



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

## Agenda

**The March meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday March 21, 2024 at 6:00 pm at the Horseheads Free 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 #2024-10)
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 #2024-14)
  - b) Budget & Finance Committee (Roberts)
    - 1) Report of the Committee meeting (document #2024-15)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2024-13)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
  1. Additional CDAR investments
  2. Approval of 5 Year Plan of Service
12. Period for public expression
13. Adjournment

***(draft of the Minutes of the February 15,2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-10)***

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

**Minutes.** The minutes of the January 18, 2024 meeting (Document #2024-4) were presented for board review. Mr. Hansen moved that the January Board minutes be approved as presented, seconded by Ms. Snyder. **VOTE: Unanimously Approved.**

**Financial Report.** The January 2024 Financial Report is pending and will be presented for approval at a later date.

**Report of Unpaid Bills.** Mr. Padgett moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 02/15/2024 for the General Fund - \$14,719.35. **VOTE: Unanimously Approved.**

**Correspondence** – 2024 Tax fund allocations were received

**President's Report:**

Ms. Dworkin reported on the following:

- Awaiting response from the Chemung County Board of Elections
- Library trustee handbooks are available
- Trustee financial training will be conducted on February 24<sup>th</sup> from 10 – 1pm, the presentation will be done in person and made available virtually in real time and as a recording

**Director's Report:**

Mr. Chapman reported on the following:

- New copy machines have been installed at each location
- He is working with STLS to reassess the plan of service
- He and Ms. Melott continue to have financial/budget meetings with consultant Nancy Kirby. A new Quickbooks chart of accounts has been developed by advisor, Regina Hill and is in the implementation phase
- Newly established CDAR investment accounts are performing well. Ms. Kirby has proposed additional investments.

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

Ms. Sherilee Callahan, with Mosaic Health and Ms. Michele Johnson from Corning Inc. gave a detailed overview of a collaborated partnership with CCLD, Mosaic Health, and Corning Inc. which would offer free dental coverage to underserved individuals in the Chemung County. Mosaic's mobile unit would be utilizing the parking lot at the Steele Memorial Library on regularly scheduled basis. Any costs incurred to establish and/or maintain will be funded by Corning Inc.

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that the agreement proposed by Mosaic Health and Corning Inc, for CCLD to be a host site for their mobile dental unit, be accepted pending a Department of Health inspection and a memorandum of understanding. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin 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 Mr. Adams, that the board exit executive session to discuss personnel issues. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Adams, that the board accept the terms of settlement as proposed, regarding the current arbitration case. VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Hansen, that the board accept the personnel actions proposed by Mr. Chapman. VOTE: Unanimously Approved.**

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2024-08)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2024-09)

**Buildings & Grounds Committee.** (Document #2024-07) The West Elmira restroom renovation has been completed.

**Personnel Committee.**

**Election & Continuity Committee.**

**Advocacy Committee.**

**Old Business.**

**New Business:** Ms. Laurie Garner and Ms. Patricia Kinney will join the Personnel Committee. Ms. Karen Snyder and Ms. Judith Elston will join the Budget and Finance Committee.

**Public Expression.**

**Ms. Dworkin moved, seconded by Mr. Adams to adjourn. VOTE: Unanimously Approved.**

The next regular meeting of the board will be held on Thursday, March 21, 2024, at 6:00pm at the Horseheads Free Library.

## Document #2024-14

### Report of the March 6, 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, and Martha Smith. Board members attending were Kevin Hansen, Karl Schwesinger, Lee Saginario, Penny Appenzellar, Karen Snyder, and Muriel Friend. Paul Chapman and Holly Melott, CCLD management were also present.

**UNPAID BILLS:** Ms. Melott submitted the Unpaid Bill List dated 03/06/2024 for the General Fund in the amount of \$54,854.28 and dated 3/6/24 in the amount of \$4,317.83 for the Central Library District and Central Book Aid Fund. **Mr. Padgett moved, seconded by Mr. Hansen, to approve payment of the General Fund in the amount of \$54,854.28 and Central Book Aid Fund in the amount of \$4,317.83 as submitted in writing. VOTE: Unanimously Approved. Note: Total of bills paid for the General Fund was \$52,032.60. Bookkeeping error listed on the detailed report.**

Ms. Dworkin reported on the following:

- The Chemung County Board of Elections will be unable to sponsor the Library Trustee Board Election.
- The recent arbitration has been settled

Mr. Chapman reported on the following:

- Financial consultant, Nancy Kirby, has recommended additional investments. Full details will be presented at the March board meeting
- An agent from Selective Insurance was on site at each of the branches on Wednesday, March 6 to conduct a safety audit
- He will be meeting with Brian Hildreth, STLS director, on March 7 to finalize the plan of service. The newly developed 5 year plan will be presented to the full board for approval at the March board meeting.

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, April 3, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2024-13**

**Report of the March 6, 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 presented a detailed overview of the proposed first floor renovations, which include extensive restructuring in the circulation, childrens, and technology departments. The implementation of a new security tag system was also discussed.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, April 3, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

**Document #2024-15**

**Report of the March 13, 2024 meeting of the Budget & Finance Committee of the Chemung County Library District**

Attending the meeting via Zoom: Ms. Jessica Roberts, Mr. Wayne Adams, 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 March 21, 2024 for the General Fund - \$7,466.29 (\$10,288.27-\$2,821.68 –“CCLD Petty Cash”/bookkeeping holding location during chart of accounts transition, amount will not be paid). 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 transition to the new chart of accounts within Quickbooks.

Per the recommendation of Ms. Kirby, Mr. Chapman is developing a fund balance policy. Once completed, it will be presented to the full board for review.

Cash balance and CDAR investment balances will be presented to the board on a monthly basis, beginning at the March board meeting.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 10, 2024 at 8:45 a.m. via Zoom.

## Chemung County Library District General Fund Unpaid Bills Detail As of March 21, 2024

Type	Date	Memo	Open Balance
<b>CCLD Petty Cash</b>			
General Journal	12/31/2023	CBA Co transition 12/31/23 balance to General Co---evaluate name allocation & change	2,821.68
Total CCLD Petty Cash			2,821.68
<b>CPE Interlink</b>			
Bill	03/21/2024	phone system support-inv #24-0316	50.00
Total CPE Interlink			50.00
<b>Greenleaf Recycling</b>			
Bill	03/21/2024	Waste mgmt services -WE/HH/BF/ST	365.00
Total Greenleaf Recycling			365.00
<b>Hartford Steam Boiler Inspection Co</b>			
Bill	03/21/2024	2023 boiler inspection at SML -certificate fee - inv #1289213	210.00
Total Hartford Steam Boiler Inspection Co			210.00
<b>IBFG Farms</b>			
Bill	03/21/2024	plowing/salt SML/HH/BF/WE 3/4/24-inv:019	3,525.00
Total IBFG Farms			3,525.00
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	03/21/2024	invoice #N0895 - BF juv prog	539.60
Total Noah's Ark Animal Workshop, Inc.			539.60
<b>NYSEG</b>			
Bill	03/21/2024	gas & elec -WE & HH	2,740.29
Bill	03/21/2024	gas & elec -WE & HH	36.70
Total NYSEG			2,776.99
<b>TOTAL</b>			<b>10,288.27</b>

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## Chemung County Library District General Fund Unpaid Bills Detail As of March 6, 2024

Type	Date	Memo	Open Balance
<b>Air Temp Heating &amp; Air</b>			
Bill	03/06/2024	Maintenance program invoice #184108	3,186.00
Bill	03/06/2024	BF maintenance outside of contract--invoice #184279	858.45
Total Air Temp Heating & Air			4,044.45
<b>Aleta Yarrow</b>			
Bill	03/06/2024	Drawing for Painters #1 -adult prog 3/19 - SML pd w/grant funds	250.00
Total Aleta Yarrow			250.00
<b>All Pro Locksmithing</b>			
Bill	03/06/2024	inv #2192024_1 - replace cabinet lock - SML juv dept	100.00
Total All Pro Locksmithing			100.00
<b>Amazon Capital Services</b>			
Bill	03/06/2024	- programming, supplies, materials	2,958.61
Total Amazon Capital Services			2,958.61
<b>Burr Consulting LLC</b>			
Bill	03/06/2024	HR Consultant March retainer- services 2024	1,800.00
Total Burr Consulting LLC			1,800.00
<b>CCLD Petty Cash</b>			
General Journal	12/31/2023	CBA Co transition 12/31/23 balance to General Co---evaluate name allocation & change	2,821.68
Total CCLD Petty Cash			2,821.68
<b>Chemung Canal Trust Company</b>			
Bill	03/06/2024	Mastercard charges:	1,129.60
Bill	03/06/2024	Mastercard charges:	3,089.75
Total Chemung Canal Trust Company			4,219.35
<b>Chemung County Chamber of Commerce</b>			
Bill	03/06/2024	2024 membership dues	350.00
Total Chemung County Chamber of Commerce			350.00
<b>Chemung County Youth Bureau</b>			
Bill	03/06/2024	Youth Bureau Awards Reception (4/16/24) -registration x 2	20.00
Total Chemung County Youth Bureau			20.00
<b>County of Chemung</b>			
Bill	03/06/2024	Harris Hill pavilion reservation for SRC final party--inv #821118	300.00
Total County of Chemung			300.00
<b>Culligan Water</b>			
Bill	03/06/2024	staff water dispenser-monthly rental fee	60.00
Total Culligan Water			60.00
<b>Dataflow, Inc.</b>			
Bill	03/06/2024	flyers for Teen Programming - pd w/Anderson & Triangle Grant \$-Invoice #423431	88.00
Total Dataflow, Inc.			88.00
<b>Demco, Inc.</b>			
Bill	03/06/2024	processing supplies- invoice #7445957	158.85
Bill	03/06/2024	processing supplies- invoice #7447820	95.77
Total Demco, Inc.			254.62
<b>Eastern Security Services</b>			
Bill	03/06/2024	monitoring@SML invoice #R270869	128.85
Total Eastern Security Services			128.85
<b>Elmira City Chamberlain</b>			
Bill	03/06/2024	downtn dev tax ST bidg & parking lot - bill #919088 & 919005	1,498.06
Total Elmira City Chamberlain			1,498.06
<b>Elmira Water Board</b>			
Bill	03/06/2024	St water 12/05/2023-02/07/2024	107.14
Total Elmira Water Board			107.14
<b>Erica Unterman</b>			



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of March 6, 2024

Type	Date	Memo	Open Balance
Bill	03/06/2024	Polymer Pinch Pot Bowls @ WE 3/18 - pd w/grant funds	333.00
Total Erica Unterman			333.00
<b>Essential-Constructs LLC</b>			
Bill	03/06/2024	HH TV mount/wall repari - 23-1137-001- funded by Foundation	2,588.00
Total Essential-Constructs LLC			2,588.00
<b>Falkowski Excavating &amp; Sewer Service</b>			
Bill	03/06/2024	Plumbing call @ HH - inv 6781	325.00
Total Falkowski Excavating & Sewer Service			325.00
<b>Filomena Jack</b>			
Bill	03/06/2024	Adult prog-Oil Pastel Balloon Bouquet pd w/grant funds - 3/13 @ SML	250.00
Total Filomena Jack			250.00
<b>Haefele TV, Inc.</b>			
Bill	03/06/2024	monthly internet service for VE for March 2024 service	85.95
Total Haefele TV, Inc.			85.95
<b>Horseheads Printing</b>			
Bill	03/06/2024	monthly flyers- pd by HH Foundation - invoice #31236	253.48
Total Horseheads Printing			253.48
<b>IBFG Farms</b>			
Bill	03/06/2024	plowing/salt SML/HH/BF/WE 2/14-2/24/24-inv:016,017,018	5,685.00
Total IBFG Farms			5,685.00
<b>Ingram Library Services</b>			
Bill	03/06/2024	Feb Library material -	6,891.28
Total Ingram Library Services			6,891.28
<b>JGF Funding</b>			
Bill	03/06/2024	Inv #430334 -#429725 -#431202 main agree x 3 months all branches &removal of machine @ BF	5,030.75
Total JGF Funding			5,030.75
<b>Karen Curren</b>			
Bill	03/06/2024	Gourd Birdhouse Painting Kits - week of 3/21 - HH	580.00
Total Karen Curren			580.00
<b>Kimberly Jones</b>			
Bill	03/06/2024	2024 DOT physical required by CCLD	65.00
Total Kimberly Jones			65.00
<b>Lise Gelernter</b>			
Bill	03/06/2024	arbitration services Case #A2023-204	750.00
Total Lise Gelernter			750.00
<b>MACYS Genealogy</b>			
Bill	03/06/2024	"Using Pa Land Records to Solve Tough Cases" - 3/20 - via zoom -Genealogy prog	150.00
Total MACYS Genealogy			150.00
<b>MidWest Tape</b>			
Bill	03/06/2024	February materials -- AV	228.13
Total MidWest Tape			228.13
<b>Mobile Beacon</b>			
Bill	03/06/2024	HotSpots additional/replacement-Order #MB-168111	66.00
Total Mobile Beacon			66.00
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	03/06/2024	invoice #63932 WE prog-	253.82
Bill	03/06/2024	invoice #63875 HH Juv prog	331.76
Total Noah's Ark Animal Workshop, Inc.			585.58
<b>NYSEG</b>			
Bill	03/06/2024	gas & elec -WE & HH	1,110.88
Bill	03/06/2024	gas & elec -WE & HH	313.81

**Chemung County Library District General Fund**

**Unpaid Bills Detail**

As of March 6, 2024

Type	Date	Memo	Open Balance
Total NYSEG			1,424.69
<b>OverDrive, Inc</b>			
Bill	03/06/2024	patron monthly online resource checkouts-Cust ID 1453-1001	27.90
Total OverDrive, Inc			27.90
<b>Regina Hill</b>			
Bill	03/06/2024	QB consultant services - Invoice 1107	687.50
Total Regina Hill			687.50
<b>Sayles &amp; Evans</b>			
Bill	03/06/2024	Attorney fees -through 1/31/24 inv#10457	6,583.20
Total Sayles & Evans			6,583.20
<b>Staples Advantage</b>			
Bill	03/06/2024	office supplies	160.16
Total Staples Advantage			160.16
<b>Swift Office Equipment, Inc.</b>			
Bill	03/06/2024	HH copier toner-inv 077282	426.00
Total Swift Office Equipment, Inc.			426.00
<b>Tim Collins</b>			
Bill	03/06/2024	#12 Teen sessions -creative writing/D&D/ and acting- pd w/grant funds	2,160.00
Total Tim Collins			2,160.00
<b>Vasco Brands, Inc.</b>			
Bill	03/06/2024	cleaning sup all lib-inv 140579	384.67
Total Vasco Brands, Inc.			384.67
<b>Verizon Wireless</b>			
Bill	03/06/2024	Bkm mobile phone charge x 2 lines	88.71
Total Verizon Wireless			88.71
<b>Village of Horseheads</b>			
Bill	03/06/2024	water - HH 10/31/2023-01/31/2024	43.52
Total Village of Horseheads			43.52
<b>TOTAL</b>			<b>54,854.28</b>

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**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of March 6, 2024

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
Bill	03/06/2024	February Lib material	1,355.45
Total Ingram Library Services			1,355.45
<b>Southern Tier Library System</b>			
Bill	03/06/2024	- invoice #4446- STLS rebill	1,278.38
Total Southern Tier Library System			1,278.38
<b>Value Line Publishing, Inc.</b>			
Bill	03/06/2024	electronic data base- annual fee - Acct #2223953	1,684.00
Total Value Line Publishing, Inc.			1,684.00
<b>TOTAL</b>			<b>4,317.83</b>

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