

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The July 2008 meeting of the Board of Trustees of the Chemung County Library District *will be held on Thursday, July 17th, 2008 at 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845.* The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2008-58)
4. Treasurer's report
 - a) Financial report (document #2008-59)
 - b) Report of unpaid Bills Detail (document #2008-60)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Personnel Committee
 - 1) Report of the Personnel Committee (document #2008-61)
 - b) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2008-62)
 - c) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2008-63)
 - d) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2008-64)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the June 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-58)

Minutes of the June 2008 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 15, 2008 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Judy Sell, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger, Ed Marosek and Kim Richards. Absent: Sherrill Collins. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2008 meeting (Document #2008-50) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The May 31, 2008 Financial Report (Document #2008-51) was presented for board review. Ms. Fitzgerald stated that there is nothing new to report for the month of May. By unanimous consent, the May 2008 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2008-52). Ms. Fitzgerald noted that during the month, she gave permission for a Dell invoice to be paid to avoid paying a late fee. By unanimous consent, the board authorized the payment of the unpaid bill lists as distributed.

Correspondence.

The correspondence folder contained the following items of interest:

- An article regarding the "Kindle," a wireless electronic book.
- Notification that the Internal Revenue Service has approved the Library District's application to become a 501(c)(3) organization.
- Two articles regarding recent library budget votes, one \$4.6 million budget that passed and one \$6.9 million budget that failed. Neither of these library budget votes were held in conjunction with the general election.
- An endorsement again for trustees to consider attending the Jerry Nichols "Leading Your Library" workshop being sponsored by the Southern Tier Library System next week.

President's report. President Smith stated there is nothing new to report at this time.

Director's Report. The Director's report was presented in writing to the board (Document #2008-53). Regarding personnel, Mr. Sleeth reported that the Library District anticipates the retirement at the end of 2008 of a long-tenured Librarian III, and that this occasions some thought about the personnel structure and job assignments of the professional staff. He requested a meeting of the Personnel Committee to discuss a revision of the Library District's Staff Plan. Mr. Smith asked that the members of the Personnel Committee compare their calendars to accommodate this meeting.

Mr. Sleeth submitted a report of the Planning Activities for the month (Document #2008-54). The purpose of the report is to keep the entire board aware of what is happening in each committee.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2008-55). President Smith stated the status of the CCLD / CSEA negotiations were reviewed with CCLD attorney Jim Young. The Committee briefly discussed the funding for a new Bookmobile and the approach that Mr. Sleeth is taking in regards to contacting local foundations to gauge their interest in supporting this purchase.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-56). Ms. Fitzgerald reported that the Committee issued instructions to the administration regarding the preparation of the first draft of the 2009 Library District budget. She requested that planning committees notify the Budget & Finance Committee as soon as possible of any funding requests they may have for 2009.

Ms. Fitzgerald reported the receipt of a letter from the Library District's bank, the Chemung Canal Trust Company. The letter notifies the District of securities that have been added to the escrow account set up for collateralizing of deposits of District funds in both the General and Grant funds. This protects part of the Library District's funds deposited in the bank in the event the bank fails. This is one of the issues that was mentioned in the 2007 Audit. A copy of the letter has been given to Ms. Santulli to put in the auditor's file for next year.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-57). Mr. Schwesinger reported on the 2006 construction projects:

- The chiller project at the Steele Memorial Library is complete. Final payment to the contractor is included in this month's invoices.
- Mr. Schwesinger stated that his Committee met with the Executive Committee in June and received permission to pay J&B Installations 90% of the contract amount for the roofing projects at the Big Flats and West Elmira Libraries. The contractor has now completed his part of the project. By next month, this project should be completed.
- While the roofs at the Big Flats and West Elmira libraries have been completed, the electrical and lighting problems are still being worked on.

Regarding the 2007 construction projects:

- The CCLD attorney's office is still reviewing the contract documents for the HVAC / Roofing projects at the Horseheads Free Library. Once those documents have been approved by the attorney, they will be used as a template to create the bid documents for the other 2007 projects.
- The staff at the Big Flats and West Elmira Libraries have reviewed and approved the floor plans for the handicapped restroom / door projects at their libraries. Bid

documents have been put together and will be updated with the attorney recommendations from the HFL documents.

Regarding the 2008 construction projects: The Library District met the June 13th, 2008 deadline for submitting a letter of intent to apply for 2008 construction funds, after the Executive Committee gave approval for the four projects. Nevertheless, for final application for 2008 construction funds to be submitted, the full CCLD board must approve. Mr. Schwesinger moved, seconded by Ms. Richards, to approve the following projects for the Library District to apply to New York State for 2008 State Construction Aid:

- At the Big Flats Library, the front main entrance door replacement and clerestory level window replacement at an estimated cost of \$57,340;
- At the Horseheads Free Library, a handicap door / entrance system replacement, exterior hollow metal door replacement, and clerestory window replacement at an estimated cost of \$36,356;
- At the Steele Memorial Library, lighting upgrades and phase 1 of parking lot repairs for improved accessibility, paving, and landscaping at an estimated cost of \$64,194; and
- At the West Elmira Library, the rear entrance door replacement and clerestory window replacement at an estimated cost of \$49,410.

Motion carried. Mr. Schwesinger explained that all the projects include a 10% contingency. The deadline for submission of the complete application forms for these projects to STLS is June 30th, 2008.

Old Business. None.

New Business. Ms. Sell reported concerning the Long Range Plan Initiative #4 – Services, that every child in the Ridge Road, Gardner Road and Big Flats elementary schools received information regarding the Library District’s Summer Reading Club. The Elmira City School District students also received information regarding the SRC. She stated that we are making a connection to this audience.

Ms. Santulli submitted a list of outdated and broken computer equipment that needs to be declared by the board as “junk” in order for the Library District to dispose of the items. Ms. Reynolds moved, seconded by Mr. Schwesinger, to declare the list of broken inventory as submitted in writing to the board as junk and authorizing the IT department to dispose of the items. Motion Carried.

Public Expression. None

The meeting was adjourned at 7:37pm. The next regular meeting of the board will be on Thursday, July 17, 2008 at 7pm at the Horseheads Free Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2008-59)	
Financial Report - JUNE 30, 2008					
Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 80,615	\$ 52,528	\$ 28,087	65%	
Grants (other than N.Y.S.)	23,296	28,100	(4,804)	121%	
Foundation Contributions	160,000	80,209	79,791	50%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	15,072	34,928	30%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	4,183	37,517	10%	
Other State Aid	98,050	89,002	9,048	91%	
TOTAL INCOME	\$ 2,966,766	\$ 2,605,699	\$ 361,067	88%	50%
Expense					
Personnel					
Salaries	\$ 1,168,526	\$ 569,703	\$ 598,823	49%	
Sunday & Holiday Salaries	56,881	23,332	33,549	41%	
Employee Benefits	522,402	246,769	275,633	47%	
Subtotal - Personnel Expenses	1,747,809	839,804	908,005	48%	
Contractual					
Equipment	16,010	6,005	10,005	38%	
Telephone	10,100	5,064	5,036	50%	
Supplies	28,032	22,827	5,205	81%	
Travel & Continuing Education	17,840	4,310	13,530	24%	
Repairs & Maintenance	30,780	21,987	8,793	71%	
Postage	6,200	3,459	2,741	56%	
Education - Tuition Assistance	5,200	821	4,379	16%	
Library Materials (books, video, etc.)	302,000	185,589	116,411	61%	
Utilities	81,525	24,628	56,897	30%	
Building Cleaning Supplies	7,540	2,930	4,610	39%	
Fuel, Gas & Oil	2,750	1,255	1,495	46%	
Insurance	35,324	19,182	16,142	54%	
Rent	5,150	2,500	2,650	49%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	50,336	38,041	57%	
Data Processing Expenses	40,021	10,314	29,707	26%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	12,556	7,394	63%	
Chemung County costs (B&G, vision)	20,680	1,494	19,186	7%	
Capital Improvements	212,900	209,702	3,198	98%	
Contingency Fund	65,872	1,361	64,511	2%	
Debt Service	216,911	54,228	162,683	25%	
TOTAL EXPENSE	\$ 2,966,766	\$ 1,486,001	\$ 1,480,765	50%	50%
**NOTES TO FINANCIAL REPORT					
INCOME -- Foundation Contributions include the donation made in the 4th quarter of 2007 90% State Construction Aid received as of 4/30/08					
EXPENSE -- Several minor repairs to the Bookmobile have put that account over budget					
**PLEASE NOTE: The Contingency Fund includes \$1,361 in expenses for Bookmobile repairs that caused that line to go over budget.					

**Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2008**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	07/09/2008	Pest Control @ Steele-June & July	50.00
Total Acme Pest Control, Inc.			<u>50.00</u>
Andover Free Library			
	07/09/2008	Payment for lost book	40.95
Total Andover Free Library			<u>40.95</u>
Baker & Taylor Books			
	07/09/2008	HFL book purchases	245.21
Total Baker & Taylor Books			<u>245.21</u>
Barnes & Noble, Inc.			
	07/09/2008	ST NF purchase for memorial	19.96
Total Barnes & Noble, Inc.			<u>19.96</u>
BBC Audiobooks America			
	07/09/2008	Audio purchases for Steele	722.43
Total BBC Audiobooks America			<u>722.43</u>
Bobby K Entertainment			
	07/09/2008	balance due for WE programs	125.00
Total Bobby K Entertainment			<u>125.00</u>
Brian P. Harris			
	07/09/2008	Mileage 5/22-7/2	97.47
Total Brian P. Harris			<u>97.47</u>
CDW Government, Inc.			
	07/09/2008	Licenses for Patron machines-ST	711.76
Total CDW Government, Inc.			<u>711.76</u>
Center Point Large Print			
	07/09/2008	ST large print	159.96
Total Center Point Large Print			<u>159.96</u>
Chemung County Treasurer			
	07/09/2008	2008 Debt Service-2nd quarter payment	54,247.65
Total Chemung County Treasurer			<u>54,247.65</u>
Creative Data Products			
	07/09/2008	Overdue mailers-all libraries	235.41
Total Creative Data Products			<u>235.41</u>
CyberDark Computing			
	07/09/2008	hard drives for computers	175.00
Total CyberDark Computing			<u>175.00</u>
David Moreland			
	07/09/2008	Program at VanEtten Library	310.00
Total David Moreland			<u>310.00</u>

**Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2008**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	07/09/2008	Mileage reimb-June	82.82
Total Deborah L. Brimmer			<u>82.82</u>
Demco, Inc.			
	07/09/2008	supplies-ST & HFL	82.31
Total Demco, Inc.			<u>82.31</u>
Fagan Engineers			
	07/09/2008	Prof. Svc-2007 & 2008 new State Const. projects	8,445.06
Total Fagan Engineers			<u>8,445.06</u>
Fire Alarm Service Technology, Inc.			
	07/09/2008	annual security/fire alarm monitoring-ST	925.00
Total Fire Alarm Service Technology, Inc.			<u>925.00</u>
First Transit			
	07/09/2008	Bookmobile fuel & repairs-June	912.61
Total First Transit			<u>912.61</u>
Horwitz Supply Company			
	07/09/2008	paper & cleaning supplies-ST/HFL	450.12
Total Horwitz Supply Company			<u>450.12</u>
Howell, Liberatore & Wickham, Inc.			
	07/09/2008	Spring Newsletter production	7,365.00
Total Howell, Liberatore & Wickham, Inc.			<u>7,365.00</u>
Idearc Media Corp.			
	07/09/2008	Phone book ad-monthly fee/directories	236.50
Total Idearc Media Corp.			<u>236.50</u>
Logic Computer Products			
	07/09/2008	Printer supply-all libraries	775.79
Total Logic Computer Products			<u>775.79</u>
Michelle Walden			
	07/09/2008	patron refund	15.00
Total Michelle Walden			<u>15.00</u>
MidWest Tape			
	07/09/2008	DVD/Audio purchases- ST	5,410.57
Total MidWest Tape			<u>5,410.57</u>
New York Library Association (NYLA)			
	07/09/2008	NYLA Attendance-HFL staff	340.00
Total New York Library Association (NYLA)			<u>340.00</u>
Random House, Inc.			
	07/09/2008	AV purchases-ST	982.95
Total Random House, Inc.			<u>982.95</u>

**Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2008**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Recorded Books			
	07/09/2008	ST purchases	310.90
Total Recorded Books			<u>310.90</u>
SDS of NY			
	07/09/2008	garbage disposal-BF,WE,HFL for June	144.10
Total SDS of NY			<u>144.10</u>
Seneca Data			
	07/09/2008	server-ST	639.75
Total Seneca Data			<u>639.75</u>
SKJ Facilities Management, Inc.			
	07/09/2008	HFL Janitor services -June	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southeast Steuben County Library			
	07/09/2008	fees collected at Steele belonging to Corning Librar	20.00
Total Southeast Steuben County Library			<u>20.00</u>
Southern Tier Library System			
	07/09/2008	Cost Share-2nd Qtr /processing fees	9,350.75
Total Southern Tier Library System			<u>9,350.75</u>
Tanglewood			
	07/09/2008	July program at ST	55.00
Total Tanglewood			<u>55.00</u>
The Penworthy Company			
	07/09/2008	library materials for WE	1,219.51
Total The Penworthy Company			<u>1,219.51</u>
Thomson Gale			
	07/09/2008	ST fiction purchase	459.08
Total Thomson Gale			<u>459.08</u>
Town of VanEtten			
	07/09/2008	Building rental-July	416.66
Total Town of VanEtten			<u>416.66</u>
Unique Management Services, Inc.			
	07/09/2008	Collection fees -June-BF/WE/ST/BKM	638.41
Total Unique Management Services, Inc.			<u>638.41</u>
United Fire Equipment of So. Tier, Inc.			
	07/09/2008	Annual inspection of fire ext-ST/BF/WE	116.00
Total United Fire Equipment of So. Tier, Inc.			<u>116.00</u>
Upstart			
	07/09/2008	Prog Supply - Big Flats	20.70
Total Upstart			<u>20.70</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon			
	07/09/2008	phone service-WE/ST	510.65
Total Verizon			<u>510.65</u>
Wegmans Food Markets Inc.			
	07/09/2008	Prog. supply SML Juvenile	83.73
Total Wegmans Food Markets Inc.			<u>83.73</u>
TOTAL			<u><u>97,629.77</u></u>

Unpaid Bills Detail

As of July 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Grey House Publishing			
	07/01/2008	Reference Material	244.50
Total Grey House Publishing			<u>244.50</u>
Information Today, Inc.			
	07/01/2008	reference material	206.95
Total Information Today, Inc.			<u>206.95</u>
Ingram Library Services			
	07/01/2008	Non-Fiction book purchases	2,497.21
Total Ingram Library Services			<u>2,497.21</u>
TOTAL			<u><u>2,948.66</u></u>

Unpaid Bills Detail

As of July 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
All Seasons Pest Control			
	07/01/2008	carpenter bees at BF & WE	630.00
Total All Seasons Pest Control			<u>630.00</u>
Amazon Credit Plan			
	07/01/2008	purchases - all libraries	1,280.75
Total Amazon Credit Plan			<u>1,280.75</u>
Association of Bookmobile & Outreach Svc.			
	07/01/2008	membership fee 2008	39.00
Total Association of Bookmobile & Outreach Svc.			<u>39.00</u>
Chemung Canal Trust Company			
	07/01/2008	misc credit card purchases-June	732.38
Total Chemung Canal Trust Company			<u>732.38</u>
Chemung County Library District			
	07/01/2008	Petty Cash reimbursement - BF/WE	253.27
Total Chemung County Library District			<u>253.27</u>
Chris Corter			
	07/01/2008	Mileage reimb 6/24 workshop	38.89
Total Chris Corter			<u>38.89</u>
Dell Business Credit			
	07/01/2008	computer purchase per budget & Gates	13,121.00
Total Dell Business Credit			<u>13,121.00</u>
Dept.00-01338243			
	07/01/2008	office supplies-HFL	22.48
Total Dept.00-01338243			<u>22.48</u>
Ed's Heads Portable Toilets, LLC			
	07/01/2008	for BF 60's program	85.00
Total Ed's Heads Portable Toilets, LLC			<u>85.00</u>
Eleanor Shepson			
	07/01/2008	mileage reimb-3/27-6/12/2008	153.27
Total Eleanor Shepson			<u>153.27</u>
Elizabeth Zell			
	07/01/2008	Mileage reimb for workshop 6/4-6/6	343.30
Total Elizabeth Zell			<u>343.30</u>
GE Money Bank/Amazon			
	07/01/2008	HFL Purchases	799.19
Total GE Money Bank/Amazon			<u>799.19</u>
Gressco LTD.			
	07/01/2008	DVD security cases for ST	1,749.48
Total Gressco LTD.			<u>1,749.48</u>

Unpaid Bills Detail

As of July 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Horseheads Do It Center			
	07/01/2008	HFL - supplies	68.04
Total Horseheads Do It Center			<u>68.04</u>
Ingram Library Services			
	07/01/2008	Library materials-July stmt	6,535.87
Total Ingram Library Services			<u>6,535.87</u>
J & B Installations, Inc.			
	07/01/2008	FINAL pymt on roof projects at BF & We	34,807.00
Total J & B Installations, Inc.			<u>34,807.00</u>
Madcap Productions			
	07/01/2008	Bal due on 7/17 program at Steele	357.50
Total Madcap Productions			<u>357.50</u>
Mariah Fredericks			
	07/01/2008	Author visit-all libraries	1,500.00
Total Mariah Fredericks			<u>1,500.00</u>
Meagan Chapman			
	07/01/2008	Patron Refund	20.00
Total Meagan Chapman			<u>20.00</u>
Petty Cash-Steele			
	07/01/2008	reimburse PC expenses-SML	200.46
Total Petty Cash-Steele			<u>200.46</u>
Publishers Billing Exchange, Inc.			
	07/01/2008	WIRED subscription	48.00
Total Publishers Billing Exchange, Inc.			<u>48.00</u>
Rose Woodard			
	07/01/2008	Reimb for volunteer recog supplies	94.52
Total Rose Woodard			<u>94.52</u>
Seneca Data			
	07/01/2008	print cartridge-ST	13.31
Total Seneca Data			<u>13.31</u>
Stuart Finch			
	07/01/2008	Mileage reimb-workshop 6/19	40.34
Total Stuart Finch			<u>40.34</u>
Tanglewood			
	07/01/2008	July programs at BF & WE	160.00
Total Tanglewood			<u>160.00</u>
The Community Bookstore			
	07/01/2008	NY Times/Wall St-Jan - June 2008	531.50
Total The Community Bookstore			<u>531.50</u>

Unpaid Bills Detail

As of July 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The H. W. Wilson Company Lockbox			
	07/01/2008	ST- electronic Reference database	2,280.00
Total The H. W. Wilson Company Lockbox			<u>2,280.00</u>
Time Warner Cable			
	07/01/2008	VPN Service - July 08	200.00
Total Time Warner Cable			<u>200.00</u>
U. S. Postal Service			
	07/01/2008	stamp supply - notices for July	168.00
Total U. S. Postal Service			<u>168.00</u>
Unique Management Services, Inc.			
	07/01/2008	Collection fees -May-HFL	101.42
Total Unique Management Services, Inc.			<u>101.42</u>
Verizon			
	07/01/2008	phone service-BF/HFL	195.03
Total Verizon			<u>195.03</u>
Verizon Wireless			
	07/01/2008	BKM cellular service-June	116.53
Total Verizon Wireless			<u>116.53</u>
Weston Wood Studios			
	07/01/2008	Library materials-WE	32.65
Total Weston Wood Studios			<u>32.65</u>
			<u><u>66,718.18</u></u>

Document #2008-61

Report of the June 25, 2008 meeting of the Personnel Committee of the Chemung County Library District.

The following members of the Personnel Committee of the Chemung County Library District attended this meeting: Allen C. Smith, Georgia A. Reynolds, Edwin Marosek, Marleah Denkenberger, and Mary Beth Conwell. Also in attendance were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

Allen C. Smith, Chair of the Committee, opened the meeting at 4pm.

The following topics were discussed:

- Mr. Sleeth reviewed, in some detail, the June / July 2008 proposed revision of the Library District Staff Plan. This included reviewing the guiding principles of the Staff Plan, namely: (1) career ladder for library staff; (2) ways tenure is rewarded; (3) the rationale behind job assignments for clerical staff members; (4) management positions; (5) the need for technical expertise from new CCLD employees; (6) the impact of staff reductions throughout all our neighborhood libraries; (7) odds and ends; (8) the impact of Civil Service rules on hiring and promotion of Library District staff; and (9) future personnel needs. The committee also reviewed the newly revised organization chart and Civil Service job descriptions for all Library District positions. Mr. Sleeth highlighted that the changes to the organization illustrated in the newly revised organization chart will not take place immediately, but instead be phased in (see “odds and ends”) as opportunities arise.

It was the consensus of the committee that the revised Staff Plan was reasonable and consistent, and that implementation of the Staff Plan is the responsibility of the Library District Director.

- At 5pm, the Committee then excused Joan Santulli and Jim Sleeth so that discussion of the evaluation of the Library District Director could take place in confidence.

At this point in time, the Committee has not scheduled its next meeting.

(Document #2008-62)

Report of the July 2nd, 2008 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, July 2nd, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Robin Fitzgerald, and Jan Kather. Staff present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Mr. Sleeth briefly demonstrated one of the Library District's most recent acquisitions: the Kindle, just the most recent electronic book being touted as a replacement for the book. Polite interest in this new product was expressed, though none took Mr. Sleeth up on the offer to take the Kindle home for a trial read.
- The proposed 2008 Central Library Development and Central Book Aid programs were reviewed in detail. This included the role of the Steele Memorial Library staff in providing training programs for STLS member library staff, in completing collection development activities, and in the selection of electronic databases. Some discussion of the transition from print to electronic format took place. Mr. Sleeth complimented Librarian Owen Frank for his diligence, expertise, and patience in working with the Southern Tier central library advisory committee. In passing, Mr. Sleeth mentioned the current activities of New York's Central Library Directors Association. The 2008 proposed Central Library program will now be presented to the CCLD Board for its review and consideration.
- Recent publicity and thank you notes from Horseheads was passed around the table.
- The June / July 2008 revision of the Staff Plan was briefly discussed, and Mr. Sleeth requested direction on whether the Staff Plan needed full CCLD Board consideration and approval. Mr. Smith said that the Staff Plan was discussed in much detail by the Personnel Committee. It was the consensus of the Executive Committee that since the Personnel Committee had reviewed the document in detail that implementation of the June / July 2008 Staff Plan is the responsibility of the Library District Director.
- The Unpaid Bills Detail dated July 2nd, 2008 was reviewed. Ms. Fitzgerald moved, seconded by Ms. Kather, to pay the bills as submitted. Motion carried.
- Mr. Smith reported that he was approached by Ms. Paula Chapman, a member of the Garden Club, with the suggestion that the Garden Club maintain the flower beds at the north and south entrance of the Steele Memorial Library. The Committee and staff were all for this idea, and Mr. Smith said he would follow up with the Garden Club.

The committee adjourned at 7:55pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, August 6th, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

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Report of the July 10th, 2008 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 Thursday, July 10th, 2008, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Allen C. Smith, Jason Harmon, Joan Santulli, and Jim Sleeth.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The committee discussed the proposed 2009 CCLD budget in library-by-library detail. Since the test collection of DVDs at the Big Flats Library was a success, a test collection of DVDs at the West Elmira Library is being proposed. A continued upgrade from VHS to DVD format in the Steele Library's audio video collection is also being proposed. Capital projects are being proposed for the Horseheads Free Library, the Big Flats Library, the West Elmira Library, and the Steele Memorial Library, with 50% of funding coming from the State of New York. The committee also reviewed the proposed reorganization plan of the first floor of the Steele Memorial Library which responds to stated requests by CCLD patrons for a comfortable, informal atmosphere in all our neighborhood libraries. Phase 1 and Phase 2 of this plan which includes movement of shelving units and the purchase of comfortable seating was approved by the CCLD Buildings & Grounds Committee at their July meeting to be passed along to the Budget and Finance Committee for review and inclusion in the proposed 2009 budget. The committee agreed to include the estimated cost of Phase 1 and Phase 2 into the proposed 2009 budget. The committee will review the second draft of the proposed 2009 budget at their August meeting to prepare it to be presented to the August meeting of the CCLD board, giving time for the capital projects proposals to be vetted by the Southern Tier Library System.
- The Financial Report for June 30, 2008 was reviewed by the committee and will be forwarded to the full board for review and approval at the upcoming July 17th, 2008 CCLD board meeting.
- The Unpaid Bills Detail of July 9, 2008 was considered by the committee, which recommended it for passage at the upcoming July 17th, 2008 CCLD board meeting.

The meeting adjourned at 9:40am.

The next meeting of the Budget & Finance Committee will be held on Thursday, August 14th, 2008, in the Petrie Conference Room of the Steele Memorial Library.

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Report of the July 9th, 2008 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, June 9th, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, and Marleah Denkenberger. Also attending were Chris Corter, Lynn Shepson, Joan Santulli, and Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

Lynn Shepson and Chris Corter reviewed their work planning a reorganization of the first floor of the Steele Memorial Library. The purpose of the planned reorganization is to respond to action plan 3.7 of the strategic plan which states “to respond to stated requests by CCLD customers for a comfortable, informal atmosphere in all neighborhood libraries, investigate the options to bring a coffee shop and comfortable chairs to the library.” Phase 1 of the plan uses existing shelving units to create three lounges: one for browsers reading new library books and other materials; a second near the first floor windows for children, and a third for audio video materials. While this plan suggests the purchase of new wall mounted face out display shelving (costing from \$4,000 to \$6,000), the vast majority of the work will be accomplished by the County building & grounds staff moving shelving units. Phase 2 improves the comfort and visual appeal of the lounges by purchasing overstuffed chairs and love seats and create a café style atmosphere with booths, bistro tables, and chairs. With this phase of the project, we will experiment by allowing patrons to bring in their own coffee, drinks, and snacks, though consumption of food and beverages would be restricted to the adult reading lounge. Wireless access would be provided in the café. The approximate cost of Phase 2 is \$20,000 to \$30,000, depending upon the amount of furnishings purchased. While Phases 1 and 2 were supported by the Committee, Phase 3 – create a fully equipped and staffed coffee and juice bar – requires more time and planning to complete.

A bill from Fagan Engineers for \$8,445.06 was submitted for committee review and approval. The Committee approved submission of the invoice to the full board for its review and payment.

3 immediate building needs – drywell repair at Big Flats at an estimated cost of \$2,500, cleaning the ductwork at the West Elmira Library at an estimated cost of \$500, and furnishing and installing new carpet at the Big Flats Library at an estimated cost of \$10,000 – were submitted by staff and reviewed by the committee. After discussion, the committee felt it could support the first two items but wanted additional information regarding carpeting at the Big Flats Library. The committee requested that the Budget & Finance Committee review the projects for inclusion in the 2009 proposed budget.

Karl updated the committee on current construction projects.

The meeting adjourned at 4:20pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 13th, 2008 at 3pm in the Director’s Office at the Steele Memorial Library.