



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 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 18, 2016 at 6:00 pm at **Steele Memorial Library, 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 #2016-43)
4. Treasurer's report
 - a) Financial report (document #2016-44)
 - b) Report of Unpaid Bills Detail (document #2016-45)
5. Correspondence
6. President's report.
7. Director's Report.
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-46)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-47)

Consent Item: Approval of 2017 Budget Proposal
Resolved that the CCLD Board of Trustees approve 2017 budget as submitted.

 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-48)
 - d) Personnel Committee (Kappanadze)

Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
9. Call for Executive Session
10. Old business
 - Continuity Committee (tabled from June 2016 meeting)
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JULY 21, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-43)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, William Wehling, Bonnie Chollet, John Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Jim Hare and Tim Blandford. Excused: Michael Muldoon, Juan Jones and Jared Myers. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant and Rich Davis, auditor for EFPRG Group.

The meeting was turned over to Mr. Davis who distributed copies of the 2015 audit of CCLD financials to the board. He stated that last week he met with the Budget & Finance Committee and went over the Financial Statements and letters in detail. He highlighted sections of the audit with the board and stated that the letter to the board was a standard letter – that there was nothing to be concerned with. Mr. Hare moved, seconded by Mr. Wehling to approve the 2015 audit of CCLD Finances. VOTE: Unanimously Approved.

Minutes. The minutes of the June 2016 meeting (Document #2016-37) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The June 30, 2016 Financial Report (Document #2016-38) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-39). By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/13/16 – General Fund \$36,842.51 as distributed in writing

Correspondence. Mr. Shaw stated that CCLD received a thank you for the Bookmobile's participation in the Horseheads St. Patrick's Parade.

President's Report. Mr. Roberts stated that he and a couple of board members attended the recent workshop in Hammondsport which was an interesting discussion on taxation and budget planning.

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

CONSENT ITEM: Approval of Request for Purchase of Microform Machines by the Steele Memorial Library Foundation. Ms. Dworkin moved, seconded by Mr. Hare that the CCLD Board of Trustees approves the request by Maggie Young to request funds from the Steele Memorial Library Foundation for the purchase of microform machines as submitted. VOTE: Unanimously Approved.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2016-40). Mr. Roberts stated that a letter from the Public Library Foundation of Chemung County (Horseheads) informs CCLD that they anticipate distributing \$105,000 to CCLD in fiscal year 2017. The letter also delineated items which have been approved by them for payment in 2017.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-41). Copies of the first draft of the proposed 2017 CCLD budget were distributed to board members. Board members were asked to review the budget

in detail and send any questions to Mr. Shaw or Ms. Santulli prior to the next board meeting. The official budget will need to be adopted at the August meeting of the board.

CONSENT ITEM: Approval of payoff to Chemung County for Debt Service. Ms. Dworkin moved, seconded by Ms. Hayes that the CCLD Board of Trustees approves a final payment to Chemung County for debt service as submitted. **VOTE:** Unanimously Approved.

Mr. Shaw reported that CCLD has received notification that funding will be forthcoming from the estate of Richard Dytman. He will ask staff for recommendations on how to utilize the funds. He also stated that CCLD has received notification that some unanticipated revenue will be forthcoming from Senator O'Mara's office. The \$35,000 is broken down by branch as follows: Steele \$10,000, Big Flats and West Elmira \$6,000 each, Horseheads \$8,000 and Van Etten \$5,000.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-42). The total cost of the Lighting Renovation at the Steele Library is \$27,352.15 of which a rebate is expected of \$7,275.75 making the expected expenditure to be \$20,076.40. Ms. Hayes moved, seconded by Ms. Reynolds to move ahead with this project. **VOTE:** Unanimously Approved.

Regarding the Van Etten Library, it has been recommended that an electronic sign be purchased to make library hours and programs more visible to the public. The estimate for the sign is under \$1,000. If CCLD purchases the sign, the Town of Van Etten has agreed to install it. Mr. Hare moved, seconded by Ms. Hayes to approve this purchase. **VOTE:** Unanimously Approved.

Mr. Shaw is recommending that a "reading area" be developed in the rear of the West Elmira Library and a possible paver area with a bench in the front of the building. No further details at this time.

Regarding the Teen Space project at the Steele Library, Mr. Shaw has received notification from STLS that they have approved \$190,891 in State funding for this project. The application for funding will be sent to the State for their approval of the project.

CONSENT ITEM: Mr. Hare moved, seconded by Mr. Blandford that the CCLD Board of Trustees approve the award of contracts for the restroom project as submitted and authorizes Director Ron Shaw to sign the contracts. **VOTE:** Unanimously Approved. The project is expected to start the 3rd week of August with a completion date of the end of September.

It was reported that a garden tour to benefit the Big Flats Library is being held this Sunday, July 24th from Noon – 4pm.

Personnel Committee. Ms. Kappanadze reported that the Committee has met with the Director to go over his progress in achieving the goals set forth in his evaluation.

CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Blandford that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. **VOTE:** Unanimously Approved.

Old Business. The board reviewed the Charter for the newly formed Election and Continuity Committee. The same person is supervising the election and recruiting trustees which may be an issue. The Charter will be updated and discussed at the next meeting.

New Business. Ms. Santulli requested that an invoice from Foor & Associates in the amount of \$1,437.96 be approved for payment. Ms. Reynolds moved, seconded by Ms. Hayes to approve payment of this invoice. VOTE: Unanimously Approved.

Ms. Santulli expressed concern that staff members need to utilize their own credit cards to purchase things for the library due to the fact that CCLD's credit limit on its credit card is only \$2,000. Mr. Schamel moved, seconded by Ms. Chollet that CCLD's credit limit be increased to \$5,000. VOTE: Unanimously Approved. A new credit card policy will need to be developed.

Public Expression. None

The meeting was adjourned at 7:32pm. The next regular meeting of the board will be held on Thursday, August 18th, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JULY 31, 2016

(DOCUMENT #2016-44)

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 43,114	\$ 33,587	56%		Includes \$6,500 Fines collected by STIS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 54,405				Gorning Lib \$2K for Zinio; Friends of CCID \$13,792, HH Friends \$5,500, Swest Grant \$29,813 , ARTS \$1,700, CTC.C \$100, WalMart \$1,000; Kohls \$500
Foundation Contributions	\$ 165,000	\$ 40,000	\$ 125,000	24%		SML Foundation 1st & 2nd Qtr
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	\$ 0	100%		
PILOT Funds	\$ 40,000	\$ 53,161				
Interest on Investments	\$ 1,000	\$ 3,463	\$ (2,463)	346%		
State Aid						
Central Library Development	\$ 89,276	\$ -	\$ 89,276	0%		
Local Book Aid	\$ 61,958	\$ -	\$ 61,958	0%		
Local Library Services Aid	\$ 37,000	\$ -	\$ 37,000	0%		
Other State Aid	\$ -	\$ 5,949				Final for Elevator Project
TOTAL INCOME	\$ 3,196,582	\$ 2,925,741	\$ 344,357	92%	58%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	\$ 1,418,630	\$ 802,437	\$ 616,193	57%		
Overtime & Holiday Salaries	\$ 14,787	\$ 9,766	\$ 5,021	66%		
Employee Benefits						
FICA	\$ 109,658	\$ 64,292	\$ 45,366	59%		
NY State Retirement	\$ 266,616	\$ 141,117	\$ 125,499	53%		
Medical & Dental	\$ 395,628	\$ 218,781	\$ 176,847	55%		
Other (Disability, Wk. Comp, Unemp)	\$ 26,828	\$ 29,998	\$ (3,170)	112%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	1,266,391	\$ 965,756	57%	58%	
Contractual						
Equipment	\$ 40,689	\$ 61,116	\$ (20,427)	150%		SouthWest Grant \$29,813 , HH Gift \$258 Paid Annually
Telephone	\$ 11,350	\$ 10,370	\$ 980	91%		
Supplies						
Travel & Continuing Education	\$ 42,900	\$ 42,900	\$ 0	100%		TOTAL \$21,775 : MakerSpace/EXPO Grant \$2,019, FR of CCID \$582, HH Friends \$576, MKTing \$219, HH Foundation \$16,579; VE Comp tables \$1,107; VE Grant \$525 ; Gift \$169
Repairs & Maintenance	\$ 39,412	\$ 30,280	\$ 9,132	77%		
Postage	\$ 2,000	\$ 661	\$ 1,339	33%		
Library Materials (books, video, etc.)	\$ 318,551	\$ 146,752	\$ 171,799	46%		Gifts \$461
Utilities	\$ 67,000	\$ 28,171	\$ 38,829	42%		
Building Cleaning Supplies	\$ 21,325	\$ 7,509	\$ 13,816	35%		
Fuel Gas & Oil (Bookmobile)	\$ 4,000	\$ 912	\$ 3,088	23%		
Insurance	\$ 38,701	\$ 24,123	\$ 14,578	62%		
Vehicle Operation / Maintenance	\$ 1,000	\$ 1,000	\$ 0	100%		\$1,481 paid for items not billed in 2015
Professional Fees (audit, engineer/leg)	\$ 20,825	\$ 23,180	\$ (2,355)	111%		Includes HR Consultant \$2,900, Audit \$10,000, Atty \$6,674
Data Processing Expenses (Cost Share)	\$ 124,308	\$ 66,623	\$ 57,685	54%		VPN-Time Warner
Payment of Taxes	\$ 4,975	\$ 4,887	\$ 88	98%		
Library Programming						
Chemung County costs (B&G, vision)	\$ 27,500	\$ 27,500	\$ 0	100%		TOTAL \$13,023 =Grant \$734; Gifts \$1,475; HH Friends \$5,084, FR of CCID \$3,865; MKTing \$139, EXPO \$1,604; ARTS \$225
Capital Improvements STATE CONST se	\$ 12,000	\$ 7,441	\$ 4,559	62%		
Contingency Fund	\$ 25,000	\$ 17,416	\$ 7,584	70%		Hunt Eng for Elevator Project \$3,508/Fagan for Restroom project \$8,393
Debt Service	\$ 61,618	\$ 11,535	\$ 50,083	19%		BKM - 2015 & 2016 repairs + \$4,078 Supplies + Programming \$5,911
Subtotal Expenses	\$ 3,126,306	\$ 1,858,787	\$ 1,267,519	59%	58%	PAID IN FULL FOR YEARS 2016-2021
2015 & 2016 State Construction Projects	\$ -	\$ 2,111	\$ -			Elevator Air Monitoring
TOTAL EXPENSES	\$ 3,126,306	\$ 1,860,898				

Unpaid Bills Detail

As of August 9, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aridan Books, Inc.			
	08/09/2016	Crayon Kiosk year of svc for HH	96.00
Total Aridan Books, Inc.			<u>96.00</u>
Capabilities, Inc.			
	08/09/2016	Cleaning BF/HH/WE for JULY	1,460.00
Total Capabilities, Inc.			<u>1,460.00</u>
Chemung County Treasurer			
	08/09/2016	Pilot funds overpaid - reimburse	95.41
Total Chemung County Treasurer			<u>95.41</u>
Corning Community College			
	08/09/2016	Work Study Program Expenses	448.67
Total Corning Community College			<u>448.67</u>
Deborah L. Brimmer			
	08/09/2016	mileage 6/2-7/22 & Maker Camp supplies	197.91
Total Deborah L. Brimmer			<u>197.91</u>
EFPR Group CPAs. PLLC			
	08/09/2016	Final billing for 2015 auditing services	4,000.00
Total EFPR Group CPAs. PLLC			<u>4,000.00</u>
Envisionware, Inc.			
	08/09/2016	Annual Maint. agreement 10/16-10/17	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
Fire Alarm Service Technology, Inc.			
	08/09/2016	ST-CO2 detectors installation fee	694.00
Total Fire Alarm Service Technology, Inc.			<u>694.00</u>
First Transit			
	08/09/2016	Bookmobile fuel-7/6-7/19	148.55
Total First Transit			<u>148.55</u>
Foor & Associates Architects			
	08/09/2016	Reimbursables for Restroom project	138.00
Total Foor & Associates Architects			<u>138.00</u>
H. L. Treu Office Supply Corp.			
	08/09/2016	2017 calendars/toner for public printer	214.75
Total H. L. Treu Office Supply Corp.			<u>214.75</u>
Image Integrator			
	08/09/2016	toner for MF machine	229.00
Total Image Integrator			<u>229.00</u>
JanWay Company USA, Inc.			
	08/09/2016	SRC prizes pd by Friends of CCLD	590.98
Total JanWay Company USA, Inc.			<u>590.98</u>
Kimberly Jones			
	08/09/2016	BKM - A/C cover purchase	128.60
Total Kimberly Jones			<u>128.60</u>
MPLC-Movie Picture Licensing Corp			
	08/09/2016	Movie License 9/16-9/17	235.58
Total MPLC-Movie Picture Licensing Corp			<u>235.58</u>
Oriental Trading Company, Inc.			
	08/09/2016	Program Supplies HH pd by Friends	183.12
Total Oriental Trading Company, Inc.			<u>183.12</u>
Petty Cash-Steele			
	08/09/2016	BF/JUV/postage/Teen&Ad prog/mileage reimb	531.41
Total Petty Cash-Steele			<u>531.41</u>
Quicker Printer			

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 9, 2016

Document #2016-45

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Quicker Printer	08/09/2016	Welcome to CCLD Flyers	475.00
Southern Tier Library System			<u>475.00</u>
	08/09/2016	bar code supplies	177.35
Total Southern Tier Library System			<u>177.35</u>
The Spencer Random Harvest			
	08/09/2016	two year subscription 12/16-11/18-VE	58.00
Total The Spencer Random Harvest			<u>58.00</u>
Unique Management Services, Inc.			
	08/09/2016	collection notices-JULY	366.95
Total Unique Management Services, Inc.			<u>366.95</u>
Verizon			
	08/09/2016	ST chg for auto attendant setup	425.00
Total Verizon			<u>425.00</u>
W. B. Mason Co, Inc.			
	08/09/2016	office supplies all libraries	507.14
Total W. B. Mason Co, Inc.			<u>507.14</u>
Wegmans Food Markets Inc.			
	08/09/2016	ST JUV - Theatre Camp	27.85
Total Wegmans Food Markets Inc.			<u>27.85</u>
			<u><u>12,992.95</u></u>

Chemung County Library District Grant Fund Unpaid Bills Detail

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books				
	Bill	08/03/2016	Reference materials	126.24
Total Baker & Taylor Books				126.24
Information Today, Inc.				
	Bill	08/03/2016	reference material	292.03
Total Information Today, Inc.				292.03
Ingram Library Services				
	Bill	08/03/2016	Non Fiction purchases	545.34
Total Ingram Library Services				545.34
Recorded Books				
	Bill	08/03/2016	Zinio Magazine Database	18,173.63
Total Recorded Books				18,173.63
TOTAL				19,137.24

Chemung County Library District General Fund Unpaid Bills Detail

As of August 3, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	08/02/2016	purchases all libraries 6/7-7/6	3,303.32
Total Amazon Credit Plan			3,303.32
AT&T - Illinois			
	08/02/2016	long distance charges-ST pay for balance of year	50.00
Total AT&T - Illinois			50.00
Barnes & Noble, Inc.			
	08/02/2016	YA book purchase	7.96
Total Barnes & Noble, Inc.			7.96
CCLD Petty Cash			
	08/03/2016	Petty Cash BF/WE	216.51
Total CCLD Petty Cash			216.51
Cengage Learning, Inc.			
	08/03/2016	Fiction Purchases-ST	241.41
Total Cengage Learning, Inc.			241.41
Chemung Canal Trust Company			
	08/03/2016	Atlas stand/IT cables&software/SRC prize/workshops	2,083.55
Total Chemung Canal Trust Company			2,083.55
Chester's Amazing Supply House			
	08/02/2016	Cash Register Supplies - HH	18.99
Total Chester's Amazing Supply House			18.99
Dell Marketing L.P.			
	08/02/2016	2016 budgeted - Cloner computer	656.96
Total Dell Marketing L.P.			656.96
EBSCO Information Services			
	08/02/2016	Annual magazine sub - all libraries	5,860.48
Total EBSCO Information Services			5,860.48
Elmira Water Board			
	08/02/2016	Water bills - WE/ST May-July	271.55
Total Elmira Water Board			271.55
First Transit			
	08/02/2016	Bookmobile fuel-5/23-6/23 & repairs-brakes/generator	385.11
Total First Transit			385.11
Glenice Peel			
	08/02/2016	mileage reimb 7/1-7/26	126.90
Total Glenice Peel			126.90
Horseheads Central School District			
	08/02/2016	bus trips paid by Foundation	153.50
Total Horseheads Central School District			153.50
Ingram Library Services			
	08/03/2016	Library materials - all libraries	8,670.57
Total Ingram Library Services			8,670.57
Kimberly Jones			
	08/03/2016	BKM - program supplies	70.88
Total Kimberly Jones			70.88
Melissa Neuffer			
	08/02/2016	Theatre Camp - partially paid by ARTS grant	700.00
Total Melissa Neuffer			700.00
Michelle Erickson			
	08/02/2016	VE Program Supplies	145.97
Total Michelle Erickson			145.97
MidWest Tape			
	08/03/2016	DVD/Audio purchases - HH/ST/WE	3,418.13

Chemung County Library District General Fund Unpaid Bills Detail

As of August 3, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total MidWest Tape			3,418.13
Oriental Trading Company, Inc.			
	08/02/2016	Program Supplies HH pd by Friends	220.02
Total Oriental Trading Company, Inc.			220.02
Penguin Random House, LLC			
	08/02/2016	AV purchases - Steele	135.00
Total Penguin Random House, LLC			135.00
Petty Cash-Steele			
	08/02/2016	CO2/Teen & Adult programs/Maker camp supplies	489.43
Total Petty Cash-Steele			489.43
Recorded Books			
	08/02/2016	DVD purchases June/July	837.00
	08/02/2016	IndieFlix Multi Access annual fee	1,350.00
	08/02/2016	Transparent Language online - annual fee	1,600.00
	08/02/2016	Zinio Electronic Magazines - paid with gift funds	2,000.00
Total Recorded Books			5,787.00
Reliable Computer Products			
	08/02/2016	printer cartridges Steele supply	409.93
Total Reliable Computer Products			409.93
South Central Regional Library Council			
	08/02/2016	SCRLC membership dues 2016/17	880.00
Total South Central Regional Library Council			880.00
Southern Tier Library System			
	08/02/2016	Costume rental/bar code supplies	236.47
Total Southern Tier Library System			236.47
Staples Credit Plan			
	08/02/2016	IT/BF supplies	759.69
Total Staples Credit Plan			759.69
SUPERCLEAN Carpet Service			
	08/02/2016	HH -Cleaning of Carpets & Chairs	775.00
Total SUPERCLEAN Carpet Service			775.00
Swift Office Equipment, Inc.			
	08/02/2016	Maint agmt 4/11-7/12 - HH Copier	331.51
Total Swift Office Equipment, Inc.			331.51
The Ithaca Journal			
	08/02/2016	subscription - Steele 2016/17	263.04
Total The Ithaca Journal			263.04
The Leader			
	08/02/2016	Annual subscription ST	909.00
Total The Leader			909.00
Valerie Gansert			
	08/02/2016	Patron refund	19.95
Total Valerie Gansert			19.95
Verizon Wireless			
	08/02/2016	BKM/Admin Cell svc bal due for 2016	878.08
Total Verizon Wireless			878.08
YALSA			
	08/02/2016	YA conference registration 11/3-6	357.00
Total YALSA			357.00
			<u><u>38,832.91</u></u>

Document #2016-46

Report of the August 3rd, 2016 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Jack Schamel, Marge Kappanadze, Rachel Dworkin and Richard Roberts; and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Ann Hayes, Will Wehling, Pat Silvernail and Jared Myers. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Mr. Schamel to approve the Unpaid Bill lists dated 8/3/16 – General Fund - \$38,832.91 and the Grant Fund - \$19,137.24.

VOTE: Unanimously Approved.

President Report. Mr. Roberts stated that he has received a copy of the letter that Attorney Conrad Wolan sent to New York State Representatives O'Mara and Friend regarding the changes that CCLD is requesting to be made to the Legislation that formed the District. He will forward a copy of that letter to the board.

Notification from the Southern Tier Library System informed CCLD that the Dark Fiber has been installed at all our libraries. It is expected that the hardware will be completely installed by the end of August.

The Friends of CCLD are holding their Soiree on September 23, 2016. Information for board members will be forthcoming. Mr. Shaw stated that eleven staff members will be working at the Soiree. They will present their department, give short tours and set up displays in their area.

Director Report. Mr. Shaw reported continuing issues with people who are hanging out under the viaduct near the Steele Library. The police have had to be called on several occasions. A petition is being circulated for patrons of the library to sign – the petition is requesting that the tables and stools under the viaduct be moved to the next block over – between First and Second Streets. People congregating there will no longer be right outside the library doors. Brent Sturmer from the City has informed Mr. Shaw that they have put funding in next year's budget to pipe opera music under the viaduct. **RON??**

The Labor/Management meeting was held today. Issues discussed were the viaduct problem and how the increase in the State's minimum wage affects the salary schedules for 2017.

Other issues – the Form 990 has been completed by the auditors and has been signed and sent to the IRS. The Steele Foundation has approved Maggie Young's request for new Microfilm equipment. Their approval also includes paying the maintenance contract. CCLD has received Breastfeeding Friendly awards from the County Health Department.

The meeting adjourned at 6:12pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 7th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-47

Report of the August 10th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Georgia Reynolds, Jack Schamel and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the July 31st, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 8/9/16 for the General Fund bills totaling \$12,992.95. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Regarding the proposed 2016 CCLD Budget, the board will be asked to approve the budget as originally submitted.

Mr. Shaw reported receipt of a letter which needs to be returned to the attorney for Richard Dytman's estate. CCLD is expected to receive \$25,000 from his estate.

Mr. Shaw also reported receipt of \$91,562 from the New York State Construction funds for the Chiller project. On Tuesday, 8/9/16, the Steele Library was without air conditioning for most of the day. The original thought was that the old chiller had burned out; however, it was found that the problem was with voltage from NYSEG. This chiller has needed replacing for several years as parts for repair are hard to get. Mr. Shaw will be requesting that the board authorize going forward with RFP's for Project Management of the Chiller Project so that we can move forward with a new chiller as soon as possible.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 14th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-48

Report of the August 3rd, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. The kickoff meeting for this project will be held August 15th with a walkthrough of the project. A new timeline and schedule will be developed. The goal is for the project to be completed by mid-September.

Big Flats Pavilion. The Advocates have ordered furniture for the Pavilion. A ribbon-cutting ceremony is scheduled for October 5th at 11:30a.m.

Chiller Project at Steele. CCLD has received \$91,562 in State Construction Funds from New York State for this project.

Other issues discussed: The new lighting bulbs for the Steele Library have been ordered – Booth will be installing them. The CO2 detectors have been installed at the Steele Library and the Big Flats and West Elmira Libraries. The installation at the Horseheads Library has not yet been scheduled. The recorder for the security system at the Steele Library is no longer working. A new one has been ordered.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 7th, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.