October 15, 2020 at 6:00pm online via Zoom.

**CHEMUNG COUNTY LIBRARY DISTRICT**

**Financial Report - September 30, 2020**

**(DOCUMENT #2020-56)**

<b>Income</b>	<b>2020 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	\$ 60,025	\$ 298,749	\$ (238,724)	497.71%		
Grants (other than N.Y.S.)		\$ 44,128				Covid Project: \$3425;Memorial: \$277,970.38;
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 39,985	160,015	20%		<b>Comm Found \$1000;HH Friends \$8600;Ukelele class\$960;Art Council \$5758; Friends \$18,000</b>
Library District Tax Receipts	\$ 3,115,115	\$ 3,180,354	(65,239)	102%		St Foundation \$20,000
PILOT Funds	\$ 70,000			0%		
Interest on Investments	\$ 8,000	\$ 4,572	3,428	57%		
<b>State Aid</b>						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 39,546		39,546	0%		
Other State Aid						
<b>TOTAL INCOME</b>	<b>\$ 3,659,557</b>	<b>\$ 3,567,788</b>	<b>\$ 65,897</b>	<b>97%</b>	<b>75%</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	1,675,556	\$ 1,238,500	\$ 437,056	74%		
Overtime & Holiday Salaries	22,619	\$ 7,376	15,243	33%		
<b>Employee Benefits</b>						
FICA	129,910	\$ 90,873	\$ 39,037	70%		
NY State Retirement	267,967	\$ 244,165	\$ 23,802	91%		
Medical & Dental	518,495	\$ 378,222	\$ 140,273	73%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 20,789	\$ (2,809)	116%		
<b>Subtotal - Personnel Expenses</b>	<b>2,632,527</b>	<b>1,979,925</b>	<b>\$ 652,602</b>	<b>75%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	62,310	\$ 34,149	28,161	55%		
Telephone	14,800	\$ 9,551	5,249	65%		Grant funds: \$1875;\$259
Supplies	48,700	\$ 39,534	9,166	81%		
Travel & Continuing Education	12,915	\$ 4,880	8,035	38%		<b>Grant \$12412;HH Omara \$63; BF Omara\$153;HH Foundation \$552;Mkting \$1837</b>
Repairs & Maintenance	27,010	\$ 10,967	16,043	41%		
Postage	2,000	\$ 2,000	0	100%		
Library Materials (books, video, etc.)	375,041	\$ 210,566	164,475	56%		<b>Additional mailing b/c of Covid - paychecks, SRC material</b>
Utilities	60,200	\$ 31,791	28,409	53%		Gifts \$6710;HH Friends \$40
Building Cleaning Supplies	13,700	\$ 13,700	0	100%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,234	1,866	40%		<b>Increased cost due to Covid needs</b>
Insurance	33,577	\$ 33,644	(67)	100%		
Vehicle Operation / Maintenance	7,000	\$ 3,679	3,322	53%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 22,175	0	100%		
Data Processing Expenses (Cost Share)	131,681	\$ 110,112	21,569	84%		
Payment of Taxes	5,080	\$ 5,111	(31)	101%		
Library Programming	37,997	\$ 39,455	(1,458)	104%		
Chemung County costs (B&G, vision)	14,000	\$ 1,108	12,892	8%		<b>Grant Funds\$8238 incl Tlab&amp;\$720 ret to Hansen; Fri \$3234; HH Friends\$4911;Mkt \$736</b>
Capital Improvements STATE CONST see below	10,000	\$ 319	9,681	3%		
Contingency Fund	52,643	\$ 19,246	33,397	37%		Dumpster fee for weeding project
<b>Subtotal Expenses</b>	<b>\$ 3,566,456</b>	<b>\$ 2,807,573.62</b>	<b>\$ 993,313</b>	<b>79%</b>	<b>75%</b>	Building supplies & Prof fees+ Postage -including Zoom accounts
2020 Projects: Boiler & Outdoor sign @ St		\$ 234,430				
<b>TOTAL EXPENSES</b>	<b>\$ 3,566,456</b>	<b>\$ 2,807,574</b>				<b>pd w/Reserve Funds - Boiler: \$182,507.14/Sign: \$51,923.15</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 15, 2020

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	10/15/2020	online art classes @ HH "The Colors of Autumn - part II" -10/21 HH	225.00
Total Aleta Yarrow			225.00
<b>Blackstone Publishing</b>			
Bill	10/15/2020	Audiobooks purchase - St	139.99
Total Blackstone Publishing			139.99
<b>Chemung Canal Trust Company</b>			
Bill	10/15/2020		102.98
Bill	10/15/2020	St - Juv/adult prog/supplies/postage/Cont Ed reg - Bkm/postage/mkt...	777.24
Total Chemung Canal Trust Company			880.22
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
Bill	10/15/2020	Utilities & maintenance fees all libraries - 2nd quarter 2020	266.34
Bill	10/15/2020	Utilities & maintenance fees all libraries - 2nd quarter 2020	1,152.31
Bill	10/15/2020	Utilities & maintenance fees all libraries - 2nd quarter 2020	264.73
Bill	10/15/2020	Utilities & maintenance fees all libraries - 2nd quarter 2020	8,563.47
Total Chemung County Buildings & Grounds Dept.			10,246.85
<b>Doris Jean Metzger</b>			
Bill	10/15/2020	reimb for webcam purchase to be used for Teen programs	124.38
Total Doris Jean Metzger			124.38
<b>Filomena Jack</b>			
Bill	10/15/2020	Take & Make Handmade Book - via zoom - BF program	200.00
Total Filomena Jack			200.00
<b>Imperial Door Controls, Inc.</b>			
Bill	10/15/2020	scheduled maintenance/battery change - not covered under contract	16.74
Total Imperial Door Controls, Inc.			16.74
<b>IRR Supply</b>			
Bill	10/15/2020	Air purification system - HH	599.12
Total IRR Supply			599.12
<b>Pitney Bowes</b>			
Bill	10/15/2020	supply of ink for mail machine	563.88
Total Pitney Bowes			563.88
<b>The Leader</b>			
Bill	10/15/2020	annual subscription paid through 8/21 - St	390.05
Total The Leader			390.05
<b>The Spencer Random Harvest</b>			
Bill	10/15/2020	two year subscription 11/20-10/22-VE	59.00
Total The Spencer Random Harvest			59.00
<b>Vasco Brands, Inc.</b>			
Bill	10/15/2020	cleaning supplies BF/HH/WE/ST	787.14
Total Vasco Brands, Inc.			787.14
<b>TOTAL</b>			<b>14,232.37</b>

8:47 AM

10/13/20

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 15, 2020

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
Bill	10/15/2020	downloadable purchases	15.54
Total Southern Tier Library System			15.54
<b>TOTAL</b>			<b>15.54</b>

## Document #2020-58

### Report of the October 7, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting via Zoom from the Executive Committee were Rachel Dworkin, Martha Smith, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Karl Schwesinger, Lee Saginario, Penny Appenzellar, Pat Silvernail, Ann Hayes, Pam Larnard, and Mark Padgett.

Ms. Dworkin called the meeting to order at 6:00 p.m.

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 10/7/20 for the General Fund - \$44,324.48, Grant Fund - \$4645.72. **Ms. Rogan moved, second by Ms. Larnard to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.** Ms. Dworkin moved, second by Ms. Smith, that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic **VOTE: Unanimously Approved.**

Director Ron Shaw gave the following reports:

- There have been an increased number of employee call offs in recent weeks. Due in part to school closings and Covid testing. The staff's well-being is a priority as the situation is closely monitored.
- Staff had requested that Steele return to 9-5 hours, but after reviewing checkout statistics, it has been determined that current operating hours will remain.
- The current dental carrier will no longer be available as of 1/1/21. A proposal of options was presented. Mr. Shaw will be meeting with union representatives on 10/8 and would like this issue to be voted on at the October board meeting.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 4, 2020 at 6pm via Zoom.

**Document #2020-59**

**Report of the October 14, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom were CCLD board member Mr. Jack Schamel, Ms. Ann Hayes, Ms. Rachel Dworkin, and Ms. Jessica Roberts. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the September 30, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated October 15, 2020 for the General Fund - \$14,107.99, for the Grant Fund - \$15.54. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Tuesday, November 10, 2020 via Zoom.



**Document #2020-60**

**Report of the October 7, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present via Zoom were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Ann Hayes, Ms. Martha Smith, Ms. Lee Saginario, Ms. Pat Silvernail, Mr. Mark Padgett, and Mr. Jack Schamel. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- The boiler at Steele is completed and functioning well
- No NY State grant monies have been received as of yet
- Bob Butcher is reviewing the #2 bids that were received for the Steele breakroom project, a recommendation is forthcoming

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, November 4, 2020 at 5:30pm via Zoom.

	Jan-20		Feb-20		Mar-20		Apr-20		May-20		Jun-20		Jul-20		Aug-20		Sep-20		Oct-20	Nov-20	Dec-20	2020		2019		2018	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	#DIV/0!	#DIV/0!	#DIV/0!	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2627	6.56%	2,537	6.62%	1,652	6.11%	29	0.27%	4	0.05%	141	1.16%	966	6.26%	1555	6.76%	1456	6.22%	#DIV/0!	#DIV/0!	#DIV/0!	10,967	5.52%	27,378	5.64%	30,760	6.06%
Adult Fiction	6747	16.86%	6,219	16.22%	4,839	17.91%	65	0.61%	30	0.34%	408	3.36%	2814	18.23%	4812	20.92%	5151	22.02%	#DIV/0!	#DIV/0!	#DIV/0!	31,085	15.64%	79,031	16.29%	81,962	16.15%
Juv NF	1498	3.74%	1,743	4.55%	1,336	4.94%	2	0.02%	1	0.01%	108	0.89%	573	3.71%	1177	5.12%	1007	4.30%	#DIV/0!	#DIV/0!	#DIV/0!	7,445	3.75%	18,967	3.91%	19,877	3.92%
Juv Fic	6007	15.01%	6,520	17.01%	5,214	19.30%	43	0.41%	19	0.22%	248	2.04%	2213	14.33%	4747	20.64%	4292	18.35%	#DIV/0!	#DIV/0!	#DIV/0!	29,303	14.74%	82,350	16.97%	92,131	18.16%
AV	10425	26.05%	9,994	26.07%	6,114	22.63%	21	0.20%	18	0.20%	234	1.93%	1658	10.74%	3568	15.51%	4409	18.85%	#DIV/0!	#DIV/0!	#DIV/0!	36,441	18.33%	120,261	24.79%	125,827	24.80%
Periodicals	156	0.39%	122	0.32%	60	0.22%	0	0.00%	0	0.00%	8	0.07%	58	0.38%	137	0.60%	150	0.64%	#DIV/0!	#DIV/0!	#DIV/0!	691	0.35%	1,794	0.37%	1,982	0.39%
Other	347	0.87%	280	0.73%	133	0.49%	0	0.00%	0	0.00%	3	0.02%	25	0.16%	39	0.17%	104	0.44%	#DIV/0!	#DIV/0!	#DIV/0!	931	0.47%	5,297	1.09%	4,467	0.88%
Public Pcs	1703	4.26%	1,812	4.73%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	207	0.90%	372	1.59%	#DIV/0!	#DIV/0!	#DIV/0!	4,094	2.06%	21,738	4.48%	22,016	4.34%
Wireless	2963	7.40%	2,680	6.99%	0	0.00%	996	9.38%	1153	13.10%	1427	11.77%	1445	9.36%	1641	7.13%	1739	7.43%	#DIV/0!	#DIV/0!	#DIV/0!	14,044	7.07%	34,341	7.08%	28,199	5.56%
Down Audio	1338	3.34%	1,285	3.35%	1,359	5.03%	1476	13.91%	1491	16.94%	1524	12.57%	1591	10.30%	1528	6.64%	1434	6.13%	#DIV/0!	#DIV/0!	#DIV/0!	13,026	6.55%	13,330	2.75%	8,161	1.61%
Down Ebooks	2374	5.93%	2,330	6.08%	2,563	9.49%	3019	28.45%	3509	39.87%	3319	27.37%	3393	21.98%	3166	13.76%	2792	11.94%	#DIV/0!	#DIV/0!	#DIV/0!	26,465	13.32%	24,191	4.99%	19,655	3.87%
Down Music	3324	8.31%	2,410	6.29%	2,507	9.28%	3295	31.05%	2132	24.22%	4141	34.14%	0	0.00%	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	17,809	#DIV/0!	35,953	7.41%	24,537	4.84%
Down Video	165	0.41%	188	0.49%	982	3.63%	1408	13.27%	71	0.81%	218	1.80%	145	0.94%	78	0.34%	132	0.56%	#DIV/0!	#DIV/0!	#DIV/0!	3,387	1.70%	17,156	3.54%	12,731	2.51%
Down Mags	345	0.86%	219	0.57%	262	0.97%	259	2.44%	373	4.24%	349	2.88%	559	3.62%	349	1.52%	355	1.52%	#DIV/0!	#DIV/0!	#DIV/0!	3,070	1.54%	3,362	0.69%	1,481	0.29%
<b>Total</b>	<b>40,019</b>		<b>38,339</b>		<b>27,021</b>		<b>10,613</b>		<b>8,801</b>		<b>12,128</b>		<b>15,440</b>		<b>23004</b>		<b>23393</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>198,758</b>		<b>485149</b>		<b>507,466</b>	



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: October 14, 2020

Subject: Approval of Personnel Actions

**Promotions:**

N/A

**Change FT/PT Status:**

N/A

**Retirement:**

N/A

**End of Probationary Period- Permanent Appointment:**

**New Hires:**

**Resignations:**

N/A

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

Brittanie Moyer- Library Page to Step 4