



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 December 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 15, 2011 at 6:00 pm at the **Central Branch (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 Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2011-66)
4. Treasurer's report
 - a) Financial report (document #2011-67)
 - b) Report of Unpaid Bills Detail (document #2011-68)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-69)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the November 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-66)

Minutes of the November 2011 meeting of the Chemung County Library District Board of Trustees. The November meeting was held on Thursday, November 20th, 2011 at the Horseheads Library, 405 South Main Street, Horseheads, New York. President Georgia Reynolds called the meeting to order at 6:25pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Marge Kappanadze, Mary Beth Conwell, Tina Hager, Sue Cook, Ann Cady, Jessica Roberts and Richard Roberts. Excused: Allen C. Smith and Karl Schwesinger. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the October 2011 meeting (Document #2011-60) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The October 31, 2011 Financial Report (Document #2011-61) was presented for board review. It was noted that the Friends of the Steele Library have reimbursed CCLD for the new Microfilm Scanner purchased earlier this year. There is currently a balance of \$40,000 in the contingency line. By unanimous consent the October 31, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-62). By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/9/11 – General Fund \$16,484.42 and the unpaid bills dated 11/2/11 – General Fund \$17,993.79 and Grant Fund \$7,610.82 as distributed.

Correspondence. Mr. Shaw passed around following correspondence received during the month:

- A thank you note from Congressman Reed for the use of the Steele auditorium for his Town Hall meeting.
- Notification from the Southern Tier Library System (STLS) regarding a Tax Cap Presentation being held at their facility on December 15, 2011
- A thank you note from the Elmira College students who toured the Green Roof as part of one of their classes
- An estimate from "Goodrich" to repair the damage done to the Bookmobile during a recent parking lot accident.
- The New York Library Association (NYLA) distributed an advisory opinion on the tax cap's impact on libraries.

President's Report. Ms. Reynolds stated that the recent Haunted Library program held at the Steele Library was a great success.

Ms. Reynolds expressed her appreciation to the trustees who attended the recent 2012 proposed budget presentations given by Director Shaw at each CCLD Library during the month of October. The Horseheads Foundation extended their congratulations to Mr. Shaw and the Library District for the overwhelming vote of approval received by voters at the recent election.

Regarding the Green Roof project at the Steele Library, the Library District is awaiting a final inspection prior to closing out the project. This inspection is expected to be completed by the end of the month.

In recent library news it was reported that in Chicago, the Mayor indicated that there would be 268 library positions eliminated from the budget; and in Philadelphia, all public libraries will be closed due to budget constraints. Ms. Reynolds expressed her gratitude that the libraries of Chemung County had formed the District.

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

- The voters at the recent General Election gave the Library District a 70.61% of Yes votes. Mr. Shaw thanked the board members for their attendance at the presentations. He stated that the only library that had a representation from the public was the Van Etten Library. In future years, he may wish to consolidate the Public Hearings and utilize other means of PR to reach the public.
- Mr. Shaw congratulated the following Board Members that were either elected or re-elected: 1st- Rita Dery, 5th- Tina Hager, 6th- Sue Cook, 10th- Ann Cady and 14th- Rick Roberts.
- The Haunted Library program had over 600 people in attendance. He thanked all the staff and volunteers who made the program possible.
- Regarding STLS Issues, the Central Library budget for 2012 will need approval by the STLS Board next month and will then be input into their Plan of Service (POS). Once it is finalized it will be add to the CCLD website. There is no word as of yet regarding the applications to STLS for State Construction funding for next year. The STLS Plan of Service meeting is scheduled for November. Three board members and 4 staff members are scheduled to attend the meeting at Watson Homestead.
- Regarding Facility issues, Mr. Shaw reported that the elevator at the Steele Library has failed 3 times in the last month. The first time the stop button had been pushed and Mr. Shaw requested that the bell ring the next time this happens. The repairman was called each time and it is believed that the problem has now been fixed. Also, during a recent inspection by the City Fire Inspector, it was found that some of the Emergency Lights at Steele were not operational.
- The donation of \$5,000 to the Van Etten Library will be used to purchase new patron computers and any remainder will be used to purchase to purchase some new seating.
- The new Jamex card dispenser has been ordered for the Steele Library as well as the new Disc Cleaning Machine that will extend the life of our DVD collection.

Regarding Personnel, Mr. Shaw reported the following:

- In order to best utilize the comprehensive skill set developed by Librarian III Chris Corter during her 21 years in the district, she will be transferred from Horseheads to Steele. Her initial focus will be assisting in the development of a comprehensive policy manual for the district. Her responsibilities will include overseeing adult programs, cultural or special events and community promotion; assisting in implementing the marketing program and maintaining brand management guidelines; planning and recommending new types of services; performing grant writing and development functions; training staff in general and specific library services; and developing procedures for training and supervising volunteers. Ms. Corter is not being appointed as an Assistant Director as her position is not supervisory but primarily training and advisement regarding staff and policies. She will remain as a CSEA member and not a part of the management team. Ms. Corter's attention to detail is exemplary and her single-mindedness of purpose will be utilized greatly in this position. Mr. Shaw believes there are numerous new possibilities that exist with Ms. Corter accepting this position. As the most senior Librarian on staff, Ms. Corter will be in charge of the daily activities of the District in Mr. Shaw's absence.
- At Horseheads, the Branch Manager position will become a Principal Library Clerk in order to make it the same grade as the other branches. From the list of eligibles received from Civil Service, Mr. Shaw selected Janet Ackerman for this position. He is confident in her abilities and strongly believes she will continue her record of excellent service to the patrons of the Chemung County Library District. He stated that understandably some members of the Horseheads community may be concerned regarding the loss of a librarian position at the library. The community takes a great deal of pride in that branch and has been supportive of recent efforts in making all branches full members of CCLD.
- The Library District has received a letter from Attorney Jim Young which informed CCLD of the official termination of CSEA's grievance of the Dress Code. CCLD is still awaiting the formal signed Memorandum of Agreement from the union.

- Regarding the status of recent interviews, the Library District has hired two new part-time pages at the Steele Library and a new part-time page for the West Elmira Library. The part-time page who was out on an extended leave of absence has returned to her position at the Steele Library.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-63). Ms. Reynolds stated that the Chemung County Library District's current Long Range Plan expires in 2012. It is time to begin planning for the next 5 years. Trustee Marge Kappanadze has agreed to chair an ad-hoc committee to review the current strategic plan with a view of where the District currently stands and what future plans should entail. Jan Kather, a former CCLD board member and Sam Castellino, a current member of the Steele Foundation board have both agreed to serve on this committee. Gina Beirne, a librarian at the Southside Library has been asked to join. Anyone interested in serving on this committee should contact Ms. Kappanadze.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-58). No comments at this time.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-59). Mr. Savash reported that CCLD hopes to have the new Existing Conditions report by the end of December. Once this report is received, he will be working with Mr. Schwesinger on developing a five-year Capital Plan for CCLD that will fit in with future operating budgets. A spreadsheet will be created that shows what has been done since the Library District was formed, where we need to go and the cost. A list of maintenance issues and capital improvement projects will assist in applying for grants as well.

Regarding the grounds project for that Steele Library, an estimate has been received from Streeter Construction in the amount of \$34,800 for the removal of the locust trees from the front entrance islands and to install pavers, game tables, planters and new bike racks on a concrete pad. This will continue the motif of the Elmira Promenade. This project can be completed this year utilizing contingency funds. Ms. Dery moved, seconded by Ms. Hager to accept the estimate from Streeter's in the amount of \$34,800 for the above mentioned project. Motion Carried.

Policies & By-Laws Committee. Mr. Roberts stated that the Library District By-Laws have been completely reviewed and updated. (Document #2011-65) Mr. Roberts moved, seconded by Ms. Cook to accept the amended By-Laws as submitted in writing to the board effective immediately. Motion Carried.

Marketing Committee. Ms. Cady stated that the committee has been having monthly meetings and are discussing the history of the library and what goals are needed as we go forward. She and Ms. Reynolds spoke to staff members at their October training day and emphasized that every interaction staff have with the public is a potential marketing tool. The staff has requested that the committee talk about what types of adult programs would be effective to hold in the mid-winter months. The Library District needs to remain relevant and to think "out of the box".

The CCLD newsletter is going out regularly by email. Constant Contact is now being utilized by over 300 users. Each trustee and every library were given a supply of the new CCLD brochures to distribute. Regarding placing signage inside the transit busses, the design phase of this project has begun. The signs will be placed on the most populous routes.

At the end of this year it is planned to have a "fines forgiveness" week with patrons bringing non-perishable items to the library for forgiveness of a certain dollar amount of fines from their accounts. The next big push for the committee will be in April of 2012 during National Library Week.

Personnel. Ms. Conwell reported that the committee met this week with the Director and went over the goals that he has accomplished to date. They also discussed with him new goals for the next 6 months. The committee is very pleased with Mr. Shaw's performance.

Old Business. Ms. Cady asked whether there is any Plan B for a presence on the Southside of Elmira. It was stated that the committee looking at the 5 year plan should consider including a library presence on the Southside.

The ribbon-cutting ceremony for the Elmira Promenade took place during the month. The next phase of the project is to come up with creative ideas for utilizing the space.

New Business.

Public Expression. None.

The meeting was adjourned at 7:35pm. The next regular meeting of the board will be held on Thursday, December 15th, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-67)

Financial Report - November, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 100,612	\$ (20,052)	125%		
Grants (other than N.Y.S.)		\$ 125,995				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	\$ 98,047	66,953	59%		Includes West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	\$ 2,496,695	(14,729)	101%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	\$ 7,862	(362)	105%		
State Aid						
Central Library Development	88,125	\$ 168,993	(80,868)	192%		Includes 2010 & 2011 distribution
Central Book Aid	60,371	\$ 115,078	(54,707)	191%		Includes 2010 & 2011 distribution
Local Library Services Aid	40,550	\$ 34,591	5,959	85%		Includes 2010 distribution
Other State Aid	1,600	\$ 11,351	(9,751)	709%		State Construction Funding from 2008 Projects
TOTAL INCOME	\$ 2,925,672	\$ 3,159,225	\$ (107,557)	108%	92%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 1,111,068	\$ 147,903	88%		
Sunday & Holiday Salaries	58,785	\$ 25,266	33,519	43%		
Employee Benefits	614,048	\$ 537,474	76,574	88%		
Subtotal - Personnel Expenses	1,931,804	\$ 1,673,808	257,996	87%	92%	
Contractual						
Equipment	11,307	\$ 10,725	582	95%		\$6,444 Early Lit Station reimbursed by HH Foundation. \$10,000 repaid by Friends of Steele for Microfilm/Scanner
Telephone	12,840	\$ 8,281	4,559	64%		
Supplies	39,300	\$ 39,300	0	100%		Includes \$8,746 Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010, Monitors & Envisionware \$2,400, Other computer software/supplies \$5,000
Travel & Continuing Education	28,422	\$ 16,584	11,838	58%		
Repairs & Maintenance	42,789	\$ 37,206	5,583	87%		Includes \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	\$ 9,268	232	98%		
Education - Tuition Assistance	3,600	\$ 3,600	0	100%		
Library Materials (books, video, etc.)	311,060	\$ 282,942	28,118	91%		
Utilities	97,650	\$ 75,784	21,866	78%		Includes 4th Qtr of 2010 Snow removal, lawn care @ HFL, several vacuum repairs, paint @ VE, extra supplies for Janitorial Service, Window Repl @ BF \$500, Tree removal @ ST \$1,525
Building Cleaning Supplies	8,500	\$ 8,500	0	100%		
Fuel, Gas & Oil	2,500	\$ 2,500	0	100%		
Insurance	35,000	\$ 23,792	11,208	68%		
Vehicle Operation / Maintenance	1,000		1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	\$ 53,400	0	100%		Includes FINAL pymt to Fagan \$20,206 for Green Roof project and \$5,350 Marketing Committee, BKM wrap installation \$3,000, Audit \$11,220
Data Processing Expenses (Cost Share)	61,063	\$ 50,484	10,579	83%		
Payment of Taxes	4,595	\$ 4,504	91	98%		
Library Programming	22,500	\$ 22,500	0	100%		Includes Friends donations specified for program in prior years
Chemung County costs (B&G, vision)	17,049	\$ 7,523	9,526	44%		
Capital Improvements	50,200	\$ 131,871.00	(81,671)	263%		Includes "Green Roof" at the Steele Library, Final '08 State Construction projects and \$23,484 Marketing Committee Signage, Actual bills paid were less than checks written on 6/30/11 \$ 10,322 used for supplies, \$8 used for Tuition & Edu., \$6,644 used for Building cleaning supplies, \$934 used for BKM fuel, \$10,814 Professional Fees, and \$11,990 used for Library Programming.
Contingency Fund	71,380	\$ 40,713	30,667	57%		
Debt Service	61,713	\$ 61,713	0	100%		
TOTAL EXPENSE	\$ 2,877,172	\$ 2,564,998	\$ 312,174	89%	92%	

Unpaid Bills Detail

As of December 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/07/2011	Purchases - ST, HFL, BF & WE -10/10/11 - 11/9/11	<u>821.79</u>
Total Amazon Credit Plan			821.79
Amy Collins			
	12/07/2011	Programming - WE	<u>125.00</u>
Total Amy Collins			125.00
AT&T			
	12/07/2011		<u>50.00</u>
Total AT&T		long dist chg - ST	50.00
AudioGo			
	12/07/2011		<u>740.48</u>
Total AudioGo		AV purchases-ST Oct/Nov invoices	740.48
Brian Ewanyk			
	12/07/2011		<u>27.20</u>
Total Brian Ewanyk		Mileage reimbursement - Nov	27.20
Brian P. Harris			
	12/07/2011		<u>82.14</u>
Total Brian P. Harris		Mileage - 9/28/11 - 11/17/11	82.14
Capabilities, Inc.			
	12/07/2011		<u>1,380.00</u>
Total Capabilities, Inc.		HFL,WE,BF Janitor Services- Nov	1,380.00
CCLD Petty Cash			
	12/07/2011		<u>74.64</u>
Total CCLD Petty Cash		Petty Cash reimbursement - BF	74.64
Center Point Large Print			
	12/07/2011		<u>77.88</u>
Total Center Point Large Print		BKM - large print	77.88
Chemung Canal Trust Company			
	12/07/2011		<u>953.37</u>
Total Chemung Canal Trust Company		misc credit card purchases- 11/08/11 - 11/22/11	953.37
Chemung County Historical Society, Inc.			
	12/07/2011		<u>35.00</u>
Total Chemung County Historical Society, Inc.		Historical Journal	35.00
Chris Corter			
	12/07/2011		<u>154.29</u>
Total Chris Corter		mileage Sept-Nov	154.29
City of Elmira			
	12/07/2011		<u>37.50</u>
Total City of Elmira		fire inspection at ST	37.50
Connie Oglivie			
	12/07/2011		<u>45.18</u>
Total Connie Oglivie		Reimb - DVD purchases/supply for disc cleaning machine	45.18

Unpaid Bills Detail

As of December 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	12/07/2011		<u>423.11</u>
Total Deborah L. Brimmer		mileage - Nov	423.11
Dell Marketing L.P.			
	12/07/2011		<u>836.86</u>
Total Dell Marketing L.P.		Computer for New Microfilm Scanner-ST	836.86
Elmira Water Board			
	12/07/2011		<u>233.60</u>
Total Elmira Water Board		Sept/Oct Water bills- ST & WE	233.60
First Transit			
	12/07/2011		<u>508.81</u>
Total First Transit		Bookmobile fuel & Parts	508.81
Fred Pryor Seminars			
	12/07/2011		<u>297.00</u>
Total Fred Pryor Seminars		Reg Fee - Social Media Workshop - ST & Admin.	297.00
Gale Group, Inc.			
	12/07/2011		<u>1,108.92</u>
Total Gale Group, Inc.		ST fiction - November purchases	1,108.92
Gaylord Bros, Inc.			
	12/07/2011		<u>375.94</u>
Total Gaylord Bros, Inc.		gloves/laminate/labels all libraries	375.94
Glenice Molter			
	12/07/2011		<u>47.73</u>
Total Glenice Molter		mileage reimb - IT Meeting 11/16/11	47.73
H. L. Treu Office Supply Corp.			
	12/07/2011		<u>78.99</u>
Total H. L. Treu Office Supply Corp.		Toner Cartridge - Director	78.99
Horseheads Do It Center			
	12/07/2011		<u>18.76</u>
Total Horseheads Do It Center		HFL - building supplies	18.76
Human Resources Association Of The Twin T			
	12/07/2011		<u>40.00</u>
Total Human Resources Association Of The Twin T		2012 Membership Dues - Admin.	40.00
Imperial Door Controls, Inc.			
	12/07/2011		<u>650.37</u>
Total Imperial Door Controls, Inc.		ST - Door equip/HH 2012 Maint agreement	650.37
Ingram Library Services			
	12/07/2011		<u>5,933.11</u>
Total Ingram Library Services		Library materials-All libraries	5,933.11
Jamex, Inc.			
	12/07/2011		<u>4,917.70</u>

Unpaid Bills Detail

As of December 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Jamex, Inc.		New Card dispenser for copiers - ST	4,917.70
JanWay Company USA, Inc.			
	12/07/2011		238.92
Total JanWay Company USA, Inc.		CCLD T-Shirts - Marketing Committee	238.92
Joan Santulli			
	12/07/2011		195.00
Total Joan Santulli		Insurance reimb for 2011	195.00
MidWest Tape			
	12/07/2011		3,287.87
Total MidWest Tape		DVD/Audio purchases - HFL & ST	3,287.87
Pathways, Inc.			
	12/07/2011		15.00
Total Pathways, Inc.		Patron Refund	15.00
ProQuest LLC			
	12/07/2011		12.33
Total ProQuest LLC		SG microfilm - Aug. 2011	12.33
Random House, Inc.			
	12/07/2011		301.00
Total Random House, Inc.		AV purchases-ST	301.00
Recorded Books			
	12/07/2011		721.57
Total Recorded Books		ST - AV purchases	721.57
Research Technology International			
	12/07/2011		5,425.00
Total Research Technology International		New Disc repair equipment - ST	5,425.00
Ronald Shaw			
	12/07/2011		1,039.96
Total Ronald Shaw		Reimb. for TV's - BF & WE/2011 Insurance Reimb	1,039.96
Rose Woodard			
	12/07/2011		235.96
Total Rose Woodard		DVD Purchases - WE	235.96
Scholastic Library Publishing			
	12/07/2011		152.10
Total Scholastic Library Publishing		HFL book purchases-standing order	152.10
Sherry Nichols			
	12/07/2011		62.94
Total Sherry Nichols		mileage for 11/16/11 genealogy workshop	62.94
Spoon Man, Inc.			
	12/07/2011		30.00
Total Spoon Man, Inc.		Deposit for July 2012 program at BF	30.00

Unpaid Bills Detail

As of December 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	12/07/2011		<u>514.87</u>
Total Staples Business Advantage		online purchases-paper/supplies all libraries	514.87
Staples Credit Plan			
	12/07/2011		<u>270.13</u>
Total Staples Credit Plan		Store purchases BF - Supplies, ST & HFL - Supplies, Software	270.13
Star Gazette			
	12/07/2011		<u>233.15</u>
Total Star Gazette		Annual Subscription - ST 11/11 - 10/12	233.15
Supermedia LLC			
	12/07/2011		<u>82.40</u>
Total Supermedia LLC		yellow pages ad + LA phone book-Reference Dept	82.40
Time Warner Cable			
	12/07/2011		<u>616.01</u>
Total Time Warner Cable		VPN/Phone Service - ST, HFL, WE, BF	616.01
Town of Big Flats			
	12/07/2011		<u>28.75</u>
Total Town of Big Flats		BF - Water Bill 8/10-11/10/11	28.75
Verizon			
	12/07/2011		<u>401.15</u>
Total Verizon		Phone - ST & WE - 11/28/11 - 12/27/11	401.15
Verizon Wireless			
	12/07/2011		<u>262.88</u>
Total Verizon Wireless		BKM/ IT Dept cellular service- Nov/Dec	262.88
Village of Horseheads			
	12/07/2011		<u>31.36</u>
Total Village of Horseheads		HFL water bill 7/18-10/18/11	31.36
Westbrook Enterprises, LLC			
	12/07/2011		<u>325.00</u>
Total Westbrook Enterprises, LLC		Electrical Work @ WE	325.00
			<u><u>34,558.72</u></u>

Chemung County Library District Grant Fund Unpaid Bills Detail

	<u>Date</u>	<u>Memo</u> <u>As of December 7, 2011</u>	<u>Open Balance</u>
Baker & Taylor Books			
	12/07/2011	Reference materials	22.97
Total Baker & Taylor Books			<u>22.97</u>
Grey House Publishing			
	12/07/2011	Reference Material	307.00
Total Grey House Publishing			<u>307.00</u>
Ingram Library Services			
	12/07/2011	Reference & Non-Fiction book purchases-Oct	1,654.48
Total Ingram Library Services			<u>1,654.48</u>
New York Legal Publishing Corp.			
	12/07/2011	reference material	132.50
Total New York Legal Publishing Corp.			<u>132.50</u>
Southern Tier Library System			
	11/07/2011	Processing Fees - NF & Ref.	81.00
	12/07/2011	Processing Fees - NF & Ref.	1,023.36
Total Southern Tier Library System			<u>1,104.36</u>
			<u><u>3,221.31</u></u>

Report of the December 7th, 2011 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, December 7th, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Robin Fitzgerald, Sue Cook, Allen C. Smith, and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Fitzgerald gave a condensed update on the recent CSEA negotiation meeting with the mediator.

Ms. Reynolds stated that the final paperwork for the agreement on the Dress code has been signed by both parties. She, the Director, 3 board members and 3 staff members attended the recent Plan of Service meeting being held by the Southern Tier Library System. It was an opportunity to meet staff and board members from other STLS member libraries.

Mr. Shaw reported on the following:

- He and Ms. Corter are currently working on the Master Policy Document for the Library District. At the Department Head meeting this morning, library supervisors discussed several parts of the document as it relates to circulation (i.e. fines & the possibility of lending of DVD's)
- The monitors for the branch libraries have been purchased and will be deployed by the end of the month. The IT department will also be training staff on the use of E-Readers.
- The State had requested some changes/additions to the Construction Grant Applications which have been made and submitted. The award letters are expected to be received between February and April of next year.
- "Fine Forgiveness" at all CCLD libraries runs from December 27th – December 30th. Patrons can receive amnesty of up to \$20 for fines only. For each food item they bring in they will receive forgiveness of \$5.00 in fines on their account.
- The construction in the flower bed areas at the Steele Library has begun.
- Due to numerous complaints from patrons Mr. Shaw expects to implement new policies on cell phone use by staff members while they are working.

Ms. Reynolds reported that she and Mr. Schwesinger are scheduled to meet with a representative from the State Environmental Facilities Corporation this week to finalize the paperwork for the Green Roof project at the Steele Library.

Ms. Reynolds stated that she has been speaking to board members about the possible vacancies next year in the Secretary and Treasurer positions on the Executive Committee.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated December 7th, 2011. Ms. Fitzgerald moved, seconded by Mr. Smith to approve the bills totaling \$34,558.72 in the General Fund and the Grant Fund bills in the amount of \$3,221.31. Motion Carried.

The meeting adjourned at 6:45pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 4th, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.