



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

Agenda

The February meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 16, 2023 at 6:00 pm at West Elmira Library. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-8607), or Mr. Frank (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2023-5)
4. Treasurer's report
 - a) Financial report (document #2023-9)
 - b) Report of Unpaid Bills Detail (document #2023-10)
5. Correspondence
6. President's report (Dworkin)
7. 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 Tax Cap Override

Whereas, the adoption of the 2024 budget for the Chemung County Library District may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Chemung County Library District voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on February 16, 2023.

Committee reports:

- a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2023-06)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2023-08)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2023-07)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
 10. Old business
 11. New business
 1. Continuation of Human Resources Consultant
 12. Period for public expression
 13. Adjournment

Document #2023-07

Report of the February 1, 2023 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin, Mr. Karl Schwesinger, Ms. Lee Saginario, and Ms. Phyllis Rogan. Also attending were Mr. Owen Frank and Ms. Holly Melott, CCLD Management.

The committee received updates on the following:

- The quote for the cooling tower project at Steele is as follows: \$7,800 labor, \$8,200 parts. Work will begin in the next few months.
- RP Fedder has installed new parts to the boiler at Steele. They are up and functioning but additional parts need to be replaced. A quote has been requested.
- Mr. Frank confirmed, with former project manager, Craig Davis, that the Steele boiler warranty has expired.
- Bookmobile driver, Kim Jones, reported that the dark blue vinyl on the Bookmobile is peeling. Options are being evaluated.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 1, 2023 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2023-06

Report of the February 1, 2023 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Rachel Dworkin, Phyllis Rogan, and Martha Smith. Board members attending were Karl Schwesinger, Lee Saginario, Bonnie Chollet, Penny Appenzellar, Jessica Roberts and Muriel Friend. Owen Frank and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 02/01/2023 in the amount of \$55,060.92 for the General Fund and \$3694.70 for the Central Library District and Central Book Aid Fund. **Ms. Dworkin moved, seconded by Ms. Chollet to approve payment of the General Fund in the amount of \$55,060.92 and Central Library District and Central Book Aid Fund in the amount of \$911.11 as submitted in writing. VOTE: Unanimously Approved.**

Ms. Rachel Dworkin moved, seconded by Ms. Rogan, to accept a donation in the amount of \$1,000 from Dr. Wang. VOTE: Unanimously Approved.

Mr. Schwesinger moved, seconded by Ms. Smith, to accept the proposed quote of \$16,864 and proceed with the work on the Steele cooling tower. VOTE: Unanimously Approved.

Mr. Frank reported on the following:

- The Friends organization will be relocating their “bookstore” at Steele to the café area.
- The Steele Memorial has been designated as a beneficiary of the estate of Ms. Mary Tigue. No further details are known at this time.
- STLS will be sponsoring a bus trip to Albany on February 28th to advocate for library support.
- Request for proposal of auditor services have been submitted to 5 firms, 2 have regretfully declined.
- STLS will be conducting a continuing education day on Friday, June 9 at the Houghton Library, Corning Community College. Staff attendance is mandatory.

Ms. Dworkin moved, seconded by Ms. Chollet, that all library branches be closed on Friday, June 9th to accommodate the continuing education program. VOTE: Unanimously Approved.

Ms. Dworkin is collaborating with Brian Hildreth, STLS director, on a board education day. She will email members with proposed dates.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 1, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2023-08

Report of the February 8, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Zoom: Mr. Jack Schamel, Ms. Jessica Roberts, and Ms. Rachel Dworkin. Also in attendance Holly Melott and Owen Frank, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the January 31, 2023 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 February 16, 2023 for the General Fund - \$4,927.42 CBA Fund - \$360.56. Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 8, 2023 at 8:45 a.m. via Zoom.

(Minutes of the January 19, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-5)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Muriel Friend, Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Martha Smith, Ms. Pat Silvernail, Ms. Crystal Gullo-Buzzetti, Ms. Jessica Roberts, Mr. Karl Schwesinger, Ms. Lee Saginario, Ms. Bonnie Chollet, Ms. Penny Appenzellar, and Mr. Wayne Adams. Excused: Mr. Jack Schamel. Also present were Ms. Holly Melott and Mr. Owen Frank on behalf of the Library District's Administration, and visitors, Alison Herman, Matt Burr, and Mackenzie Mills.

Newly elected and re-elected members were sworn into office. All members introduced themselves.

Ms. Bonnie Chollet moved, seconded by Ms. Penny Appenzellar, that the following slate of officers be assigned for 2023: Ms. Rachel Dworkin – President, Ms. Phyllis Rogan – Vice President, Ms. Martha Smith – Secretary, Mr. Jack Schamel – Treasurer. VOTE: Unanimously Approved.

Minutes. The minutes of the December 19, 2022 meeting (Document #2022-79) were presented for board review. Ms. Gullo-Buzzetti moved that the December Board minutes be approved as presented, seconded by Mr. Padgett. **VOTE: Unanimously Approved.**

Financial Report. The December 2022 Financial Report (Document #2022-80) was presented for board review. Mr. Padgett moved, seconded by Ms. Smith, to approve the December Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills (Document #2023-04) Ms. Penny Appenzellar moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 01/19/2023 for the General Fund - \$31,475.14, CBA Fund- \$2,342.80. **VOTE: Unanimously Approved.**

Correspondence:

- Teen librarian, Doris Jean Metzger, has learned of two teens that come from Binghamton with tutors on a weekly basis to utilize the Teen Space at Steele.
- The City of Elmira has rescinded their request to place a dog waste receptacle on West Elmira Library property.

President's Report: Ms. Dworkin would like to schedule board training for all members. She will be coordinating with Brian Hildreth of STLS, and reaching out with potential meeting dates.

Director's Report:

- The boiler repair project at Steele will resume once parts arrive.
- The deputy town supervisor of Van Etten will create and finalize an agreement of services and responsibilities. Once completed, he will have the VE attorney contact, CCLD legal advisor, Kim Middaugh.
- A letter was received from the Southern Tier Library System Foundation, an auxiliary of STLS, they are in need of a Chemung County representative
- The February board meeting will be held on February 16th at the West Elmira Library
- Friends awarded \$18,500 to CCLD

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the gift of \$18,500 from the Friends be accepted. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Rogan moved, seconded by Ms. Silvernail, that the January Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-01)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-03)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2023-02) The Big Flats Library Advocates have purchased and replaced the clips and the American flag at the Big Flats Library.

Personnel Committee. The Director search is underway, the deadline to apply is January 31, 2023. Several resumes have been received.

Election & Continuity Committee. STLS will be participating in the annual state library advocacy event. Four of the five board members whose terms expire will be ineligible to run for re-election in November of 2023. Members were encouraged to seek potential replacements. Mr. Kevin Hansen and Ms. Martha Smith volunteered to serve as board representatives to the Friends.

Advocacy Committee.

Old Business.

New Business. Ms. Chollet shared an encouraging, recent interaction that she had with an enthusiastic parent/child patron(s) at the Horseheads branch.

Public Expression. Mr. Burr introduced his intern, Mackenzie Mills, and gave a brief overview of his interactions and accomplishments with CCLD staff. Board members were encouraged to schedule a time to meet with him.

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

The next regular meeting of the board will be held on Thursday, February 16, 2023, at 6:00pm at the West Elmira Library.

11:57 AM

Chemung County Library District General Fund
Unpaid Bills Detail
 As of February 1, 2023

02/01/23

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	02/01/2023	"Printed Patterns" art class @ St 2/14 - pd w/Grant funds	250.00
Total Aleta Yarrow			250.00
Bakers Landscaping			
Bill	02/01/2023	snow removal/salt @ HH 12/16	110.00
Total Bakers Landscaping			110.00
Brodart Co.			
Bill	02/01/2023	processing labels -- invoice # 617203	39.03
Total Brodart Co.			39.03
Burr Consulting LLC			
Bill	02/01/2023	HR Consultant -February retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
Chemung Canal Trust Company			
Bill	02/01/2023	Mastercardcharges:Subscriptions:Zoom, prime, constant contact	209.93
Bill	02/01/2023	Mastercardcharges:BF & ST Juv prog/Makerspace filters/Vacuums:St/St Juv Material	1,551.87
Total Chemung Canal Trust Company			1,761.80
Demco, Inc.			
Bill	02/01/2023	processing sup HH & St	126.28
Bill	02/01/2023	processing sup - all libraries	454.31
Total Demco, Inc.			580.59
Denyce Peyton			
Bill	02/01/2023	Antibellum Migration of Free Persons of Color - via Zoom - 2/21/23 - St	125.00
Bill	02/01/2023	"Documenting African American Families..." 2/7/23 - via Zoom	125.00
Total Denyce Peyton			250.00
EBSCO Information Services			
Bill	02/01/2023	Invoice #9240347 - subscription	268.92
Total EBSCO Information Services			268.92
Filomena Jack			
Bill	02/01/2023	"Crepe Paper Roses" - 2/8/23- pd w/Com Grant Fund \$- ST	285.00
Total Filomena Jack			285.00
Horseheads Printing			
Bill	02/01/2023	HH monthly flyers - pd by HH Foundation invoice #30207	198.15
Total Horseheads Printing			198.15
Ingram Library Services			
Bill	02/01/2023	January Library material -	11,111.40
Total Ingram Library Services			11,111.40
Jessica Janowsky			
Bill	02/01/2023	Gentle Chair Fitness - 2/1, 2/8, 2/15 St	120.00
Bill	02/01/2023	Gentle Chair Fitness - 1/24, 1/31, 2/7, 2/14 - HH	200.00
Total Jessica Janowsky			320.00
John Manfredi			
Bill	02/01/2023	HH Patron Appreciation Day 2/16 performance	120.00
Total John Manfredi			120.00
Leader			
Bill	02/01/2023	annual subscription HH - account #1446608487	641.20

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02/01/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 1, 2023

Type	Date	Memo	Open Balance
Total Leader			641.20
MCI			
Bill	02/01/2023	Long distance charges x 6 months- BF- 2023	198.00
Bill	02/01/2023	Long distance charges x 6 months- HH- 2023	198.00
Total MCI			396.00
MidWest Tape			
Bill	02/01/2023	January AV Materials	2,794.19
Total MidWest Tape			2,794.19
Perry & Carroll, Inc.			
Bill	02/01/2023	Property Policy renewal - invoice #445789	31,668.83
Total Perry & Carroll, Inc.			31,668.83
Pitney Bowes			
Bill	02/01/2023	mail machine quarterly lease	503.50
Total Pitney Bowes			503.50
Shannah Warwick			
Bill	02/01/2023	Felted Mushrooms- HH 2/14 - art class	465.00
Total Shannah Warwick			465.00
Tammy Wilcox			
Bill	02/01/2023	Gentle Movements - 1/24, 1/31, 2/7, 2/14 - HH	100.00
Total Tammy Wilcox			100.00
Verizon			
Bill	02/01/2023	teen space annual line	830.00
Total Verizon			830.00
W. B. Mason Co, Inc.			
Bill	02/01/2023	office supplies:inv 235689283	567.31
Total W. B. Mason Co, Inc.			567.31
TOTAL			55,060.92

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02/01/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 1, 2023

Type	Date	Memo	Open Balance
InfoUSA Marketing, Inc			
Bill	02/01/2023	Reference material --invoice #10004061866	389.40
Total InfoUSA Marketing, Inc			389.40
Southern Tier Library System			
Bill	02/01/2023	Downloadable e-books&audiobooks-brochures & bookmarks: 3923-3925-3924	2,783.59
Bill	02/01/2023	Downloadable e-books&audiobooks-STLS rebill #3925--3924--	338.06
Total Southern Tier Library System			3,121.65
TOTAL			3,511.05

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02/01/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 1, 2023

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Midwest Tape, LLC Bill	02/01/2023	January AV Materials	183.65
Total Midwest Tape, LLC			183.65
TOTAL			183.65

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02/15/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 16, 2023

Type	Date	Memo	Open Balance
Amazon Capital Services			
Bill	02/16/2023	Jan 2023 all libs -	3,635.33
Total Amazon Capital Services			3,635.33
Bakers Landscaping			
Bill	02/16/2023	snow removal/salt @ HH 3x in January	330.00
Bill	02/16/2023	snow removal/salt @ WE month of Jan -salt #5/plow #2	385.00
Total Bakers Landscaping			715.00
Blackstone Publishing			
Bill	02/16/2023	Audiobooks BF/St inv #2080340-#2081657-#2082932-#2084117-#2086386	407.54
Bill	02/16/2023	Audiobooks BF invoice#1053217--#1058144--#1174674	291.97
Total Blackstone Publishing			699.51
Brodart Co.			
Bill	02/16/2023	processing labels - - invoice # 617774	34.05
Total Brodart Co.			34.05
Chemung County Buildings & Grounds Dept.			
Bill	02/16/2023	4th Quarter 2022 Maintenance: \$1,306.96 & Utilities Fees:\$15,101.60	16,408.56
Total Chemung County Buildings & Grounds Dept.			16,408.56
Collaborative Summer Library Program			
Bill	02/16/2023	SRC 2023 HH - pd by Friends - invoice #25516	546.40
Total Collaborative Summer Library Program			546.40
Creative Product Source Inc			
Bill	02/16/2023	prog supplies - St Juv -invoice #CP1098333	213.36
Total Creative Product Source Inc			213.36
DexYP			
Bill	02/16/2023	Corning - Bath Advertising advertising -phone book -x 2 months -	86.24
Total DexYP			86.24
Eastern Copy Products			
Bill	02/16/2023	Contract base rate charge & overage charge -St copier invoice #3734821	1,990.20
Total Eastern Copy Products			1,990.20
Filomena Jack			
Bill	02/16/2023	Teen art -2/21 & 2/28 pd w/Com Grant Fund \$	300.00
Total Filomena Jack			300.00
First Transit, Inc			
Bill	02/16/2023	Bkm fuel -01/01/2023-01/31/2023 invoice #11863101 & maintenance (fuel:\$337.73)	440.10
Total First Transit, Inc			440.10
Horseheads Printing			
Bill	02/16/2023	box labels pd by HH Friends invoice #30219	42.09
Total Horseheads Printing			42.09
Sayles & Evans			
Bill	02/16/2023	Attorney fees - General Svcs through (07/05/22)+12/01/22-12/14/22 bill #10457	1,329.00
Total Sayles & Evans			1,329.00
Selective Insurance			
Bill	02/16/2023	Cime bond - 2023 - new policy	734.00
Total Selective Insurance			734.00
Southern Tier Library System			

12:11 PM

02/15/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 16, 2023

Type	Date	Memo	Open Balance
Bill	02/16/2023	Job posting fees - invoice:3951-3950-3949	479.00
Total Southern Tier Library System			479.00
Sullivan Professional Landscaping			
Bill	02/16/2023	Salt distribution HH 1/17 invoice #4873	81.00
Total Sullivan Professional Landscaping			81.00
Tim Collins			
Bill	02/16/2023	Improv Night w/Air Clubhouse - 2/23/23	50.00
Bill	02/16/2023	Creative Writing workshop - 02/01,02/15,02/22- pd w/Com Found Grant \$	300.00
Total Tim Collins			350.00
Xerox Corporation			
Bill	02/16/2023	BF copier usage contract 12/27/2022-01/23/2023	8.82
Total Xerox Corporation			8.82
TOTAL			28,092.66

12:14 PM

02/15/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of February 16, 2023

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	02/16/2023	Downloadable e-books&audiobooks-STLS rebill #3925--3924--#3931	360.56
Bill	02/16/2023	-STLS rebill & promo (\$1,391 ttl)--#3923,#3945,#3938,#3939,#3944,#3940	3,988.27
Total Southern Tier Library System			<u>4,348.83</u>
TOTAL			<u><u>4,348.83</u></u>