



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 May 2020 meeting of the Board of Trustees of the Chemung County Library District will be held will be held on Thursday May 21, 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 #2020-25)
5. Treasurer's report
 - a) Financial report (document 2020-26)
 - b) Report of Unpaid Bills Detail (document 2020-27)
6. Correspondence
7. President's report (Dworkin)

Consent Item: Approval amendments to Board Policies
Resolved that the CCLD Board of Trustees approve the changes 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 2019-28)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-29)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-30)
 - d) Personnel Committee (Dworkin)
 - 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 April 16, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-25)

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, Lee Saginario, Crystal Gullo-Buzzetti, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard and LuAnn Rhode. Also present were Ron Shaw and Holly Melott on behalf of the Library District's Administration. Excused was Penny Appenzellar.

Minutes. The minutes of the March 2020 meeting (Document #2020-19) were presented for board review. Ms. Hayes moved, seconded by Ms. Rogan to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The March 31, 2020 Financial Report (Document #2020-20) was presented for board review. Mr. Schamel moved, seconded by Ms. Ms. Hayes 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 4/16/20 for the General Fund - \$17,894.12 and \$1951.66 for the Grant fund as distributed in writing. 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.

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

- In compliance with NY state regulations set forth by the Governor's office, all libraries will remain closed until May 15, 2020. Full-time employees continue to work from home, a district wide staff meeting via Zoom is scheduled for Friday 4/17/20.
- The Tinker Lab continues to produce face shields which are being distributed to local hospitals, housing authority, police department, and the psychiatric center. Donations are being solicited from individuals and businesses to offset the cost of needed supplies.
- Concerns and suggestions are being gathered as we look forward to re-opening. A meeting will be held to collectively discuss this topic. Limited operating hours and restricting the number of individuals allowed in each building at one time is being evaluated. Furniture and toys will no longer be accessible, to discourage loitering. Staff will wear masks and gloves, items will be cleaned upon arrival, and Plexi-glass barriers will be put up at each circulation station.

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 #2020-22)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-23)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-24)

CONSENT ITEM: Mr Schamel moved that the invoice in the amount of \$1,200 from AJH Design be paid. Seconded by Ms. Hayes. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Dworkin moved that Postler and Jaeckle be hired to replace the boiler at Steele. Seconded by Ms. Gullo-Buzzetti. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Hayes moved that the proposal from Fagan Engineers for asbestos testing be approved. Seconded by Ms. Roberts. **VOTE: Unanimously Approved. Abstained: Karl Schwesinger.**

CONSENT ITEM: Approval of Bob Butcher as Project Manager for Parking lot project – awaiting further action.

Personnel Committee. Ms Dworkin reported on behalf of Ms. Appenzellar. The personnel committee was unable to meet, director evaluations via email utilizing the 2019 format.

Election & Continuity Committee. Nothing to report at this time.

Advocacy Committee. Nothing to report at this time.

Old Business.

New Business. Mr. Schamel will be emailing members, suggestions for amendments to the Board's by-laws. Items will be discussed and voted on at the next meeting.

Hr. Hansen 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.

Mr. Schamel moved to adjourn. Seconded by Ms. Chollet. VOTE: Unanimously Approved.

The meeting was adjourned at 7:15 pm.

The next regular meeting of the board will be held on Thursday, May 21, 2020 at 6:00pm at the [West Elmira Library, 1231 W Water St., Elmira, NY 14905](#)

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2020-26)

Financial Report - April 30, 2020

Income	2020 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 28,898	\$ 31,127	48.14%		Memorial: \$15,000; Covid Project: \$2625
Grants (other than N.Y.S.)		\$ 32,560				HH Friends \$8600;Ukelele class\$960;Art Council \$5000; Friends \$18,000
Foundation Contributions	\$ 200,000	\$ 20,000	180,000	10%		
Library District Tax Receipts	\$ 3,115,115	\$ 3,125,115	(10,000)	100%		
PILOT Funds	\$ 70,000					
Interest on Investments	\$ 8,000	\$ 1,505	6,495	19%		
State Aid						
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						
TOTAL INCOME	\$ 3,659,557	\$ 3,208,077	\$ 414,040	88%	33%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,675,556	\$ 559,461	\$ 1,116,095	33%		
Overtime & Holiday Salaries	22,619	\$ 4,808	17,811	21%		
Employee Benefits						
FICA	129,910	\$ 44,820	\$ 85,090	35%		
NY State Retirement	267,967	\$ 136,471	\$ 131,496	51%		
Medical & Dental	518,495	\$ 188,247	\$ 330,248	36%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 19,968	\$ (1,988)	111%		
Subtotal - Personnel Expenses	2,632,527	953,775	\$ 1,678,752	36%	33%	
Contractual						
Equipment	62,310	\$ 6,029	56,281	10%		Grant funds: \$859
Telephone	14,800	\$ 9,509	5,291	64%		
Supplies	48,700	\$ 17,661	31,039	36%		Grant \$8076; HH Foundation \$158
Travel & Continuing Education	12,915	\$ 3,396	9,519	26%		
Repairs & Maintenance	27,010	\$ 5,019	21,991	19%		
Postage	2,000	\$ 1,753	247	88%		
Library Materials (books, video, etc.)	375,041	\$ 76,183	298,858	20%		Gifts \$6660
Utilities	60,200	\$ 21,478	38,722	36%		
Building Cleaning Supplies	13,700	\$ 12,942	758	94%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 840	2,260	27%		
Insurance	33,577	\$ 33,674	(97)	100%		
Vehicle Operation / Maintenance	7,000		7,000	0%		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 18,918	3,257	85%		
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	\$ 21,611	16,386	57%		Grant Funds\$3730 incl Tlab; Friends \$1488; HH Friends\$1454;Mkt \$18
Chemung County costs (B&G, vision)	14,000		14,000	0%		
Capital Improvements STATE CONST see below	10,000	\$ 101	9,899	1%		
Contingency Fund	52,643		52,643	0%		
Subtotal Expenses	\$ 3,566,456	\$ 1,244,450	\$ 2,322,006	35%	33%	
2019 & 2020 State Construction Projects						
TOTAL EXPENSES	\$ 3,566,456	\$ 1,244,450				

Chemung County Library District General Fund Unpaid Bills Detail As of May 6, 2020

Type	Date	Memo	Open Balan...
Amazon Credit Plan			
Bill	05/06/2020	Purchases all libraries 3/10-4/8	1,667.94
Total Amazon Credit Plan			1,667.94
Central NY Newspapers			
Bill	05/06/2020	Bid advertisement for boiler project	211.88
Total Central NY Newspapers			211.88
Chemung Canal Trust Company			
Bill	05/06/2020		102.98
Bill	05/06/2020		1,631.87
Total Chemung Canal Trust Company			1,734.85
Deborah L. Brimmer			
Bill	05/06/2020	reimbursement for film for Covid-19 face shield proj...	150.32
Total Deborah L. Brimmer			150.32
Doris Jean Metzger			
Bill	05/06/2020	reimb Teen prog supplies for event on 3/13	26.00
Total Doris Jean Metzger			26.00
Elmira Water Board			
Bill	05/06/2020	Water bill WE - 2/11-4/7	37.38
Total Elmira Water Board			37.38
Emily Swan			
Bill	05/06/2020	#4 Online Teen Art Sessions - 4/24, 5/1, 5/8, 5/15	140.00
Total Emily Swan			140.00
First Transit, Inc			
Bill	05/06/2020	BKM fuel to 2/23-3/28	178.91
Total First Transit, Inc			178.91
Ingram Library Services			
Bill	05/06/2020	Library Materials all libraries March	89.21
Bill	05/06/2020	Library Materials all libraries March	94.43
Bill	05/06/2020	Library Materials all libraries March/April	698.09
Bill	05/06/2020	Library Materials all libraries March/April	1,037.31
Bill	05/06/2020	Library Materials all libraries March/April	158.32
Bill	05/06/2020	Library Materials all libraries March/April	2,503.87
Bill	05/06/2020	Library Materials all libraries March/April	2,469.01
Total Ingram Library Services			7,050.24
Jeffrey Mathews			
Bill	05/06/2020	reimbursement for online story hour supplies	30.87
Total Jeffrey Mathews			30.87
Krueger International, Inc			
Bill	05/06/2020	Tables @ HH -pd by HH Foundation	4,044.90
Total Krueger International, Inc			4,044.90
Mark Margeson			
Bill	05/06/2020	Spring lawn clean up @ WE	400.00
Total Mark Margeson			400.00
Pitney Bowes			
Bill	05/06/2020	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
Recorded Books			

8:24 AM

05/06/20

**Chemung County Library District General Fund
Unpaid Bills Detail
As of May 6, 2020**

Type	Date	Memo	Open Balan...
Bill	05/06/2020	7 day use charges - 3/1-3/31/20	164.45
Total Recorded Books			164.45
Sayles & Evans			
Bill	05/06/2020	Attorney fees - General Svcs Feb & March	114.00
Total Sayles & Evans			114.00
Sherry Nichols			
Bill	05/06/2020	reimbursement for purchase of supplies for Covid-1...	44.93
Total Sherry Nichols			44.93
Star-Gazette			
Bill	05/06/2020	St annual subscription through 3/2021	849.59
Total Star-Gazette			849.59
The Leader			
Bill	05/06/2020	annual subscription paid through 4/21 @ BF	406.27
Total The Leader			406.27
ULINE			
Bill	05/06/2020	velcro for Covid-19 face shield project - pd w/donati...	1,068.96
Total ULINE			1,068.96
Unique Management Services, Inc.			
Bill	05/06/2020	collection notices- March	134.25
Total Unique Management Services, Inc.			134.25
W. B. Mason Co, Inc.			
Bill	05/06/2020	PPE & paper - all libraries	1,429.74
Total W. B. Mason Co, Inc.			1,429.74
TOTAL			20,449.36

**Chemung County Library District General Fund
Unpaid Bills Detail
As of May 21, 2020**

Type	Date	Memo	Open Balan...
Aleta Yarrow			
Bill	05/21/20	remaining funds from Arts Cou...	1,395.00
Total Aleta Yarrow			1,395.00
AT&T - Illinois			
Bill	05/21/20	long distance charges-ST	11.73
Total AT&T - Illinois			11.73
Baker & Taylor Books			
Bill	05/21/20	Book purchase St Juv - March	1,915.08
Total Baker & Taylor Books			1,915.08
Chemung County Buildings & Grounds Dept.			
Bill	05/21/20	Utilities & maintenance fees all ...	7,477.71
Total Chemung County Buildings & Grounds Dept.			7,477.71
Elmira Water Board			
Bill	05/21/20	Water bill St 2/19-4/16/20	75.04
Total Elmira Water Board			75.04
Filomena Jack			
Bill	05/21/20	remaining funds from Arts Cou...	1,100.00
Total Filomena Jack			1,100.00
LaBella Associates, D.P.C.			
Bill	05/21/20	Heating Boiler Pump Addition C...	2,800.00
Total LaBella Associates, D.P.C.			2,800.00
TOTAL			14,774.56

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 21, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balan...</u>
Infogroup			
Bill	05/21/20	Elmira/Corning City Directory Publication	297.00
Total Infogroup			297.00
Southern Tier Library System			
Bill	05/21/20	downloadable purchases - designated Cov...	351.77
Bill	05/21/20	downloadable purchases - designated Cov...	101.99
Bill	05/21/20	downloadable purchases - designated Cov...	3,608.87
Bill	05/21/20	downloadable purchases - designated Cov...	428.47
Bill	05/21/20	downloadable purchases - designated Cov...	1,507.22
Total Southern Tier Library System			5,998.32
TOTAL			<u>6,295.32</u>

Document #2020-28

Report of the May 6, 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, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Pat Silvernail, Bonnie Chollet, Penny Appenzellar, Lee Saginario, Karl Schwesinger, 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 5/6/20 for the General Fund - \$20,449.36. Mr. Schamel moved, seconded by Ms. Larnard to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Ms. Appenzellar moved that Mr. Shaw be given permission

Director Ron Shaw gave the following reports:

- An overview of the NY reopen phase was presented. As per the Governor's policy, libraries are in "Phase 4". The library will continue to adhere to NY directives, adjusting an opening date as needed.
- Patron use of Wifi and online services are both up.
- Over 4,400 face shields have been made by library staff and community volunteers. Corning, Inc. was at Steele utilizing the equipment for their own PPE production.
- \$6400 has been raised thus far to offset the cost of the supplies for the face shield project.
- 2 face shield per each employee have also been made and will be distributed.

Ms. Rogan reported that the estate of Olga Krazinski has bequeathed the Chemung County Library District a substantial gift. Additional information will be forthcoming.

Ms. Appenzellar reported that 7 board members and 13 staff have completed the Director's evaluation. She will send out a reminder and a committee meeting will be arranged.

Ms. Appenzellar 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. Silvernail. VOTE: Unanimously Approved.

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, June 3, 2020 at 6pm via Zoom.

Document #2020-29

Report of the May 13, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting via Zoom were CCLD board members Ms. Ann Hayes, Ms. Jessica Roberts, Ms. Martha Smith, 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 April 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 5/21/20 for the General Fund - \$14,774.56 and Grant Fund - \$6295.32. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reminded members that there are reserve funds available if needed, to cover the cost of personal protection equipment and sneeze guards.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 10, 8:45 am via Zoom.



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 12, 2020

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

Samantha Decker

New Hires:

Stefan Bell- PT Library Page

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Jeff Mathews-FT Library Clerk to Step 4

Samantha Decker- PT Library Page to Step 1

Chris Russo- PT Library Clerk to Step 8