



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

## Agenda

The June 2020 meeting of the Board of Trustees of the Chemung County Library District will be held will be held on Thursday June 18, 2020 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 #2020-31)
5. Treasurer's report
  - a) Financial report (document 2020-32)
  - b) Report of Unpaid Bills Detail (document 2020-33)
6. Correspondence
7. President's report (Dworkin)  
**Consent Item: NYS Reopening Plan**  
Resolved that the CCLD Board of Trustees approve COVID-19 Reopening Plan as submitted.
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 2019-34)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-35)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-36)
  - 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 May 21, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-31)*

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

**Minutes.** The minutes of the April 2020 meeting (Document #2020-25) were presented for board review. Ms. Larnard moved, seconded by Ms. Hayes to accept the minutes as presented in writing. VOTE: Unanimously Approved.

**Financial Report.** The April 30, 2020 Financial Report (Document #2020-26) was presented for board review. Mr. Schamel moved, seconded by Ms. Ms. Rogan to approve the March Financial Report as distributed in writing. VOTE: Unanimously Approved.

**Report of Unpaid Bills (Document #2020-21)** Mr. Schamel moved, seconded by Ms. Smith that the board authorize the payment of the unpaid bills dated 5/21/20 for the General Fund - \$14,774.56 and for the Grant fund \$6,295.32 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. Rogan. 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. Meetings will continue to be held via Zoom until further notice.

**CONSENT ITEM: Approval of amendments to Board policies:**

- **Article 3, section 5 – Mr. Schamel moved to table, seconded by Ms. Rhode.**
- **Article 4, section 1 – Mr. Schamel moved to table, seconded by Ms. Rhode**
- **Article 5, section 1 – Mr. Schamel moved to table, seconded by Ms. Hayes**
- **Article 5, section 5 – Mr. Schamel moved to table, seconded by Mr. Hansen.**
- **Article 7, section 5 – Mr. Schamel moved to table, seconded by Ms. Roberts**

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

- Staff will report to work at all branches on June 15, 2020. State guidelines will be implemented. Personal protection equipment will be provided to all staff and social distancing policies will be upheld.
- Curbside pickup services will begin at all locations on June 29, 2020. Patrons will not be permitted in the building, no on-location programming will be held.
- The current goals for each stage of the reopening process were presented.
- Staff will be consulted concerning the proposed color schemes for the breakroom renovations. An overview of current online programs and opportunities was shared.
- Documentation has been signed for the sign project at Steele to resume.

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

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-28)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-29)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-30)

**Personnel Committee.**

**Election & Continuity Committee.** The report of the Election & Continuity Committee was presented in writing to the board. Mr. Schamel moved that the board authorize the Election and Continuity Commissioner to expend funds not to exceed \$4,000 for the purpose of conducting the election, seconded by Ms. Hayes. VOTE: Unanimously Approved.

**Ms. Hayes moved that Sue Cook be appointed as Election Commissioner with the same duties and responsibilities as last year at a fixed fee of \$1500, seconded by Mr. Schamel. VOTE: Unanimously Approved.**

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

**Advocacy Committee.**

**Old Business.**

**New Business.**

The next regular meeting of the board will be held on Thursday, June 19, 2020 at 6:00pm at the [West Elmira Library, 1231 W Water St., Elmira, NY 14905](#)

Financial Report - May 31, 2020

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2020-32)

Income	2020 Annual		Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
	Budget	Expended					
Library Fines, Fees & Contributions	\$ 60,025	\$ 32,073	\$ 27,952	53.43%		Memorial: \$15,025; Covid Project: \$2725	
Grants (other than N.Y.S.)	\$ 200,000	\$ 20,000	180,000	10%		HH Friends \$8600; Uretele class \$960; Art Council \$5000; Friends \$18,000	
Foundation Contributions	\$ 3,115,115	\$ 3,125,090	(9,975)	100%			
Library District Tax Receipts	\$ 70,000	\$ 55,264	6,146	79%			
PILOT Funds	\$ 8,000	\$ 1,854		23%			
Interest on Investments							
<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>\$ 3,267,340</b>	<b>\$ 410,541</b>	<b>89%</b>	<b>42%</b>		
<b>Personnel Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>		
Salaries	1,675,556	\$ 681,977	\$ 993,579	41%			
Overtime & Holiday Salaries	22,619	\$ 4,891	17,728	22%			
<b>Employee Benefits</b>							
FICA	129,910	\$ 54,190	\$ 75,720	42%			
NY State Retirement	267,967	\$ 155,842	\$ 112,125	58%			
Medical & Dental	518,495	\$ 227,362	\$ 291,133	44%			
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 19,664	(1,684)	109%			
<b>Subtotal - Personnel Expenses</b>	<b>2,632,527</b>	<b>1,143,925</b>	<b>1,488,602</b>	<b>43%</b>	<b>42%</b>		
<b>Contractual</b>							
Equipment	62,310	\$ 7,044	55,266	11%		Grant funds: \$1875	
Telephone	14,800	\$ 9,520	5,280	64%			
Supplies	48,700	\$ 21,989	26,711	45%		Grant \$10154; HH Foundation \$158	
Travel & Continuing Education	12,915	\$ 3,396	9,519	26%			
Repairs & Maintenance	27,010	\$ 5,583	21,427	21%			
Postage	2,000	\$ 1,753	247	88%			
Library Materials (books, video, etc.)	375,041	\$ 93,924	281,117	25%		Gifts \$6660	
Utilities	60,200	\$ 28,017	32,183	47%			
Building Cleaning Supplies	13,700	\$ 13,423	277	98%			
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 1,019	2,081	33%			
Insurance	33,577	\$ 33,674	(97)	100%			
Vehicle Operation / Maintenance	7,000		7,000	0%			
Professional Fees (audit, engineer/legal fees)	22,175	\$ 22,082	93	100%			
Data Processing Expenses (Cost Share)	131,681	\$ 56,452	75,229	43%			
Payment of Taxes	5,080	\$ 5,111	(31)	101%			
Library Programming	37,997	\$ 24,453	13,544	64%		Grant Funds \$6225 incl Tab; Friends \$1521; HH Friends \$1454; Mkt \$736	
Chemung County costs (B&G, vision)	14,000	\$ 1,108	12,892	8%			
Capital Improvements STATE CONST see below	10,000	\$ 312	9,688	3%			
Contingency Fund	52,643		52,643	0%			
<b>Subtotal Expenses</b>	<b>\$ 3,566,456</b>	<b>\$ 1,472,785</b>	<b>\$ 2,093,671</b>	<b>41%</b>	<b>42%</b>		
2019 & 2020 State Construction Projects							
<b>TOTAL EXPENSES</b>	<b>\$ 3,566,456</b>	<b>\$ 1,472,785</b>					

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06/09/20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of June 18, 2020

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Type	Date	Memo	Open Balan...
<b>AJH Design</b>			
Bill	06/18/20	Overseeing of outdoor sign installation @ Ste...	21,824.35
Total AJH Design			21,824.35
<b>AT&amp;T - Illinois</b>			
Bill	06/18/20	long distance charges-ST	13.65
Total AT&T - Illinois			13.65
<b>Chemung County Sewer District</b>			
Bill	06/18/20	2020 fees for HH	174.29
Total Chemung County Sewer District			174.29
<b>John van Otterloo</b>			
Bill	06/18/20	mileage 5/20	25.88
Total John van Otterloo			25.88
<b>Madcap Productions</b>			
Bill	06/18/20	6/30 & 7/29 streaming performance - St	570.00
Total Madcap Productions			570.00
<b>Mark Margeson</b>			
Bill	06/18/20	mowing x 8 @ HH, cleanup x 1 4/19-6/3/20	660.00
Bill	06/18/20	mowing x 3 @ WE 5/3-6/3	210.00
Total Mark Margeson			870.00
<b>Southern Tier Library System</b>			
Bill	06/18/20	2nd quarter cost share all libraries	25,929.78
Total Southern Tier Library System			25,929.78
<b>TOTAL</b>			<b>49,407.95</b>

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06/09/20

Chemung County Library District Grant Fund  
**Unpaid Bills Detail**  
As of June 18, 2020

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Type	Date	Memo	Open Balan...
<b>J.D. Power</b>			
Bill	06/18/2020	Reference Material	106.92
Bill	06/18/2020	Reference Material	120.96
Bill	06/18/2020	Reference Material	204.12
Bill	06/18/2020	Reference Material	204.12
Total J.D. Power			636.12
<b>Southern Tier Library System</b>			
Bill	06/18/2020	downloadable pur...	231.87
Total Southern Tier Library System			231.87
<b>TOTAL</b>			<b>867.99</b>

## Document #2020-34

### Report of the June 3, 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, Jack Schamel, Martha Smith, 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, Ann Hayes, Jessica Roberts, and Pam Larnard.

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

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 6/3/20 for the General Fund - \$19,218.27 and for the Grant Fund – \$2,840.35. Mr. Schamel moved, seconded by Ms. Rogan to approve payment of the bills as submitted 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. Rogan. VOTE: Unanimously Approved.**

Director Ron Shaw gave the following reports:

- Curbside service will begin on June 29, 2020, all but eight STLS will begin that day. Procedures were expounded upon. The public will be informed via all standard library media outlets.
- As required by the state of NY, Mr. Shaw has developed a safety plan which will be presented at the board meeting for approval.
- Mr. Shaw will be visiting each of the branches and corroborating with staff to ensure that all Department of Labor requirements are implemented.

Ms. Dworkin reported that she had regretfully received a letter of resignation from Ms. LuAnn R. Rhode.

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, July 1, 2020 at 6pm in the Petrie Conference Room of the Steele Memorial

**Document #2020-35**

**Report of the June 10, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom were CCLD board members Ms. Jessica Roberts, Ms. Rachel Dworkin, and 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.

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



**Document #2020-36**

**Report of the June 3, 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. Martha Smith, Ms. Rachel Dworkin, Ms. Ann Hayes, Ms. Lee Saginario, Ms. Phyllis Rogan, and Mr. Kevin Hansen. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- The installation of the new outdoor sign at Steele has begun.
- Drawings of the Steele parking lot are being secured for Mr. Bob Butcher.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 1, 2020 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

	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		
Adult Non-Fiction	2627	6.56%	2,537	6.62%	1,652	6.11%	29	0.27%	4	0.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	6,849	5.49%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17,900	14.34%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,580	3.67%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17,803	14.27%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	26,572	21.29%	120,261	24.79%	125,827	24.80%	
Periodicals	156	0.39%	122	0.32%	60	0.22%	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	338	0.27%	1,794	0.37%	1,982	0.39%	
Other	347	0.87%	280	0.73%	133	0.49%	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	760	0.61%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,515	2.82%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7,792	6.24%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	6,949	5.57%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,795	11.05%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,668	#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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,814	2.25%	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%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,458	1.17%	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>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>124,793</b>		<b>485,149</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.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: June 11, 2020

Subject: Approval of Personnel Actions

**Promotions:**

N/A

**Change FT/PT Status:**

N/A

**Retirement:**

N/A

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

William Kamas- PT Library Page

Scott Melott- PT Library Page

**New Hires:**

Stefan Bell- PT Library Page

**Resignations:**

N/A

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

William Kamas- PT Library Page to Step 1

Jennie Lewis- FT Librarian I to Step 12-10

Scott Melott- PT Library Page to Step 1-1