



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 February meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday February 15, 2024 at 6:00 pm at the 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 (733-9173, ext. 2308), or Mr. Chapman (733-9173, ext 2307).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2024-4)
4. Treasurer's report
 - a) Financial report -pending
 - b) Report of Unpaid Bills Detail
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
- Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2024-08)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2024-09)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2024-07)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
 1. Mobile dental unit
 2. 2024 Committees
12. Period for public expression
13. Adjournment

Document #2024-08

Report of the February 7, 2024 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, Mark Padgett, Jessica Roberts, and Martha Smith. Board members attending were Kevin Hansen, Karl Schwesinger, Lee Saginario, Penny Appenzellar, and Muriel Friend. Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 02/07/2024 for the General Fund in the amount of \$52,662.16 and dated 2/7/24 in the amount of \$2,516.01 for the Central Library District and Central Book Aid Fund. **Ms. Appenzellar moved, seconded by Mr. Padgett to approve payment of the General Fund in the amount of \$52,662.16 and Central Book Aid Fund in the amount of \$2,516.01 as submitted in writing. VOTE: Unanimously Approved.**

Ms. Dworkin, in conjunction with librarian, Maggie Young, will be presenting “The History of Your House” on Thursday, February 8 at 1:30 pm at the Steele Memorial Library.

A letter was mailed to the county board of elections requesting that they resume the trustee board election beginning in November 2024.

Mr. Chapman reported on the following:

- He has received multiple Civil Service test results from recent examinations
- He reviewed the newly established five core values put forth by the American Library Association. They will be used to develop and solidify code of conduct policies throughout the district.
- Nancy Kirby will be conducting a board training on Saturday, February 24th from 10 a.m. – 1 p.m. The session will be hybrid, both in person and via Zoom. The session will also be recorded for future viewing.

The meeting adjourned at 7:00 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 6, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 15, 2024

Type	Date	Memo	Open Balance
AT&T - Illinois			
Bill	02/15/2024	long distance charges-ST final payment	3.39
Total AT&T - Illinois			3.39
Becky Schwarz			
Bill	02/15/2024	patron refund	10.00
Total Becky Schwarz			10.00
Biggie Entertainment			
Bill	02/15/2024	DJ for karaoke -2/23 @ SML	262.50
Total Biggie Entertainment			262.50
Bryan Boynton			
Bill	02/15/2024	travel reimbursement 01/02/2024-02/09/2024	251.29
Total Bryan Boynton			251.29
Casella Waste Systems, Inc.			
Bill	02/15/2024	Final invoice - BF & WE	29.65
Total Casella Waste Systems, Inc.			29.65
Demco, Inc.			
Bill	02/15/2024	processing supplies- invoice #7437149	296.05
Total Demco, Inc.			296.05
Greenleaf Recycling			
Bill	02/15/2024	Waste mgmt services -WE/HH/BF/ST	78.60
Total Greenleaf Recycling			78.60
IBFG Farms			
Bill	02/15/2024	plowing salt services - SML/HH/BF/WE 2/2/24 sidewalk & salt	1,080.00
Total IBFG Farms			1,080.00
Katherine Perchik			
Bill	02/15/2024	ASL Interpreter - #2 sessions	85.00
Total Katherine Perchik			85.00
Keystone			
Bill	02/15/2024	part for laser engraver - inv #KINV-24-00004	40.00
Total Keystone			40.00
NYSEG			
Bill	02/15/2024	gas & elec -SML	3,038.91
Bill	02/15/2024	gas & elec -SML	37.23
Total NYSEG			3,076.14
OverDrive, Inc			
Bill	02/15/2024	patron online resource checkouts-Cust ID 1453-1001	59.80
Total OverDrive, Inc			59.80
Pro Audio Consulting			
Bill	02/15/2024	HH meeting room TV install - pd w/HH Foundation funds	350.00
Total Pro Audio Consulting			350.00
ProQuest LLC			
Bill	02/15/2024	Fold3 database & newspapers.com renewal	3,616.90
Bill	02/15/2024	Genealogy -electronic resource inv# 70829082	3,902.00
Total ProQuest LLC			7,518.90
Swift Office Equipment, Inc.			

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 15, 2024**

Type	Date	Memo	Open Balance
Bill	02/15/2024	HH copier usage charges Invoice #077270-through 02/03/2024	277.55
Total Swift Office Equipment, Inc.			277.55
Tammy Wilcox			
Bill	02/15/2024	Gentle Movements -x 4 Feb sessions @ HH - pd by HH Friends	100.00
Total Tammy Wilcox			100.00
Tim Collins			
Bill	02/15/2024	Juv prog - 2/20	350.00
Bill	02/15/2024	Improv - adult prog SML 2/21	120.00
Bill	02/15/2024	D & D adult 2/10 & 2/17	100.00
Total Tim Collins			570.00
Town of Big Flats			
Bill	02/15/2024	11/01/2023-02/01/2024 water BF	60.60
Total Town of Big Flats			60.60
W. B. Mason Co, Inc.			
Bill	02/15/2024	office supplies -invoice #244333347	569.88
Total W. B. Mason Co, Inc.			569.88
TOTAL			14,719.35

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 7, 2024

Type	Date	Memo	Open Balance
Air Temp Heating & Air			
Bill	02/07/2024	Service @ BF invoice #183730	448.00
Total Air Temp Heating & Air			448.00
Amazon Capital Services			
Bill	02/07/2024	- programming, supplies, materials	2,347.95
Total Amazon Capital Services			2,347.95
Blackstone Publishing			
Bill	02/07/2024	BF -audiobooks-invoice customer #151732	107.99
Total Blackstone Publishing			107.99
Brodart Co.			
Bill	02/07/2024	processing needs -- invoice # 634937	47.91
Total Brodart Co.			47.91
Burr Consulting LLC			
Bill	02/07/2024	HR Consultant February retainer- services 2024	1,800.00
Total Burr Consulting LLC			1,800.00
Casella Waste Systems, Inc.			
Bill	02/07/2024	Final invoice - 1 week of service in 2024 - BF	10.18
Total Casella Waste Systems, Inc.			10.18
Chemung Canal Trust Company			
Bill	02/07/2024	Mastercard charges:	233.05
Bill	02/07/2024	Mastercard charges:	702.17
Total Chemung Canal Trust Company			935.22
Chemung County Buildings & Grounds Dept.			
Bill	12/31/2023	4th quarter maintenance:HHb\$825.22 BF:\$258.77 SML \$2956.45 WE: \$393.74	4,434.18
Total Chemung County Buildings & Grounds Dept.			4,434.18
Collaborative Summer Library Program			
Bill	02/07/2024	SRC Bkm materials - pd by Friends- invoice #Woo295399	274.10
Bill	02/07/2024	SRC Bkm materials - pd by Friends- invoice #Woo295399	2,491.67
Total Collaborative Summer Library Program			2,765.77
Culligan Water			
Bill	02/07/2024	staff water dispenser-monthly rental fee	60.00
Total Culligan Water			60.00
Dataflow, Inc.			
Bill	02/07/2024	flyers for Teen Programming - pd w/Anderson & Triangle Grant \$-Invoice #421845	131.50
Total Dataflow, Inc.			131.50
Eastern Security Services			
Bill	02/07/2024	monitoring@BF/HH/WE 3/1-6/1/24-inv #R270509-R270508-R270510	386.55
Total Eastern Security Services			386.55
Elmira Structures, Inc.			
Bill	02/07/2024	WE restroom renovation - pd w/Foundation funds - inv 1822-001	6,900.00
Total Elmira Structures, Inc.			6,900.00
Erica Unterman			
Bill	02/07/2024	"Handmade Mugs" 1/22/24 - WE prog pd w/grant funds	333.00
Bill	02/07/2024	"Stained Glass Stars" 2/12 @ Steele - pd w/grant funds	335.00
Total Erica Unterman			668.00

Chemung County Library District General Fund
Unpaid Bills Detail
 As of February 7, 2024

Type	Date	Memo	Open Balance
Filomena Jack			
Bill	02/07/2024	Adult art class - WE 2/5/24 Acrylic Floral Bouquet pd w/grant funds	250.00
Total Filomena Jack			250.00
Greenleaf Recycling			
Bill	02/07/2024	Waste mgmt services -WE/HH/BF/ST	290.00
Total Greenleaf Recycling			290.00
Haefele TV, Inc.			
Bill	02/07/2024	monthly internet service for VE for Feb 2024 service	85.95
Total Haefele TV, Inc.			85.95
Horseheads Do It Center			
Bill	02/07/2024	HH - building supplies - invoice #386283	23.97
Total Horseheads Do It Center			23.97
Horseheads Printing			
Bill	02/07/2024	monthly flyers- pd by HH Foundation - invoice #31157	253.48
Total Horseheads Printing			253.48
IBFG Farms			
Bill	02/07/2024	plowing salt services - SML/HH/BF/WE 1/16-01/24/24	7,700.00
Total IBFG Farms			7,700.00
Ingram Library Services			
Bill	02/07/2024	Jan Library material -	5,661.30
Total Ingram Library Services			5,661.30
Leader			
Bill	02/07/2024	annual subscription paid through 2024 - HH -acct #1446608487	701.20
Total Leader			701.20
MidWest Tape			
Bill	02/07/2024	January materials - AV	3,084.55
Bill	02/07/2024	Hoopla Streaming- pd w/designated Friends \$	5,000.00
Total MidWest Tape			8,084.55
NYSEG			
Bill	02/07/2024	gas & elec -SML	3,527.80
Total NYSEG			3,527.80
Past and Present DJ Productions			
Bill	02/07/2024	Teen Snowball Dance - pd w/grant funds	300.00
Total Past and Present DJ Productions			300.00
Sayles & Evans			
Bill	12/31/2023	Attorney fees - 11/01/2023-12/27/2023 inv#10457	1,326.00
Total Sayles & Evans			1,326.00
Southern Tier Library System			
Bill	02/07/2024	GoDaddy domain -website hosting renewal invoice 4386	115.85
Total Southern Tier Library System			115.85
Staples Credit Plan			
Bill	02/07/2024	supplies -	170.03
Total Staples Credit Plan			170.03
Star-Gazette			

12:50 PM

02/07/24

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 7, 2024

Type	Date	Memo	Open Balance
Bill	02/07/2024	SML subscription through 12/31/2024	885.79
Total Star-Gazette			885.79
Tim Collins			
Bill	02/07/2024	Inv 2092 Teen prog Feb #19 various sessions - pd w/grant funds	2,060.00
Total Tim Collins			2,060.00
Verizon Wireless			
Bill	02/07/2024	Bkm mobile phone charge x 2 lines	88.86
Total Verizon Wireless			88.86
Xerox Corporation			
Bill	02/07/2024	BF copier usage contract through 1/22/2024	94.13
Total Xerox Corporation			94.13
TOTAL			52,662.16

Document #2024-08

Report of the February 7, 2024 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Lee Saginario, Mr. Kevin Hansen, and Ms. Martha Smith. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman hosted a transition meeting with all parties currently overseeing the HVAC system. A walkthrough was conducted and an overview of testing and reporting was presented. It was noted that the software is at end of life and will need replaced. Air Temp will assist in the purchase process.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 6, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2024-9

Report of the February 14, 2024 meeting of the Budget & Finance Committee of the Chemung County Library District

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

The unpaid bill list dated February 15, 2024 for the General Fund - \$13,243.30. Details will be forwarded to the full CCLD board for its consideration.

Mr. Chapman and Ms. Melott are working closely with consultants, Nancy Kirby and Regina Hill to overhaul the budget codes within Quickbooks.

Ms. Kirby has recommended additional investing.

The 2024 tax funds have been received.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 13, 2024 at 8:45 a.m. via Zoom.

(draft of the Minutes of the January 17,2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-4)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Penny Appenzellar, Ms. Lee Saginario, Ms. Jessica Roberts, Ms. Martha Smith, Ms. Judith Elston, Mr. Wayne Adams, Ms. Muriel Friend, Ms. Crystal Gullo-Buzzetti, Ms. Laurie Garner, Ms. Karen Snyder, and Ms. Pat Kinney. Excused: Mr. Karl Schwesinger. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration.

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

Ms. Gullo-Buzzetti moved, seconded by Mr. Adams, that the following slate of officers be assigned for 2024: Ms. Rachel Dworkin – President, Mr. Mark Padgett – Vice President, Ms. Martha Smith – Secretary, Ms. Jessica Roberts – Treasurer. VOTE: Unanimously Approved.

Minutes. The minutes of the December 21, 2023 meeting (Document #2023-72) were presented for board review. Mr. Mark Padgett moved that the December Board minutes be approved as presented, seconded by Mr. Adams. **VOTE: Unanimously Approved.**

Financial Report. The December 2023 Financial Report was presented for board review. Mr. Adams moved, seconded by Ms. Friend, to approve the December Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Ms. Gullo-Buzzetti moved, seconded by Mr. Hansen, that the board authorize the payment of the unpaid bills dated 01/17/2024 for the General Fund - \$91,347.11 and \$171.60 for the CBA fund. **VOTE: Unanimously Approved.**

Correspondence

President's Report:

- Ms. Dworkin welcomed and extended gratitude to members for their service
- An overview of each committee was presented. Members were instructed to choose a committee to serve on in the coming year
- Ms. Dworkin presented a letter for board approval. She is requesting that the county board of elections resume trustee election services in November 2024.

Director's Report:

Mr. Chapman reported on the following:

- The West Elmira restroom renovation project has been completed.
- He and Ms. Melott continue to meet with financial consultants, Nancy Kirby and Regina Hill. Proposed dates for board training with Ms. Kirby will be sent via email.
- HVAC updates are needed at each of the branches. He is working with Essential Constructs to get those underway.
- He has evaluated and prepared results from the community survey. That data will be instrumental in the final development of the 5 year plan. An additional meeting will be held with the strategic planning committee.

CONSENT ITEM: Mr. Padgett moved, seconded by Ms. Gullo-Buzzett, that the January Personnel Actions be approved as presented. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Appenzellar moved, seconded by Mr. Padgett, that the board enter executive session to discuss personnel issues. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Roberts, that the board exit executive session to discuss personnel issues. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-74)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-75)

Buildings & Grounds Committee. (Document #2023-76)

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business:

Public Expression.

Mr. Padgett moved, seconded by Mr. Adams to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, February 15, 2024, at 6:00pm at the West Elmira Library.