



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 July 2020 meeting of the Board of Trustees of the Chemung County Library District will be held will be held on Thursday July 16 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 #2020-37)
5. Treasurer's report
  - a) Financial report (document 2020-338)
  - b) Report of Unpaid Bills Detail (document 2020-39)
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.
9. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2019-40)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-41)**Consent Item: Approval of 2021 Budget**  
Resolved that the CCLD Board of Trustees approve the 2021 Budget as submitted.
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-42)
  - 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 June 23,2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-37)*

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

**Minutes.** The minutes of the May 2020 meeting (Document #2020-31) were presented for board review. Mr. Schamel moved, seconded by Ms. Gullo-Buzzetti to accept the minutes as presented in writing. **VOTE: Unanimously Approved.**

**Financial Report.** The May 31, 2020 Financial Report (Document #2020-32) was presented for board review. Mr. Schamel moved, seconded by Ms. Gullo-Buzzetti to approve the May Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills (Document #2020-27)** Ms. Gullo-Buzzetti moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 6/18/20 for the General Fund - \$64,529.05 and for the Grant fund \$867.99 as distributed in writing. **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 corona pandemic. Seconded by Ms. Appenzellar. VOTE: Unanimously Approved.**

**Correspondence.** Nothing to report at this time.

**President's Report.** Ms. Dworkin continues to closely monitor the pandemic situation. She appreciates the boards support and flexibility during this challenging time. July meetings will be held in person at the Steele Memorial Library and via Zoom.

**CONSENT ITEM:** Mr. Schamel moved, seconded by Gullo-Buzzetti that the board approve the COVID-19 Reopening Plan as submitted. **VOTE: Unanimously Approved.**

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

- Staff are in the building at a 50% capacity, remaining staff continue to work from home.
- Bookdrop is open, items are being quarantined for 72 hours, no late fees will be applied until at least 7/1/20, potentially later, STLS will make that determination.
- Curbside pickup procedure details will be announced soon.
- The electronic sign at Steele is in place and functioning well. Supervisors will be trained on programming.
- After visiting each of the branches, Mr. Shaw has worked with CSEA to develop a Workplace Violence Protection Plan, which has been submitted to the state. Staff will receive two separate phases of training, which will be completed by August 18, 2020.
- The old boiler at Steele has been removed and the concrete pad has been poured. The project is ahead of schedule and should be completed by mid-July.

**CONSENT ITEM: Ms. Rogan moved that Personnel Actions are approved as submitted. Seconded by Ms. Larnard. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-34)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-35)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-36)

**Personnel Committee.**

**Election & Continuity Committee.**

**Advocacy Committee.**

**Old Business.** Mr. Schamel moved, seconded by Mr. Schewesinger that the proposed amendments to Article 3, Section 5 be entertained. Vote: Unanimously Approved. Ms. Dworkin moved, seconded by Mr. Schamel, that Article 3, Section 5 of the bylaws be amended as follows: “In the event that there is a tie vote, each of the candidates will be given the opportunity to withdraw. If neither candidate withdraws, the tie will be broken utilizing one of the following methods: flipping a coin, cutting a deck of cards with the higher card indicating the winner or by drawing lots. If there are more than two candidates with the same number of votes the winner shall be determined by drawing lots.” VOTE: Unanimously Approved.

Mr. Schamel moved, seconded by Mr. Hansen, to entertain the proposed amendment to Article 4 Section 1 of the by-laws. VOTE: Unanimously Approved. Mr. Schamel moved, seconded by Ms. Dworkin, to table the proposed amendment to Article 4 Section 1 of the by-laws. VOTE: Unanimously Approved.

**New Business.** Mr. Schamel made a motion, seconded by Ms. Gullo-Buzzetti that Mr. Shaw be given permission to sign a check to pay for the purchase of sneeze guards to be installed at each of the branches, up to a maximum cost of \$3500. VOTE: Unanimously Approved.

Mr. Schamel made a motion that the board go into executive session, seconded by Ms. Gullo-Buzzetti. VOTE: Unanimously Approved. Mr. Shaw & Ms. Melott were dismissed.

The next regular meeting of the board will be held on Thursday, July 16, 2020 at 6:00pm at the Steele Memorial Library and online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - June 30, 2020

Income	2020 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 289,133	\$ (229,108)	481.69%		
Grants (other than N.Y.S.)	\$	\$ 41,768				Covid Project: \$3425; Memorial: \$277,970.38;
Foundation Contributions	\$ 200,000	\$ 40,000	160,000	20%		HH Friends \$8600; Ukelele class \$960; Art Council \$5758; Friends \$18,000
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	\$ 2,671	5,329	33%		
<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>\$ 3,553,925</b>	<b>\$ 77,400</b>	<b>97%</b>	<b>50%</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	\$ 806,493	\$ 869,063	48%		
Overtime & Holiday Salaries	22,619	\$ 4,946	17,673	22%		
<b>Employee Benefits</b>						
FICA	129,910	\$ 63,711	\$ 66,199	49%		
NY State Retirement	267,967	\$ 175,524	\$ 92,443	66%		
Medical & Dental	518,495	\$ 299,146	\$ 219,349	58%		
Other (Disability, Wk. Comp. Unemp)	17,980	\$ 19,664	\$ (1,684)	109%		
<b>Subtotal - Personnel Expenses</b>	<b>2,632,527</b>	<b>1,369,483</b>	<b>\$ 1,263,044</b>	<b>52%</b>	<b>50%</b>	
<b>Contractual</b>						
Equipment	62,310	\$ 10,046	52,264	16%		Grant funds: \$1875
Telephone	14,800	\$ 9,534	5,266	64%		
Supplies	48,700	\$ 24,152	24,548	50%		Grant \$10171; HH Foundation \$158; Mktng \$842
Travel & Continuing Education	12,915	\$ 3,422	9,493	26%		
Repairs & Maintenance	27,010	\$ 6,511	20,499	24%		
Postage	2,000	\$ 1,756	244	88%		
Library Materials (books, video, etc.)	375,041	\$ 109,837	265,204	29%		
Utilities	60,200	\$ 30,583	29,617	51%		
Building Cleaning Supplies	13,700	\$ 15,409	(1,709)	112%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,234	1,866	40%		
Insurance	33,577	\$ 33,674	(97)	100%		Gifts \$6710; HH Friends \$40
Vehicle Operation / Maintenance	7,000	\$	7,000	0%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 31,698	(9,523)	143%		
Data Processing Expenses (Cost Share)	131,681	\$ 82,382	49,299	63%		
Payment of Taxes	5,080	\$ 5,111	(31)	101%		
Library Programming	37,997	\$ 27,644	10,353	73%		
Chemung County costs (B&G, vision)	14,000	\$ 1,108	12,892	8%		Grant Funds \$6325 incl Tiab; Friends \$2145; HH Friends \$2032; Mkt \$736
Capital Improvements STATE CONST see below	10,000	\$ 26,127	(16,127)	261%		
Contingency Fund	52,643	\$	52,643	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,566,456</b>	<b>\$ 1,789,711</b>	<b>\$ 1,776,745</b>	<b>50%</b>	<b>50%</b>	
2019 & 2020 State Construction Projects	\$					
<b>TOTAL EXPENSES</b>	<b>\$ 3,566,456</b>	<b>\$ 1,789,711</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of July 1, 2020

Type	Date	Memo	Open Bala...
<b>Agostino &amp; Co. Performing Arts</b>			
Bill	07/01/2020	7/8 online prog @ St "Story Faces"	750.00
Total Agostino & Co. Performing Arts			750.00
<b>Amazon Credit Plan</b>			
Bill	07/01/2020	Purchases all libraries 5/1-6/9 - including PPE - cost to all lib	2,672.75
Total Amazon Credit Plan			2,672.75
<b>Bright Star Children's Theatre, LLC</b>			
Bill	07/01/2020	7/17 program at HH online	350.00
Total Bright Star Children's Theatre, LLC			350.00
<b>Brodart Co.</b>			
Bill	07/01/2020	labels & movie cases - St Juv/BF/WE	37.91
Total Brodart Co.			37.91
<b>Bryan Boynton</b>			
Bill	07/01/2020	IT phone stipend for on call - for 2nd quarter 2020	90.00
Total Bryan Boynton			90.00
<b>Chemung County Sewer District</b>			
Bill	07/01/2020	2020 fees for WE	30.88
Bill	07/01/2020	2020 fees for ST	569.35
Total Chemung County Sewer District			600.23
<b>Deborah L. Brimmer</b>			
Bill	07/01/2020	IT phone stipend for on call - for 2nd quarter 2020	90.00
Total Deborah L. Brimmer			90.00
<b>Demco, Inc.</b>			
Bill	07/01/2020	audiobook cases for BF	128.64
Total Demco, Inc.			128.64
<b>Doris Jean Metzger</b>			
Bill	07/01/2020	reimb for webcam purchase to be used for Teen programs	53.99
Total Doris Jean Metzger			53.99
<b>Elmira Water Board</b>			
Bill	07/01/2020	Water bill St 04/07-06/08/20	38.50
Total Elmira Water Board			38.50
<b>Emma Howard</b>			
Bill	07/01/2020	mileage reimb 6/10-7/1	9.43
Total Emma Howard			9.43
<b>Filomena Jack</b>			
Bill	07/01/2020	online program "Who Do you Invite to your Mental Houseparty" - 7/14 pd w/grant funds	150.00
Total Filomena Jack			150.00
<b>Horseheads Printing</b>			
Bill	07/01/2020	monthly flyers - pd by HH Foundation	393.78
Total Horseheads Printing			393.78
<b>Image Integrator</b>			
Bill	07/01/2020	Toner Cartridge - microfiche @ St	425.00
Total Image Integrator			425.00
<b>Ingram Library Services</b>			
Bill	07/01/2020	All libraries - June - Library material	205.89

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07/01/20

## Chemung County Library District General Fund Unpaid Bills Detail As of July 1, 2020

Type	Date	Memo	Open Bala...
Bill	07/01/2020	All libraries - June - Library material	520.17
Bill	07/01/2020	All libraries - June - Library material	274.08
Bill	07/01/2020	All libraries - June - Library material	1,090.42
Bill	07/01/2020	All libraries - June - Library material	398.33
Bill	07/01/2020	All libraries - June - Library material	177.64
Bill	07/01/2020	All libraries - June - Library material	948.96
Bill	07/01/2020	All libraries - June - Library material	1,336.13
Bill	07/01/2020	All libraries - June - Library material	2,055.16
Bill	07/01/2020	All libraries - June - Library material	610.04
Total Ingram Library Services			7,616.82
<b>Julie Spicer</b>			
Bill	07/01/2020	Tai Chi programs online 7/6, 13, 20, 27, 8/3, 8/10	240.00
Total Julie Spicer			240.00
<b>Karen Curren</b>			
Bill	07/01/2020	HH program Bird Kits - SRC pd by HH Friends	300.00
Total Karen Curren			300.00
<b>Lily Gershon</b>			
Bill	07/01/2020	7/14 online prog @ BF - remaining balance	250.00
Total Lily Gershon			250.00
<b>Michelle Erickson</b>			
Bill	07/01/2020	annual auto ins reimbursement	195.00
Total Michelle Erickson			195.00
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	07/01/2020	HH Juv prog	1,069.50
Total Noah's Ark Animal Workshop, Inc.			1,069.50
<b>Orkin</b>			
Bill	07/01/2020	Treatment of carpenter bees @ BF	300.00
Bill	07/01/2020	monthly treatment @ St	64.47
Total Orkin			364.47
<b>Owen Frank</b>			
Bill	07/01/2020	Reimb -for purchase of shelf	75.58
Total Owen Frank			75.58
<b>Pam Lee</b>			
Bill	07/01/2020	mileage reimbursement 3/20	13.17
Total Pam Lee			13.17
<b>Robert Rogers Puppet Company</b>			
Bill	07/01/2020	7/8 prog @ HH	395.00
Total Robert Rogers Puppet Company			395.00
<b>Sciencetellers</b>			
Bill	07/01/2020	7/21 online HH program	295.00
Total Sciencetellers			295.00
<b>Shannah Warwick</b>			
Bill	07/01/2020	What's in Your Head - online program 7/21 pd w/grant funds	250.00
Total Shannah Warwick			250.00
<b>TechSoup</b>			
Bill	07/01/2020	Photoshop & Premiere Elements 2020 Bundle x 22/Office Standard 2019 x 50	2,544.00
Bill	07/01/2020	Adobe Acrobat Pro 2020 for Windows	110.00
Bill	07/01/2020	Adobe Acrobat Pro 2020 for Windows	110.00

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07/01/20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of July 1, 2020

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Bala...</u>
Bill	07/01/2020	Office Standard 2019 x 50 & Photoshop/Premiere Elements 2020 Bundle #6	2,112.00
Total TechSoup			4,876.00
<b>Vasco Brands, Inc.</b>			
Bill	07/01/2020	cleaning supplies all libraries	280.12
Bill	07/01/2020	cleaning supplies all libraries	91.08
Bill	07/01/2020	cleaning supplies all libraries	820.71
Total Vasco Brands, Inc.			1,191.91
<b>Vicki locca</b>			
Bill	07/01/2020	Teen SRC prog prize offering -#50 masks	200.00
Total Vicki locca			200.00
<b>TOTAL</b>			<b><u>23,122.68</u></b>

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07/07/20

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of July 16, 2020

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
Bill	07/16/2020	Reference materials	467.10
Total Baker & Taylor Books			467.10
<b>Midwest Tape, LLC</b>			
Bill	07/16/2020	CBA educational DVDs June	1,088.59
Total Midwest Tape, LLC			1,088.59
<b>Recorded Books</b>			
Bill	07/16/2020	eMagazines for 2020-2021	14,250.00
Total Recorded Books			14,250.00
<b>TOTAL</b>			<b><u>15,805.69</u></b>



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07/09/20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of July 16, 2020

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	07/16/2020	Book purchase St Juv -April-May-June	3,947.44
Bill	07/16/2020	Book purchase Bkm-April-May-June	18.98
Total Baker & Taylor Books			3,966.42
<b>Blackstone Publishing</b>			
Bill	07/16/2020	Audiobooks purchase - ST - April-May-June	337.98
Total Blackstone Publishing			337.98
<b>Bryan Boynton</b>			
Bill	07/16/2020	travel reimbursement for 12/3/19-6/30/20	307.57
Total Bryan Boynton			307.57
<b>Chemung Canal Trust Company</b>			
Bill	07/16/2020	Computer equipment/Amazon Prime/Monthly hosting fees	237.98
Bill	07/16/2020	Makerspace conf,supplies & equip/Quarantine reading club prizes/Comp Equip & Prog...	2,881.07
Total Chemung Canal Trust Company			3,119.05
<b>Cris Johnson</b>			
Bill	07/16/2020	7/28 - virtual online program - St Teen	200.00
Total Cris Johnson			200.00
<b>Didgeridoo Down Under</b>			
Bill	07/16/2020	HH virtual SRC program 8/7-pd w/HH Friends \$	500.00
Total Didgeridoo Down Under			500.00
<b>EBSCO Information Services</b>			
Bill	07/16/2020	2020 Annual magazine & newspaper renewal all libraries	6,330.61
Total EBSCO Information Services			6,330.61
<b>MidWest Tape</b>			
Bill	07/16/2020	WE June AV	1,901.26
Bill	07/16/2020	St audiobooks June	7,973.31
Bill	07/16/2020	St audiobooks June	1,316.02
Total MidWest Tape			11,190.59
<b>Orkin</b>			
Bill	07/16/2020	monthly treatment @ St	67.16
Total Orkin			67.16
<b>Pitney Bowes</b>			
Bill	07/16/2020	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
<b>Recorded Books</b>			
Bill	07/16/2020	Streaming video & Transparent Language & Economist E-magazine annual fee	3,167.00
Total Recorded Books			3,167.00
<b>Sciencetellers</b>			
Bill	07/16/2020	SRC 7/29 virtual program for St - Aliens - pd by Friends	295.00
Total Sciencetellers			295.00
<b>TOTAL</b>			<b>30,045.26</b>

## Document #2020-40

### Report of the July 1, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting in person or via Zoom from the Executive Committee were Rachel Dworkin, Jack Schamel, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Pat Silvernail, Lee Saginario, Karl Schwesinger, Kevin Hansen, Bonnie Chollet, and Penny Appenzellar.

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 7/1/20 for the General Fund - \$23,122.68. Ms. Silvernail moved, seconded by Ms. Rogan to approve payment of the bills as submitted in writing. **VOTE: Unanimously Approved.**

Director Ron Shaw gave the following reports:

- The estate of Olga Krazinski donated \$262,945.38 to the Steele Memorial Library for purchase of non-fiction items. Mr. Shaw proposed that the monies be delegated to the Steele Foundation for enhanced investment purposes, he will pursue this matter with the estate lawyer.
- Curbside service is being well received. We continue to monitor and follow state regulations and will open to patrons as soon as it is feasible.
- A meeting with CSEA officers is scheduled for Tuesday, July 7, to discuss questions concerning reopening.
- Steele will be available for use as a voting site for the library board election.

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, August 5, 2020 at 6pm via Zoom or in person in the Petrie Conference Room of the Steele Memorial

**Document #2020-41**

**Report of the July 8, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom was CCLD board member Mr. Jack Schamel. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the May 31, 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 6/18/20 for the General Fund - \$49,407.95 and Grant Fund - \$867.99 The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

A preliminary copy of the proposed 2021 budget was distributed and discussed among members, approval will be sought at the July Board meeting on Thursday the 16th.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 12, 2020, in the Petrie Conference Room of the Steele Memorial

**Document #2020-42**

**Report of the July 1, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present via Zoom or in person were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Lee Saginario, Ms. Phyllis Rogan, Ms. Bonnie Chollet, Ms. Pat Silvernail, and Mr. Kevin Hansen. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- #7 Employees participated in a training session covering use of the electronic sign at Steele
- Staff have come to an agreement about a color palette for the breakroom at Steele, Mr. Shaw will be in touch with Bob Butcher
- Work on the boiler project at Steele has slowed down, but completion by the end of July is anticipated. No word from New York State about construction funds, estimated arrival of \$150,000 in November
- New doors are being built and installed on one of the storage sheds at Steele
- Orkin treated for carpenter bees at the Big Flats Branch, a second treatment will be done in the fall, followed by patching of the damaged area

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 5, 2020 at 5:30pm via Zoom and in the Petrie Conference Room at the Steele Memorial Library.