



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 February 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 21, 2013 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 #2013-7)
4. Treasurer's report
 - a) Financial report (document #2013-8)
 - b) Report of Unpaid Bills Detail (document #2013-9)
5. Correspondence
6. President's report
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-10)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2013-11)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document 2013-12)
 - d) Personnel Committee (TBD)
 - e) Steele Foundation Report (Kappanadze)
 - f) Southern Tier Library System Director Riisitina Wigg,
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the January 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-7)

Minutes of the January 2013 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 17, 2013 in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Brian Batrowny, John Savash, Tina Hager, Sue Cook, Michael Muldoon, Marge Kappanadze, Ann Cady, James Hare, Tim Blandford, Richard Roberts and Jessica Roberts. Excused: Rita Dery. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Newly elected board members – Brian Batrowny - District 2, Michael Muldoon – District 7, James Hare – District 12, Tim Blandford – District 13 and Jessica Roberts – District 15 then took their oath of office.

Minutes. The minutes of the December 2012 meeting (Document #2013-1) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The December 31st, 2012 Financial Report (Document #2013-2) was presented for board review. By unanimous consent the December Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2013-3). By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/28/12 General Fund - \$24,761.69 and 12/27/12 Grant Fund \$3,650.00; the unpaid bills dated 1/2/13 Grant Fund \$9,538.80 and General Fund - \$63,428.08 and General Fund dated 1/9/13 - \$57,764.15 as distributed.

Correspondence. Several thank you cards were received. Mary Beth Conwell was appreciative of her time on the CCLD board and included a sizeable donation with her card. Thank you notes were also received from Ms. Wolter regarding the Volunteer Recognition event and the Food Bank of the Southern Tier for the donation of approximately 230 pounds of food from the CCLD "Fines Forgiveness week". The Rotary Club of Elmira sent a \$100 check on behalf of one of the participants in the "2012 Dancing With Our Stars" event. The Genealogy Department also received a donation and a letter that stated appreciation for their service to an out-of-town patron.

President's Report. Mr. Blandford moved, seconded by Ms. Roberts to adopt the following resolution regarding Election of Officers for 2013: RESOLVED that the slate of officers be elected as follows - President Richard Roberts, Vice-President Marge Kappanadze, Secretary Ann Cady and Treasurer Sue Cook. Motion Carried.

Ms. Reynolds introduced the guests that were present: Denise King, Martin Green and Sherry Collins (three of the four Southern Tier Library System (STLS) board members who represent Chemung County libraries; Joe Caparulo, President of the Friends of CCLD; and Jim Davis who resides in the 9th District.

Ms. Reynolds reported the following: Trustee Rita Dery has expressed her appreciation for the notes of encouragement she has received during her recent illness; Trustee Jim Hare has agreed to be the liaison for the CCLD board with the Friends of the Chemung County Library District; and Mr. Shaw will be scheduling an orientation for the newly elected board members.

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

- He has not heard back from the Chemung County Treasurer, Joe Sartori, regarding CCLD's request to obtain a report of prior year PILOT funds that should have been received by the Library District.
- Lew VanDuzer, President of the Friends of the Horseheads Library called regarding the article in the paper regarding the Friends of CCLD.
- The Library Materials budget for 2013 has been reallocated by department based on percentage of use in the previous year.
- Patron Appreciation will take place at all CCLD libraries during the month of February. At the Horseheads Library, the day will include the unveiling of the plaque honoring Ruth B. Leet.
- Staff Training Days for 2013 have been scheduled for May 10th and November 1st.
- Ristiina Wigg, Director of STLS will be attending the new trustee orientation in February to discuss the New York Library Trustees Organization. The date has not yet been set.
- Hours of operation of the branches are beginning to be standardized. The new hours have not been an issue with patrons.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-4). All items have already been covered.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-5). Regarding the NYS Property Tax Cap Resolution, Mr. Shaw explained that the State Comptroller is encouraging every municipality to adopt the resolution. It will protect CCLD should we inadvertently go over the cap set by New York State. Ms. Roberts moved, seconded by Ms. Kappanadze to adopt the following resolution: RESOLVED that the Board of Trustees of the Chemung County Library District voted to approve to exceed the tax levy limit for 2014 by at least sixty percent of the board of trustees as required by state law. Motion Carried. Mr. Shaw received an e-mail from the State that confirms that CCLD met the requirements of this law in 2013.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2013-6). Mr. Shaw gave an update on the State Construction projects. Most of the projects are nearing completion. CCLD has received a Certificate of Occupancy from both the City of Elmira and the Town of Elmira. The West Elmira Library will re-open on schedule. The Big Flats Library project is 98% complete. The Horseheads Library will close on January 28th and 29th for the installation of the new circulation desk. Funding for the installation of a new elevator at the Central Library will be applied for in 2014.

Mr. Savash requested that the 5-year Capital Projects worksheet be updated for each library and be sent out to board members. The worksheet will be updated as projects are finalized and once it is complete, Mr. Shaw will distribute it to the board.

Mr. Savash stated that Karl Schwesinger attended the meeting as the community member. The Committee discussed new rules on "piggybacking" which will allow CCLD to purchase items on State Contract throughout the country, instead of just in New York.

Marketing Committee. Ms. Cady stated that she is the board's liaison with the CCLD staff Marketing Committee. The Committee is purchasing flash drives with the CCLD logo that will be sold to patrons. They are working on standardizing all correspondence being sent out by

branches. The CCLD Blog is going smoothly, Facebook is growing and Constant Contact is a success. The Committee is planning to sponsor 3 – 4 events each year.

Friends of the Chemung County Library District. Mr. Caparulo passed around the new logo for the organization. They have changed their name from Friends of the Steele Library to Friends of CCLD. The organization's name change was done because they are "Friends" of a community of people who use all libraries in Chemung County, not just one building. Mr. Caparulo has met with the Friends of the Horseheads Library with hopes that the two groups can collaborate and cooperate with each other.

Old Business. None.

New Business. Mr. Hare stated that he has registered for the meeting scheduled by STLS in Watkins Glen. If CCLD trustees attend at least 3 of the scheduled meetings, the Library District will receive \$200 from STLS.

The board discussed the Library District's weeding of memorial books to determine whether there is a better way of disposing of the ones that are old and no longer being used. The donation policy needs to state that the Library District is under no requirement to keep the books that are purchased in honor of a loved one.

It was stated that the Steele Memorial Library will now be called the Central Library - Elmira Branch of the Chemung County Library District. All staff members have been instructed to refer to the library in that manner. This reflects its true role as the main branch of CCLD and its role as the Central Library of the Southern Tier Library System. In addition staff was reminded that the district as a whole is the priority as we are responsible to all patrons of Chemung County.

Public Expression. Regarding STLS, Martin Green stated that their director is retiring this year and their search committee will appreciate any assistance CCLD can give them in the steps they will take to hire a new director. He stated that Dale Wexell is the new President of the board of STLS. Denise King stated that they had just hired a Deputy Director who has limited rules in New York State. Sherry Collins encouraged CCLD board members to participate in Library Lobby Day in Albany on March 5, 2013. STLS will be offering a bus ride to any board members who wish to attend.

Ms. Cook moved, seconded by Ms. Cady to move into Executive Session to discuss a personnel issue. Ms. Cook moved, seconded by Mr. Savash to come out of Executive Session.

The meeting was adjourned at 7:45pm. The next regular meeting of the board will be held on Thursday, February 21st, 2013 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-8)

Financial Report - January 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 8,314	\$ 72,586	10%		
Grants (other than N.Y.S.)	\$ -	\$ -				
Foundation Contributions	\$ 165,000	\$ 44,848	120,152	27%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ -	2,578,808	0%		
Interest on Investments	\$ 3,000	\$ -	3,000	0%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ 1,600	\$ -	1,600	0%		
TOTAL INCOME	\$ 3,000,308	\$ 53,163	\$ 2,947,145	2%	8%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 96,800	\$ 1,224,660	7%		
Sunday & Holiday Salaries	6,809	\$ -	6,809	0%		
Employee Benefits	715,499	\$ 60,101	655,398	8%		
Subtotal - Personnel Expenses	2,043,768	\$ 156,902	1,886,866	8%	8%	
Contractual						
Equipment	34,330	\$ -	34,330	0%		
Telephone	9,700	\$ 927	8,773	10%		
Supplies	37,400	\$ 3,545	33,855	9%		
Travel & Continuing Education	16,100	\$ 2,973	13,127	18%		
Repairs & Maintenance	43,235	\$ 21,198	22,037	49%		
Postage	5,075	\$ -	5,075	0%		
Library Materials (books, video, etc.)	313,300	\$ 18,301	294,999	6%		
Utilities	75,700	\$ -	75,700	0%		
Building Cleaning Supplies	19,642	\$ 360	19,282	2%		
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 308	4,692	6%		
Insurance	24,108	\$ 9,263	14,845	38%		
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 2,920	32,880	8%		
Data Processing Expenses (Cost Share)	90,630	\$ 1,104	89,526	1%		
Payment of Taxes	4,575	\$ 1,957	2,618	43%		
Library Programming	23,985	\$ 487	23,498	2%		
Chemung County costs (B&G, vision)	17,200	\$ -	17,200	0%		
Capital Improvements	20,000	\$ 67,240	(47,240)	336%		
Contingency Fund	55,739	\$ -	55,739	0%		
Debt Service	\$ 62,458	\$ -	62,458	0%		
TOTAL EXPENSE	\$ 2,938,745	\$ 287,485	\$ 2,651,260	10%	8%	

Unpaid Bills Detail

As of February 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A-Verdi, LLC			
	02/06/2013	FINAL rental fee storage units BF/WE	103.00
Total A-Verdi, LLC			<u>103.00</u>
Amazon Credit Plan			
	02/06/2013	Purchases - ST, BF & HH	702.48
Total Amazon Credit Plan			<u>702.48</u>
AT&T			
	02/06/2013	long dist chg for JAN - ST	4.76
Total AT&T			<u>4.76</u>
Barn Livin' LLC			
	02/06/2013	Project Manager-NYS Const-Invoice #5 per contract	1,252.00
Total Barn Livin' LLC			<u>1,252.00</u>
Brian Ewanyk			
	02/06/2013	Mileage reimb - Dec/Jan	80.94
Total Brian Ewanyk			<u>80.94</u>
Brian P. Harris			
	02/06/2013	mileage reimb - 12/28/12 - 1/14/13	131.55
Total Brian P. Harris			<u>131.55</u>
Capabilities, Inc.			
	02/06/2013	Library Cleaning - HFL, WE, & BF	599.55
Total Capabilities, Inc.			<u>599.55</u>
Casella Waste Systems, Inc.			
	02/06/2013	DEC Garbage disposal - BF, HFL, & WE	156.61
Total Casella Waste Systems, Inc.			<u>156.61</u>
CCLD Petty Cash			
	02/06/2013	Petty Cash reimbursement - WE/BF	341.81
Total CCLD Petty Cash			<u>341.81</u>
Center Point Large Print			
	02/06/2013	ST/BKM Fiction large print	334.92
Total Center Point Large Print			<u>334.92</u>
Chemung Canal Trust Company			
	02/06/2013	JAN credit card purchases-misc	1,830.10
Total Chemung Canal Trust Company			<u>1,830.10</u>
Chemung County Chamber of Commerce			
	02/06/2013	Membership Dues - 2013	240.00
Total Chemung County Chamber of Commerce			<u>240.00</u>
Creative Data Products			
	02/06/2013	Overdue mailers - all libraries	449.64
Total Creative Data Products			<u>449.64</u>

Unpaid Bills Detail

As of February 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	02/06/2013	mileage reimb 1/4-1/23/13	289.85
Total Deborah L. Brimmer			289.85
Dimon & Bacorn, Inc.			
	02/06/2013	Moving boxes/furniture at BF/WE/ST	4,179.50
Total Dimon & Bacorn, Inc.			4,179.50
DPC Engineering, P.C.			
	02/06/2013	FINAL consulting fees ST 2012 construction modification:	624.00
Total DPC Engineering, P.C.			624.00
Elmira Structures, Inc.			
	02/06/2013	BF & WE carpet/paint, Steele YS	60,507.00
Total Elmira Structures, Inc.			60,507.00
Elmira Water Board			
	02/06/2013	Water bill - ST/WE Oct-Dec	259.36
Total Elmira Water Board			259.36
Faye Crance			
	02/06/2013	Programming - VE Paid with grant \$	80.00
Total Faye Crance			80.00
Flashbay.com			
	02/06/2013	flash drives purchased - to be reimbursed	2,620.00
Total Flashbay.com			2,620.00
Gale Group, Inc.			
	02/06/2013	WE & ST Fiction - Purchases	810.18
Total Gale Group, Inc.			810.18
Gordon's Cleaning Service			
	02/06/2013	ST, WE, & BF finishing new floors	339.00
Total Gordon's Cleaning Service			339.00
Hale Contracting, Inc.			
	02/06/2013	Roof Work - BF & WE drains/downspouts	1,950.00
Total Hale Contracting, Inc.			1,950.00
Horseheads Do It Center			
	02/06/2013	HH - Rocksalt	16.17
Total Horseheads Do It Center			16.17
Image Integrator			
	02/06/2013	ST - Microfilm	209.00
Total Image Integrator			209.00
Ingram Library Services			
	02/06/2013	All Library materials - Statements	6,011.69
Total Ingram Library Services			6,011.69

Unpaid Bills Detail

As of February 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
JanWay Company USA, Inc.			
	02/06/2013	Grocery Totes - All Libraries	392.64
Total JanWay Company USA, Inc.			<u>392.64</u>
Jennie Mathews			
	02/06/2013	Mileage reimb/gift basket-patron app	67.59
Total Jennie Mathews			<u>67.59</u>
John Manfredi			
	02/06/2013	Program - Patron Appreciation Day - ST	100.00
Total John Manfredi			<u>100.00</u>
John Mills Electric, Inc.			
	02/06/2013	Electrical-Circ desk alterations at HH	6,630.00
Total John Mills Electric, Inc.			<u>6,630.00</u>
Manfredi Multimedia Solutions			
	02/06/2013	STEELE -equipment for computer room	4,220.00
Total Manfredi Multimedia Solutions			<u>4,220.00</u>
Marc Chevalier			
	02/06/2013	Patron App Day at WE	100.00
Total Marc Chevalier			<u>100.00</u>
O'Connor Plumbing & Heating			
	02/06/2013	HH exhaust fans/Steele Hydrant flow switch	2,372.00
Total O'Connor Plumbing & Heating			<u>2,372.00</u>
Petty Cash-Steele			
	02/06/2013	Supplies, Postage, programming, etc	490.35
Total Petty Cash-Steele			<u>490.35</u>
PJ Bynre Enterprises			
	02/06/2013	Power Wash BF/WE	8,481.00
Total PJ Bynre Enterprises			<u>8,481.00</u>
Rebecca King			
	02/06/2013	Patron Refund	13.00
Total Rebecca King			<u>13.00</u>
Ronald Shaw			
	02/06/2013	Mileage Reimb.- 12/28/12-2/1/13	154.01
Total Ronald Shaw			<u>154.01</u>
Ruth Vath			
	02/06/2013	Programming VE- 2/9/13	30.00
Total Ruth Vath			<u>30.00</u>
Sandra Antipova			
	02/06/2013	Program supplies - VE	160.00
Total Sandra Antipova			<u>160.00</u>

Unpaid Bills Detail

As of February 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Swift Office Equipment, Inc.			
	02/06/2013	Maint. Contract-copiers - ST & HH	1,138.00
Total Swift Office Equipment, Inc.			<u>1,138.00</u>
The Ithaca Journal			
	02/06/2013	annual subscription - ST 12/3/12-11/30/13	14.87
Total The Ithaca Journal			<u>14.87</u>
Time Warner Cable			
	02/05/2013	VPN/Phone -WE, ST, BF, & HFL	615.33
Total Time Warner Cable			<u>615.33</u>
ToysRUs			
	02/06/2013	Tablets for kids purchased with HH Foundation funds	459.92
Total ToysRUs			<u>459.92</u>
Unique Management Services, Inc.			
	02/05/2013	DEC 2012 Collection Fees - all libraries	667.17
Total Unique Management Services, Inc.			<u>667.17</u>
Verizon			
	02/05/2013	phone bill -Steele/West	538.97
Total Verizon			<u>538.97</u>
Verizon Wireless			
	02/05/2013	BKM/Admin. cellular service 12/19/12-1/18/13	225.28
Total Verizon Wireless			<u>225.28</u>
Wendy Knott			
	02/06/2013	Reimb for supplies- Knitting Classes - ST	64.15
Total Wendy Knott			<u>64.15</u>
			<u><u>111,057.39</u></u>

Unpaid Bills Detail

As of February 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Apple Books			
	02/07/2013	Steele JUV books	2,174.58
Total Apple Books			<u>2,174.58</u>
AT&T			
	02/07/2013	elevator phone - ST	36.54
Total AT&T			<u>36.54</u>
AudioGo			
	02/07/2013	AV purchases-ST invoice	227.90
Total AudioGo			<u>227.90</u>
Blackbourn Media Packaging			
	02/07/2013	AV supplies for ST	71.58
Total Blackbourn Media Packaging			<u>71.58</u>
Capabilities, Inc.			
	02/07/2013	JAN Library Cleaning - HFL, WE, & BF	957.35
Total Capabilities, Inc.			<u>957.35</u>
Chemung County Buildings & Grounds Dept.			
	02/07/2013	Utility & Bldg Maint. chg- 4th Qtr 2012	24,484.37
Total Chemung County Buildings & Grounds Dept.			<u>24,484.37</u>
Dallas Midwest, LLC			
	02/07/2013	Computer Tables for HH pd by Friends	1,228.00
Total Dallas Midwest, LLC			<u>1,228.00</u>
Dell Marketing L.P.			
	02/07/2013	laptop for ADMIN	1,064.00
Total Dell Marketing L.P.			<u>1,064.00</u>
Demco, Inc.			
	02/07/2013	chair/carrel BF/DVD for ST/waste rec HH pd by Foundation	1,390.08
Total Demco, Inc.			<u>1,390.08</u>
First Transit			
	02/07/2013	Bookmobile fuel/repairs - JAN	1,328.29
Total First Transit			<u>1,328.29</u>
MidWest Tape			
	02/07/2013	DVD/Audio purchases - WE/HH/ST	1,481.79
Total MidWest Tape			<u>1,481.79</u>
Office Equipment Source, Inc.			
	02/07/2013	Quarterly pymt BF copier maint agreement	11.93
Total Office Equipment Source, Inc.			<u>11.93</u>
Oriental Trading Company, Inc.			
	02/07/2013	programming supplies - BKM	64.43
Total Oriental Trading Company, Inc.			<u>64.43</u>

Unpaid Bills Detail

As of February 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Perry & Carroll, Inc.			
	02/07/2013	Insurance policies- increase in bldg appraisals	248.41
Total Perry & Carroll, Inc.			<u>248.41</u>
Random House, Inc.			
	02/07/2013	AV purchases - ST	63.74
Total Random House, Inc.			<u>63.74</u>
Sandra Antipova			
	02/07/2013	VE program 2/23	90.00
Total Sandra Antipova			<u>90.00</u>
Scholastic Library Publishing			
	02/07/2013	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
SGF Productions LLC			
	02/07/2013	Deposit for July programs	200.00
Total SGF Productions LLC			<u>200.00</u>
Southern Tier Library System			
	02/07/2013	Processing Fees All Libraries/Annual dinner	900.75
Total Southern Tier Library System			<u>900.75</u>
Supermedia LLC			
	02/07/2013	phone book ad-monthly fee/directories	104.28
Total Supermedia LLC			<u>104.28</u>
Vasco Brands, Inc.			
	02/07/2013	Cleaning/paper supplies all libraries	785.60
Total Vasco Brands, Inc.			<u>785.60</u>
Wegmans Food Markets Inc.			
	02/07/2013	Program Supplies -ST Juv	43.61
Total Wegmans Food Markets Inc.			<u>43.61</u>
			<u><u>37,109.33</u></u>

Unpaid Bills Detail

As of February 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
City Directories			
	02/06/2013	Reference materials	227.00
Total City Directories			<u>227.00</u>
Southern Tier Library System			
	02/08/2013	eBook purchases - FIC / processing fees	480.61
Total Southern Tier Library System			<u>480.61</u>
TriLateral LLC			
	02/06/2013	Reference Material	83.47
Total TriLateral LLC			<u>83.47</u>
			<u>791.08</u>

Document #2013-10

Report of the February 6th, 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, February 6th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Georgia Reynolds, Sue Cook, Ann Cady and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Roberts requested more information regarding worker's compensation insurance for the Executive Committee members. The cost per year for this additional coverage is very minimal.

Director Ron Shaw discussed the following:

- Upcoming staff assignment changes. The County Civil Service office has scheduled tests for both Principal Library Clerk and Senior Library Clerk.
- Staff members will now be signing a form that shows that they have read and understood any correspondence put out by the Director and/or the Library board. He has also instituted an Employee Suggestion Form.
- State Construction projects. There have been some issues with the installation of the HVAC system in the new Computer Room. The County B&G staff have been inspecting the job prior to approval of payment. There has also been an issue with the staff desks that were delivered to Big Flats, West Elmira and Horseheads. They are not what staff had ordered. Mr. Shaw and Ms. Oliver will be meeting with the company to resolve this issue.
- STLS grants. CCLD will be applying this spring for 2014 State Construction Funds to install a new elevator at the Central branch. CCLD should be eligible for 75% funding for this project.
- Mr. Shaw continues to look at public service hours at all CCLD branches to better serve the public including consideration for 10am to 6pm at the outlying branches.
- CCLD will be purchasing some neon "open" signs to install at all our libraries.
- Staff members will be looking at several of the CCLD policies, including collection development and unattended children and will be making recommendations of necessary changes for the board to review.
- The current list of upcoming programs at all CCLD libraries is on the web calendar.
- The Bookmobile is off the road again with repair issues needed on the generator.

Ms. Santulli presented and discussed the February Unpaid Bills Detail. For the General Fund, the December 28th, 2012 bills total \$111,057.39. Ms. Santulli explained that this list includes several payments to contractors for work on the State Construction Projects. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 7:38pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 6th, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-11

Report of the February 13th, 2013 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, February 13th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze and Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- Mr. Shaw stated that he has asked the Horseheads Foundation to address the exterior lighting and landscaping issues that were previously approved by their board. He will also be requesting their assistance in paying for new carpeting and paint at the Horseheads branch. He will also be verifying where CCLD's responsibility lies with the spending of Foundation funds for repairs and improvements to the building.
- Once the 2012 Construction Projects are complete, the Committee will receive a report on where each library project stands as far as expenditure of both State and Local funding.
- Ms. Santulli presented the January 31, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the February 13th, 2013 Unpaid Bills Detail for the General Fund bills totaling \$37,109.33 and \$791.08 for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Ms. Cook requested that the Fund Balance Report be given to the Committee on a quarterly basis.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 13th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-12

Report of the February 13th, 2012 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, February 13th, 2012, beginning at 3pm. Board members attending the meeting were John Savash, Tim Blandford and Karl Schwesinger. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw reported that most of the work on the State Construction Projects are complete. Minor issues at all the branches are being dealt with. The staff desks which were delivered were not what was ordered. Mr. Shaw is working with the owner of the company to resolve this issue without extra cost to the Library District. The HVAC installation in the Computer Room at the Central Branch needs to be re-sealed and re-insulated. CCLD is working with the County to get the system inspected and approved prior to payment of any invoice.
- Mr. Shaw feels that in retrospect it may not have been wise to have the projects at all four branches being worked on at the same time, although it did save on expenditures for the projects.
- Mr. Shaw is looking at re-configuring the first floor at the Central Library. The Youth Services Department and the DVD collection will need to be moved to make room for a future staging area for YA / Teens.
- The Bookmobile is off the road again for repairs to its generator, which is past the warranty period. The current estimate for repairs is \$2,700. The company doing the repairs has reduced the labor costs being charged for the repairs. Mr. Shaw is looking to reassess the use of the Bookmobile within Chemung County.

Mr. Savash stated that the Committee will review the Procurement Policy after all the State Construction Projects for 2012 have been finalized.

The meeting adjourned at 3:44pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, March 13th, 2013 at 3pm in the Director's Office at the Steele Memorial Library.