



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 March 2021 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday March 18 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online and it is recommended that all members attend remotely.** 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. Approval of minutes (document #2021-13)
4. Treasurer's report
 - a) Financial report (document 2021-14)
 - b) Report of Unpaid Bills Detail (document 2021-15)
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Consent Item: Approval of Pandemic Operations Plan**
Resolved that the CCLD Board of Trustees approve the Pandemic Operations Plan as submitted.
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2021-16)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2021-17)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2021-18)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the February 18, 2021 meeting of the Chemung County Library District Board of Trustees. Document #2021-13)

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, Bonnie Chollet, Lee Saginario, Mark Padgett, and Penny Appenzellar. Excused, Jessica Roberts. Also present was Holly Melott and Ron Shaw on behalf of the Library District's Administration.

Minutes. The minutes of the January 2021 meeting (Document #2021-7) were presented for board review. Mr. Schamel moved that the January Board minutes be approved as corrected, seconded by Ms. Smith. **VOTE: Unanimously Approved.**

Financial Report. The January 31, 2021 Financial Report (Document #2021-8) was presented for board review. Mr. Schamel moved, seconded by Ms. Silvernail, to approve the January Financial Report as distributed in writing. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2021-9) Mr. Schamel moved, seconded by Ms. Appenzellar, that the board authorize the payment of the unpaid bills dated 02/18/21 for the General Fund - \$14,338.55 and Grant Fund - \$782.77. **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, seconded by Mr. Padgett. **VOTE: Unanimously Approved.**

CONSENT ITEM: Mr. Schamel moved that the CCLD By-Laws be changed as submitted and amended for grammatical error, seconded by Mr. Hansen. **VOTE: Unanimously Approved.**

CONSENT ITEM: Ms. Smith moved that the Direct Access Plan be approved as amended, seconded by Mr. Hansen. **VOTE: Unanimously Approved.**

Correspondence.

President's Report. Commendations were shared for both Ms. Becky Jackson for the homeschool program which she oversees at the Horseheads Library and for Ms. Michelle Erickson and her staff for the unique program opportunities which they conduct at the Big Flats Library.

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

- Funds were received: \$500 from Ms. Karen Yamasaki; \$500 from the Olmstead Designated Fund, via the Community Foundation.
- Staff will be serving on STLS committees, Emma Howard: "System Wide Summer Learning;" and Sue Schoeffler: "Director's Advisory, Circulation"
- Stuart Finch has resumed "Books On Wheels"
- All branches will reopen for their full operating hours once staff has been brought up to a complete docket. Page applications are currently being accepted to fill a part time position at Horsehead. There will be internal promotions for both a part time and a full time clerk at Steele.

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2021-10)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2021-11)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2021-12).

Personnel Committee. Ms. Appenzellar reported that director evaluation forms will be sent out via email. Members were directed to complete and return them.

Election & Continuity Committee. Ms. Rogan asked that members who will be up for re-election this year, consider running for the board in November 2021.

Advocacy Committee.

Old Business.

New Business.

Mr. Hansen moved, seconded by Ms. Smith to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, March 18, 2021 at 6:00pm online via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2021-14)

Financial Report - February 28, 2021

Income	2021 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ 3,101	\$ 54,049	5.43%		
Grants (other than N.Y.S.)		\$ 18,500				Friends: 18,000; Community Arts: \$500
Foundation Contributions (HH & Steele)	\$ 200,000		200,000	0%		
Library District Tax Receipts	\$ 3,119,384	\$ 3,129,384	(10,000)	100%		
PILOT Funds	\$ 65,000			0%		
Interest on Investments	\$ 8,000	\$ 1,066	6,934	13%		
State Aid						
Central Library Development	\$ 79,418	\$ 58,622	20,796	74%		
Central Book Aid	\$ 54,079	\$ 71,500	(17,421)	132%		
Local Library Services Aid	\$ 31,637		31,637	0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,614,668	\$ 3,282,173	\$ 285,995	91%	17%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,709,806	\$ 260,326	\$ 1,449,480	15%		
Overtime & Holiday Salaries	24,227	\$ 3,924	20,303	16%		
Employee Benefits						
FICA	132,654	\$ 33,318	\$ 99,336	25%		
NY State Retirement	276,605	\$ 42,807	\$ 233,798	15%		
Medical & Dental	506,128	\$ 79,479	\$ 426,649	16%		
Other (Disability, Wk. Comp, Unemp)	17,511	\$ 2,410	\$ 15,101	14%		
Subtotal - Personnel Expenses	2,666,931	422,263	\$ 2,244,668	16%	17%	
Contractual						
Equipment	0	\$ -	0	0%		
Telephone	10,800	\$ 9,935	865	92%		
Supplies	45,200	\$ 3,560	41,640	8%		Grant: \$415-Tinker Lab supplies
Travel & Continuing Education	10,120	\$ 674	9,446	7%		
Repairs & Maintenance	28,635	\$ 4,359	24,276	15%		
Postage	2,925		2,925	0%		
Library Materials (books, video, etc.)	375,041	\$ 20,329	354,712	5%		Gifts: \$953
Utilities	59,000	\$ 13,730	45,270	23%		
Building Cleaning Supplies	14,200	\$ 3,264	10,936	23%		
Fuel, Gas & Oil (Bookmobile)	3,100		3,100	0%		
Insurance	34,700	\$ 874	33,826	3%		
Vehicle Operation / Maintenance	5,000	\$ (900)	5,900	-18%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 1,587	29,808	5%		
Data Processing Expenses (Cost Share)	116,134	\$ 899	115,235	1%		
Payment of Taxes	5,150	\$ 1,959	3,191	38%		
Library Programming	37,997	\$ 3,977	34,020	10%		Grant\$520;CCLD Friends\$1562;Bullet Aide \$51
Chemung County costs (B&G, vision)	14,000	\$ 2,873	11,127	21%		
Capital Improvements STATE CONST see below	10,000	\$ 4,856	5,144	49%		
Contingency Fund	51,641		51,641	0%		
Subtotal Expenses	\$ 3,521,969	\$ 494,238.87	\$ 3,027,730	14%	17%	
2020 Projects: Boiler & Outdoor sign @ St						
TOTAL EXPENSES	\$ 3,521,969	\$ 494,239				

1:35 PM

03/09/21

**Chemung County Library District General Fund
Unpaid Bills Detail
As of March 18, 2021**

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	03/18/2021	Geometry of Love - 3/11/21 via Zoom - Steele- pd w/grant funds	225.00
Total Aleta Yarrow			225.00
Baker & Taylor Books			
Bill	03/18/2021	Book purchase - Bkm-Jan/Feb	167.44
Bill	03/18/2021	Book purchase -St Juv Jan/Feb	59.93
Total Baker & Taylor Books			227.37
Chemung Canal Trust Company			
Bill	03/18/2021	Credit card charges -St Juv prog/Prime/Dell Warranty/Hot spot service	816.77
Total Chemung Canal Trust Company			816.77
Filomena Jack			
Bill	03/18/2021	Watercolor & Ink Flowers - 3/24/21 - via Zoom - Steele - pd w/grant funds	350.00
Total Filomena Jack			350.00
First Transit, Inc			
Bill	03/18/2021	Bkm fuel 01/24-2/20/21	113.07
Total First Transit, Inc			113.07
Imperial Door Controls, Inc.			
Bill	03/18/2021	scheduled maintenance/battery change - not covered under contract	16.74
Total Imperial Door Controls, Inc.			16.74
Perry & Carroll, Inc.			
Bill	03/18/2021	Insurance policy renewal - all libraries	33,182.83
Total Perry & Carroll, Inc.			33,182.83
Southern Tier Library System			
Bill	03/18/2021	Downloadable audio - YA	65.00
Total Southern Tier Library System			65.00
TOTAL			34,996.78

Document #2020- 16

Report of the March 3, 2021 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, Mr. Jack Schamel, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Lee Saginario, Pat Silvernail, Ann Hayes, Pam Larnard, Bonnie Chollet, 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 3/3/21 in the amount of \$25,441.26 for the General Fund and \$1,012.18 for the Grant Fund. **Mr. Schamel moved, seconded by Ms. Hayes to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Ms. Hayes, 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, Mr. Shaw reported on the following:

- Steele is poised to resume full open hours as of Monday, April 5th. This decision will be reevaluated once more in two weeks before it is publicized. Public restrooms would reopen and the browsing time limit would be extended to 60 minutes.
- WETM interviewed Mr. Shaw on Wednesday, March 3, regarding the recent concerns surrounding six Dr. Seuss titles. It is his intention, to maintain the full collection.

Ms. Dworkin moved, seconded by Ms. Chollet, moved that a temporary part time page position be created at Steele to accommodate staff needs. VOTE: Unanimously Approved.

Ms. Dworkin has been in touch with the Union lawyer, in anticipation of upcoming contract negotiations. She has asked that any trustees, who are interested in serving on the Negotiating Committee contact her.

Mr. Schamel moved, seconded by Ms. Hayes, that the meeting adjourn. 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, April 8, 2021 at 6pm via Zoom.

Document #2021-17

Report of the March 10, 2021 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. Jessica Roberts, Ms. Rachel Dworkin and Ms. Ann Hayes. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the February 28, 2021 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 March 18, 2021 for the General Fund - \$34,996.78. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reminded the committee that contract negotiations will begin soon. He will reach out to the library district's legal counsel.

Equipment purchase requests for 2021 can be submitted beginning on April 1, 2021.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 14, 2021 at 8:45 a.m. via Zoom.

Document #2021-18

Report of the March 3, 2021 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present via Zoom were Ms. Rachel Dworkin, Ms. Martha Smith, and Ms. Lee Saginario. Also attending was Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- Chemung County Building and Grounds would like to install, at a cost of approximately \$2000, a speed drive “Variable Frequency Drive” to control the speed of the pumps on the boiler at Steele. This will balance the electric and slow the pumps down.
- Steele staff breakroom renovations are underway.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 8, 2021 at 5:30pm via Zoom.

	Jan-21		Feb-21		Mar-21		Apr-21		May-21		Jun-21		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021		2020		2019			
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age											Total	%-age		
Adult Non-Fiction	1180	7.73%	1,664	8.13%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,844	7.96%	15338	5.92%	27,378	10.57%	
Adult Fiction	3027	19.84%	4,454	21.76%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7,481	20.94%	44049	17.01%	79,031	30.52%	
Juv NF	624	4.09%	963	4.70%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,587	4.44%	10002	3.86%	18,967	7.32%	
Juv Fic	2128	13.95%	3,490	17.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5,618	15.73%	39831	15.38%	82,350	31.80%	
AV	1718	11.26%	2,766	13.51%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4,484	12.55%	45558	17.59%	120,261	46.44%	
Periodicals	83	0.54%	160	0.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	243	0.68%	959	0.37%	1,794	0.69%	
Other	141	0.92%	279	1.36%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	420	1.18%	1868	0.72%	5,297	2.05%	
Public Pcs	8	0.05%	227	1.11%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	235	0.66%	4491	1.73%	21,738	8.39%	
Wireless	1063	6.97%	1,088	5.32%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,151	6.02%	18284	7.06%	34,341	13.26%	
Down Audio	1528	10.02%	1,432	7.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,960	8.29%	17359	6.70%	13,330	5.15%	
Down Ebooks	3261	21.38%	3,190	15.59%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	6,451	18.06%	35431	13.68%	24,191	9.34%	
Down Music	0	0.00%	0	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	17809	6.88%	35,953	13.88%	
Down Video	79	0.52%	219	1.07%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	298	0.83%	3660	1.41%	17,156	6.63%	
Down Mags	416	2.73%	536	2.62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	952	2.66%	4318	1.67%	3,362	1.30%	
Total	15,256		20,468		0		0		0		0		0		0		0		0		35,724		258,957		507,466	



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: March 11, 2021

Subject: Approval of Personnel Actions

Promotions:

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:

Sherry Nichols- FT Senior Library Clerk to Step 7

Nancy Bird- PT Senior Page to Step 15