



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 August 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 15, 2013 at 6:00 pm at the **Central Library (Steele Memorial) 101 E. Church St. Elmira, NY 14901** The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2013-42)
4. Treasurer's report
 - a) Financial report (document #2013-43- to be distributed)
 - b) Report of Unpaid Bills Detail (document #2013-44)
5. Correspondence
6. President's report
CONSENT ITEM Appointment of Ms. Ann Hayes to the CCLD Board of Trustees
RESOLVED To approve the appointment of Ms. Ann Hayes to the CCLD Board of Trustees representing the 2nd District
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-45)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-46 - to be distributed)CONSENT ITEM Approval of CCLD Audit for the year ended December 31, 2012
RESOLVED to approve the CCLD Audit for the year ended December 31, 2012 as submitted by EFP Rotenberg
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-47- to be distributed)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
 - a) Hours for Fall 2013
 - b) CLDA/CBA Expenditure Plan
11. Period for public expression
12. Adjournment

(Minutes of the July 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-42)

Minutes of the July 2013 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 18, 2013 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, Sue Cook, Michael Muldoon, Juan Jones, Ann Cady, James Hare, Tim Blandford and Jessica Roberts. Excused: John Savash and Marge Kappanadze. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2013 meeting (Document #2013-36) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The June 30th, 2013 Financial Report (Document #2013-37) was presented for board review. It was noted that the numbers show the status as of 50% through the fiscal year. By unanimous consent, the June Financial Report was approved as distributed and will be filed for audit.

President Roberts requested to change the order of the Agenda to allow a vote on the appointment of a board member to District #11. Mr. Hare moved, seconded by Mr. Blandford to approve the appointment of Ms. Rachel Dworkin to the CCLD Board of Trustees representing the 11th District, said appointment to end December 31, 2013. VOTE: Motion Carried.

Cindy Emmer, Trustee on the Southern Tier Library System Board of Trustees, gave a report on their search for a new Director. Next Thursday there is a Public Forum planned for library trustees to meet and speak to the three final candidates. She also stated that there is an opening on the STLS board for a member who will represent Chemung County. Ms. Reynolds is working on finding a person interested in filling that position.

Ms. Reynolds moved, seconded by Ms. Dery to move into Executive Session to discuss current litigation with CCLD attorney, Mr. Conrad Wolan of Sayles & Evans. Ms. Reynolds moved, seconded by Mr. Jones to come out of Executive Session.

The order of the Agenda was also changed to allow Rich Davis of EFP Rotenberg time to review the CCLD Audit and Financial Statements for the year ending December 31, 2012. Mr. Davis began by thanking Mr. Shaw and Ms. Santulli for all their assistance during the review of CCLD files. He stated that because this is his firm's first year auditing the financial records, the 2012 audit only shows the single year figures. Next year's audit will show a comparison of two years. The approval of the CCLD audit document will be tabled until next month to allow board members the chance to review the document in more detail. A draft copy of Form 990 was given to the Treasurer for review prior to approval.

Report of Unpaid Bills (Document #2013-38). It was noted that these lists include the 2nd quarter payment to the County utility bills for all CCLD libraries. By unanimous consent, the board authorizes the payment of the unpaid bills dated 7///13 General Fund - \$32,457.98 and Grant Fund \$3,685.71; the unpaid bills dated 7/10/13 General Fund - \$37,458.63 as distributed.

Correspondence. Mr. Shaw passed around the following items:

- ❖ Donation of \$865 in memory of Benjamin Shultz, a young man who loved the library that included a list of memorial items to purchase.

- ❖ An invitation to the Literacy Volunteers Annual Awards dinner being held July 31st at 6pm.
- ❖ A letter from the Public Library Foundation of Chemung County (PLF) with their 2nd Quarter donation of \$10,000 to benefit the Horseheads Library.
- ❖ A letter dated June 26, 2013 from the PLF regarding the possibility of expanding the existing Horseheads Library building. The letter informs the CCLD board of their enthusiastic backing for this endeavor.
- ❖ Correspondence received today from the PLF authorizes an additional \$10,000 to be spent at the Horseheads Library for new furnishings as identified by Librarian Caroline Poppendeck.
- ❖ A complaint from a Horseheads Library patron regarding staff attitudes. Mr. Shaw has responded to the patron and the Horseheads Supervisor will address the issue with staff.
- ❖ The official notification from the State Education Department approving funding for the 2013 Capital Projects at the Big Flats, Horseheads, Steele and West Elmira Libraries. The total funding from the State amounts to \$129,343.

President's Report. None.

Director's Report. Mr. Shaw discussed the following:

- PILOT funds. CCLD received \$35,379 for fiscal year 2013. The Real Property Tax Office stated that it is impossible at this time to give CCLD a listing of agencies that will be paying PILOT funds next year because the tax rates are not final until later in the year.
- Summer Concert Series. The Tuesday night concerts have begun and will continue through August 6th. These concerts are being partially funded by the Friends of CCLD. CCLD also received a grant from the QuickARTS in the amount of \$450 to be used for the concert series.
- Summer Reading Club Kickoff Event. This was held June 25th and was attended by State Assemblymen Palmesano and Friend and by Pat Jordan, New York State Division of Library Development and Ristiina Wigg, Director of STLS. The event was planned by the Youth Services staff who did a great job.
- Elmira Street Painting. Teens from the Central Library (Steele) participated in this event this month. Mr. Shaw passed around a photo of the art that was painted on the street.
- SRC Clubs. Sign-ups for the Summer Reading Clubs has begun. Board members were encouraged to sign up. There are weekly events planned at each branch. The Final Adult Reading Club Celebration will be held Monday, August 12th with an "I Am Zelda" program.
- Horseheads Family Fun Days. The Bookmobile will be participating in this event on Saturday, July 20th.
- Healthy Libraries, Healthy Communities. CCLD was chosen as one of three kickoff sites for this event that is being sponsored by the South Central Regional Library Council. There were 19 in attendance at the Central Library which was the second most attended event. This program is a 6 month wellness project aimed at improving healthy habits.
- Geek the Library. Staff will have a table at the Farmer's Market at Wisner Park to promote this program. This week at Wisner Park, Mr. Shaw was interviewed by WEHH Radio and Ms. Peel was interviewed by WENY TV regarding this program. Ms. Metzger is making a Geek The Library video that will be submitted to STLS for their video contest. On July 23rd there will be a launch party at the Central Library, just prior to the concert scheduled for that evening.
- Elmira Make A Difference Day Project. Elmira Star-Gazette employees will volunteer with CCLD in October by staffing kiosks and tables at local grocery stores, community

centers, etc to offer easy library card signups, focusing on less-affluent neighborhoods where residents may be underserved.

- October Library Events. Two new events this year take the place of the Haunted Library. Staff are planning a “Spooky Stacks” Halloween event at the Central Library for kids ages 2 and up. This will include a scavenger hunt, pumpkin painting, storytelling and more. A “Halloween Masquerade Ball” will be held for Teens that will include a D.J. and dancing, costume judging and prizes.
- Staff Issues. There are several staff changes including resignations and retirements that may or may not be replaced due to budget constraints. The results of the Civil Service tests for Principal Library Clerk and Senior Library Clerk have been received, but again, due to the upcoming budget shortfall, promotions are in question. Civil Service has scheduled a Library Clerk test for September 14, 2013.
- Staff Rejuvenation. Staff are meeting on Fridays after hours and have requested that board members be excluded.
- STLS Director Retirement. The retirement dinner for Ristiina (Rusty) Wigg is being held at the Bath Country Club on Monday, July 29th at 6pm. Board members are invited to attend.
- Literacy Volunteers. For several years, the Literacy Volunteers have had an office at the Central Library at no cost to them. They have usage of a phone line and the staff copier. Mr. Shaw is considering whether or not to ask them to move out of the library and back into the EOP building where their supervisors are located. That office could then be utilized by the Central Library as a media lab, office space for staff or even for the Friends of CCLD.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-39). There is nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-40). Ms. Cook discussed the Committee’s review of the proposed 2014 budget document which shows a 5.4 % increase in tax revenues driven largely by increases in each of the Personnel lines (Salaries and Employee Benefits). The Administration was instructed to go back to the drawing table and look at ways to decrease this percentage by looking at cutting public service hours at each of our libraries (Saturday hours in particular), cuts in staffing and decreases in each library’s materials budget. PILOT funds projected for 2014 have been included in the proposed budget, however, the Real Property Tax Office recommended decreasing the current year amount by 10%. Mr. Shaw and Ms. Santulli will be meeting with Civil Service representatives to get information on the process if layoffs become necessary. The concern about layoffs is that CCLD could lose highly valued employees.

After much discussion, the board instructed the administration to come back to the Budget & Finance Committee with a 2% increase in the budget and to have a “plan B” should the budget not pass. Since the budget is adopted each year at the regular August meeting of the Board and this year that date falls one day after the Budget & Finance Committee meets, board members elected to hold a special board meeting on Wednesday, August 21st at 6pm for the purpose of giving time for members to review the second draft of the budget prior to approval.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2013-41). Mr. Shaw reported that the final paperwork from New York State that finalizes the 2012 Construction Projects has been received.

Regarding any future year applications for State Construction Funding, Mr. Savash has requested that a moratorium be placed on projects for the Big Flats and West Elmira Libraries due to the uncertainty of future budget increases.

Regarding the Horseheads Library, Margeson's Landscaping has been doing the mowing and trimming this year and CCLD has not received any complaints from patrons. They will finish out the year.

Al Jennings, the foreman of the construction job of building the Steele Memorial Library donated pictures of the construction that have been placed in a CCLD history file. Next year is the 35th anniversary of the building and these photos would be available for a display of sorts.

Mr. Savash stated that the Committee discussed options to manage how any future cost over-runs on Capital Projects should be handled. All Capital Projects and change orders to those projects should be approved by the CCLD board.

Personnel Committee. Ms. Cady, Secretary of the CCLD board announced which Districts have open positions that will require a place on the election ballot this year. There are eight Districts including #2, 3, 4, 5, 8, 9, 11 and 13. Petitions were given to those interested in running. Petitions are due back to the Business Office by August 26, 2013 at 3pm.

The first quarterly meeting of the Personnel Committee with the Director is scheduled for August 6th, 2013.

Old Business. Ms. Reynolds stated that she is willing to contact members of the Friends and Foundation boards to determine if they are interested in a "Meet and Greet" with the CCLD board.

Public Expression. Ann Hayes from Big Flats and Ed Lincoln from Horseheads attended the meeting to determine whether or not they are interested in serving on the board representing their district.

The meeting was adjourned at 8:30pm. The next regular meeting of the board will be held on Thursday, August 15th, 2013 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York. Also a **Special Meeting** of the board has been scheduled for Wednesday, August 21st, 2013 for the purpose of reviewing and approving the budget for the 2014 fiscal year.

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of August 7, 2013

Document #2013-44

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	08/07/2013	Reference materials	588.26
Total Baker & Taylor Books			<u>588.26</u>
City Directories			
	08/07/2013	Reference materials	399.60
Total City Directories			<u>399.60</u>
Grey House Publishing			
	08/07/2013	Reference Material	222.00
Total Grey House Publishing			<u>222.00</u>
Ingram Library Services			
	08/07/2013	NonFiction purchases 8/1/13 statement	1,136.36
Total Ingram Library Services			<u>1,136.36</u>
Southern Tier Library System			
	08/07/2013	eBooks NF & processing fees NF/REF June/July	1,182.65
Total Southern Tier Library System			<u>1,182.65</u>
			<u>3,528.87</u>

Unpaid Bills Detail

As of August 7, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	08/07/2013	Purchases - BF/HH/ST/WE	802.78
Total Amazon Credit Plan			<u>802.78</u>
American Button Machines			
	08/07/2013	Button Machine/Supplies	507.14
Total American Button Machines			<u>507.14</u>
American Library Association			
	08/07/2013	Books-Admin	105.30
Total American Library Association			<u>105.30</u>
Andrew Thatcher			
	08/07/2013	Patron Refund	75.00
Total Andrew Thatcher			<u>75.00</u>
AudioGo			
	08/07/2013	AV purchases-ST invoice	189.95
Total AudioGo			<u>189.95</u>
Beth Herbst			
	08/07/2013	Patron Refund	15.00
Total Beth Herbst			<u>15.00</u>
Blackstone Audio			
	08/07/2013	DVD purchases	350.00
Total Blackstone Audio			<u>350.00</u>
Bobby K Entertainment			
	08/07/2013	SRC final party 8/14 Paid for by Friends of Steele	800.00
Total Bobby K Entertainment			<u>800.00</u>
Brian P. Harris			
	08/07/2013	Mileage reimb 5/21-7/25	73.45
Total Brian P. Harris			<u>73.45</u>
Caroline Poppendeck			
	08/07/2013	mileage reimbursement 6/11-7/15	39.55
Total Caroline Poppendeck			<u>39.55</u>
Casella Waste Systems, Inc.			
	08/07/2013	JUNE Garbage disposal - BF, HFL, & WE	164.54
Total Casella Waste Systems, Inc.			<u>164.54</u>
CCLD Petty Cash			
	08/07/2013	Petty Cash reimbursement - BF/HH/WE	606.35
Total CCLD Petty Cash			<u>606.35</u>
Center Point Large Print			
	08/07/2013	ST/BKM large print	339.12
Total Center Point Large Print			<u>339.12</u>

Unpaid Bills Detail

As of August 7, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Chemung Canal Trust Company			
	08/07/2013	JULY credit card -AD conference/software/supplies	316.65
Total Chemung Canal Trust Company			<u>316.65</u>
Costume Specialists			
	08/07/2013	Piggie/Elephant-WE,BF,HH,ST	280.00
Total Costume Specialists			<u>280.00</u>
David Moreland			
	08/07/2013	August program at VE	295.00
Total David Moreland			<u>295.00</u>
Dianne Patchett			
	08/07/2013	Insurance Reimb for 2013	195.00
Total Dianne Patchett			<u>195.00</u>
EBSCO Subscription Services			
	08/07/2013	annual magazine subscriptions-all libraries	8,367.67
Total EBSCO Subscription Services			<u>8,367.67</u>
Elmira Water Board			
	08/07/2013	Water bill - ST/WE May/June	297.60
Total Elmira Water Board			<u>297.60</u>
First Transit			
	08/07/2013	Bookmobile fuel - 5/29-6/24	271.45
Total First Transit			<u>271.45</u>
Gressco LTD.			
	08/07/2013	DVD security cases for ST	1,079.00
Total Gressco LTD.			<u>1,079.00</u>
Horseheads Historical Society			
	08/07/2013	July Program at HH	100.00
Total Horseheads Historical Society			<u>100.00</u>
Ingram Library Services			
	08/07/2013	All Library materials - Statements 8/1/13	5,649.44
Total Ingram Library Services			<u>5,649.44</u>
Interstate Battery Center			
	08/07/2013	Computer backup batteries balance due	9.93
Total Interstate Battery Center			<u>9.93</u>
Jennie Lewis			
	08/07/2013	reimb for Geek supplies	38.31
Total Jennie Lewis			<u>38.31</u>
Margeson's Landscaping Inc.			
	08/07/2013	Mowing at HH - 7/3, 7/11, 7/16	195.00
Total Margeson's Landscaping Inc.			<u>195.00</u>

Unpaid Bills Detail

As of August 7, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Michelle Erickson			
	08/07/2013	Mileage Reimb-cover Van Etten	27.12
Total Michelle Erickson			<u>27.12</u>
New York Library Association (NYLA)			
	08/07/2013	CCLD Director Membership Dues for 2013/14	132.00
Total New York Library Association (NYLA)			<u>132.00</u>
Petty Cash-Steele			
	08/07/2013	Postage/programming/mileage/workshop	512.50
Total Petty Cash-Steele			<u>512.50</u>
Pitney Bowes			
	08/07/2013	qtrly leasing of mail machine-May-July	618.00
Total Pitney Bowes			<u>618.00</u>
Richard Kinner			
	08/07/2013	Patron Refund	15.00
Total Richard Kinner			<u>15.00</u>
Seneca Data			
	08/07/2013	repair of out of warranty PC	75.00
Total Seneca Data			<u>75.00</u>
South Central Regional Library Council			
	08/07/2013	Membership Dues 2013/14 - Admin.	1,380.00
Total South Central Regional Library Council			<u>1,380.00</u>
Southeast Steuben County Library			
	08/07/2013	damaged book paid for at Steele	20.00
Total Southeast Steuben County Library			<u>20.00</u>
Staples Advantage			
	08/07/2013	paper/supplies all libraries	407.08
Total Staples Advantage			<u>407.08</u>
Staples Credit Plan			
	08/07/2013	netgear VE/Banners for concerts	457.37
Total Staples Credit Plan			<u>457.37</u>
Sue Schoeffler			
	08/07/2013	mileage reimb 4/25-7/20 & SRC supplies	70.50
Total Sue Schoeffler			<u>70.50</u>
Time Warner Cable			
	08/07/2013	VPN/Phone -WE, ST, BF, & HFL AUG	615.17
Total Time Warner Cable			<u>615.17</u>
Verizon Wireless			
	08/07/2013	BKM/Admin. cellular service	193.82
Total Verizon Wireless			<u>193.82</u>

Unpaid Bills Detail

As of August 7, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verlene McGee			
	08/07/2013	patron Refund	35.00
Total Verlene McGee			<u>35.00</u>
Wegmans Food Markets Inc.			
	08/07/2013	Program Supplies -SRC at ST	68.61
Total Wegmans Food Markets Inc.			<u>68.61</u>
Wellsville Library			
	08/07/2013	Payment for lost book	25.00
Total Wellsville Library			<u>25.00</u>
			<u><u>25,815.40</u></u>

Document #2013-45

Report of the August 7th, 2013 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, August 7th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Marge Kappanadze and Georgia Reynolds; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Director Ron Shaw discussed the following:

- The August Buildings & Grounds meeting will be cancelled due to the final Summer Reading Club party at Eldridge Park being held at the same time.
- The County has scheduled a meeting for August 14th to discuss with municipalities, including the CCLD Administration, any changes to the Health Insurance plans for 2014.
- Public Service hours at branch libraries were discussed with the understanding that decreasing hours could save on expenditures in the budget. Currently both the Big Flats and West Elmira Libraries are being considered to drop their public service hours from 44 hours to 35-36 hours per week. They would be a Monday – Friday operation and be closed on Saturdays. This item will be on the Agenda for discussion by the board of trustees at the August meeting. The new schedule would begin in September of 2013.
- Regarding the landscaping at the Horseheads Library, Mr. Shaw has contracted with Margeson's Landscaping for fiscal year 2013. Next year he will again request estimates from three businesses prior to approving a contract.
- Regarding the Public Library Foundation's optimism regarding the possible expansion of the Horseheads Library, more information is needed to determine exactly what the Foundation is willing to do on behalf of the Library District to begin the process of investigating this matter.
- During the month a question about the Library District's ballot procedures was asked of the County Board of Elections. The 2013 Library District Election will take place at the same time as the November General Election.

Ms. Santulli presented the Unpaid Bills Detail dated 8/7/13 for the General Fund in the amount of 25,815.40 and for the Grant Fund - \$3,528.87. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:38pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 4th, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.