



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 July 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 15th, 2010 at **6pm at the Steele Memorial Library, 101 E. Church Street 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 #2010-44)
4. Treasurer's report
 - a) Financial report (document #2010-45)
 - b) Report of Unpaid Bills Detail (document #2010-46)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2010-47)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-48)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (To be distributed at meeting)
 - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the June 2010 meeting of the Chemung County Library District Board of Trustees.
Document #2010-44)*

Minutes of the June 2010 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, June 20, 2010 at 6:00pm at the Steele Memorial Library. The meeting was called to order by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Ann Cady, Allen C. Smith, and Karl Schwesinger. Excused were Judy Sell and Jessica Roberts. Absent: Andrea Ogunwumi. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2010 meeting (Document #2010-34) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The May 31, 2010 Financial Report (Document #2010-35) was presented for board review. Ms. Fitzgerald stated that any changes to the "notes" of the financial statement are now being made in blue ink to be able to readily distinguish anything new. By unanimous consent the May 31, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-36). Ms. Fitzgerald stated that the bill list includes the second quarterly payments to Chemung County for the Debt Service and to the Southern Tier Library System (STLS) for data processing. By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/2/10 in the amounts of \$26,571.22 (General Fund) and \$2,915.35 (Grant Fund) and the unpaid bill lists dated 6/10/10 as amended in the amount \$53,138.58 (General Fund).

Correspondence.

President's Report. President Reynolds reported that the welcome reception for Ron Shaw, the new CCLD Director was a huge success. She expressed thanks to board member Mary Beth Conwell and others who assisted in the planning of the reception.

Regarding the purchase of new signage for all the CCLD libraries, Ms. Reynolds reported that Mr. Shaw has contacted Eastern Metal for quotes. Foor & Associates are doing the background research to determine the codes that need to be followed in each municipality. The question was raised as to whether or not Marc Rubin (who was deeply involved in the creation of the Library District logo) should be involved in the production of the signage.

President Reynolds spoke about the need for board members to support the decisions of the Director, both to the community and to CCLD staff members. If a staff member approaches a board member with a complaint, the question should always be asked as to whether or not the staff member has spoken to their supervisor or to Ron regarding the issue. Mr. Shaw should be completely confident that the CCLD board is on his side.

Director's Report. Mr. Shaw reported that the interviews of candidates for the Librarian 1 vacancy at the Steele Memorial Library are scheduled for next week. He stated that this librarian will be in charge of the Fiction and Large Print collections and will also have duties surrounding social networking (i.e. the website, blogging, etc.) He is looking for someone with a fresh outlook at how CCLD does business.

Mr. Shaw also reported on the following:

- Regarding the Customer Service Policy, the Open Door Policy and Mr. Shaw's Management Style (Documents #2010-37, 38 & 39) copies of these three items were distributed to staff and each employee was required to acknowledge that they were read and each had the opportunity to make comments on the policies. There were minor comments regarding the Customer Service Policy which will be reviewed prior to implementation.

- CSEA union representatives have met to discuss the proposed Dress Code Policy (Document #2010-40). Two issues that they would like to be changed are the ability to wear jeans and sandals WITH straps. The CCLD Attorney, Jim Young, was held up and could not attend the meeting. He will draft a rebuttal to the union representatives with the Library District Director's stand on the issues.
- Mr. Shaw reported that the staff is working on filling out the paperwork required for any Personnel, Equipment or Continuing Education requests they would like included in the 2011 budget.
- Mr. Shaw will meet this month with the ProAction Senior Employment agency who would like to utilize two computers and a desk at the Steele Library in order to spend 20 hours per week tutoring senior citizens in basic computer skills.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-41). President Reynolds stated that it was reported that "people counters" which were purchased in 2009 to be placed in all CCLD Libraries have been installed. These counters will make it easier to fill out reports which require this information.

President Reynolds stated that the Director reported on a meeting he had with the Ristiina Wigg, the Director of the Southern Tier Library System. He took a tour of the facility and discussed issues relating to the Central Library – the Steele Memorial Library. He would like the board to consider scheduling a future meeting at the STLS facility so that all CCLD board members can have a better understanding of the relationship between libraries and a library system.

President Reynolds stated that during a phone conversation she had with Dick Pirozzolo, the President of the Public Library Foundation, he indicated that the PLF has some funding they would like to use for improvements at the Horseheads Free Library. Mr. Shaw and Chris Corter, the Supervisor of the Horseheads Library will be meeting with the PLF on June 23, 2010.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-42). Ms. Fitzgerald stated the Committee had no problem with a volunteer intern working with Ms. Santulli in the Business Office. References need to be checked and a written agreement needs to be signed.

Ms. Fitzgerald reminded CCLD Committee Chairs that any 2011 budget requests needed by their committee must be submitted by the end of June.

Ms. Fitzgerald also reported that the audit for the 2010 fiscal year will include a "single audit" which is required by any municipality receiving federal funds. This audit will review the financing of the "green roof" at the Steele Memorial Library and will cost the Library District an additional \$3,000.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2010-43). Mr. Schwesinger reported that interested board members took a tour of the changes being made to the interior of the Steele Library due to the installation of the "green roof". The project is expected to be complete by the end of October. He stated that a change order has been approved that will use the existing roof as a vapor barrier and will save the Library District approximately \$18,000. This change order must be approved by the State. He also stated that the MWBE (Minority & Women's Business) utilization plans submitted to the State by Evans Roofing and Fagan Engineering have not yet been approved.

Mr. Schwesinger reported that three 2008 State construction projects have leftover funds that need to be expended – Big Flats, West Elmira and the Steele Library. Suggestions for the expenditure of these funds are new carpeting and parking lot drainage at the Big Flats Library, exterior lighting, a rear sidewalk and handicap

ramp at the West Elmira Library and landscaping at the Steele Library. He suggested hiring Foor & Associates to handle the paperwork involved in completing these 3 projects. Ms. Cook asked the question as to why the Library District continues to use the same engineering firms for building projects, those firms being Fagan Engineering and Foor & Associates. Mr. Schwesinger stated that the Library District has used two other firms in the past and will continue to look at prices when approving engineering firm contracts.

Invoices approved by the Committee were \$4,392 for Fagan Engineer's work on the "green roof" project and \$170,644.00 for Evan's Roofing for work to date on the project. The invoice for Evans will be submitted to the State Environmental Facilities Corporation for approval and once the funds are deposited into the Library District's account, CCLD must pay the contractor and submit a copy of the cancelled check to the State within 45 days.

Mr. Schwesinger reported that the Committee approved Mr. Shaw's request to include funding in the 2011 budget to purchase comfortable furniture for the "new book" lounge at the Steele Memorial Library. This will create a welcoming environment to patrons. The Committee discussed getting quotes for the end tables/coffee table from the same artist who created the furniture for the café area.

Personnel Committee. Ms. Conwell reported that the Committee met with Mr. Shaw on his first day of employment and again on the 10th day. Their next meeting with him will be in August. The Committee gave him an official welcome and requested that he begin working on the staffing plan for the Library District. The Committee will begin working on the criteria and marks the Library District will use in evaluation the new Director.

Old Business. Ms. Roberts stated that after some research, it has been determined that there is no conflict of interest in her serving on both the Library District board and the School District board.

New Business. Ms. Hager thanked everyone for the get well card she received during her absence from the board. The Ad Hoc Policy Committee will now begin working on the Meeting Room Policy and the Internet Policy since staff members have expressed concerns over the wording of the current policies. There also needs to be some clarifications to the Purchasing Policy.

Public Expression. None.

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be on Thursday, July 15, 2010 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JUNE 30, 2010

(DOCUMENT #2010-45)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 46,257	\$ 57,993	44%		
Grants (other than N.Y.S.)		7,060	(7,060)	0%		Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500
New Bookmobile fund		8,446	(8,446)			
Foundation Contributions	165,000	11,011	153,989	7%		Incl. funds for West Elmira Library = \$1,011
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	1,942	13,058	13%		
State Aid						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600		1,600	0%		
TOTAL INCOME	\$ 2,925,052	\$ 2,521,351	\$ 403,701	86.20%	50%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,226,874	\$ 514,109	\$ 712,765	42%		
Sunday & Holiday Salaries	60,474	22,044	38,430	36%		
Employee Benefits	591,229	238,571	352,658	40%		
Subtotal - Personnel Expenses	1,878,577	774,724	1,103,853	41%	50%	
Contractual						
Equipment	89,855	15,543	74,312	17%		
Telephone	10,800	6,189	4,611	57%		
Supplies	36,100	36,100	0	100%		Includes \$13,841 in Gates Grant exp. plus 4,500 in '09 HFL gifts & \$3,040 WE Foundation '09
Travel & Continuing Education	28,080	5,628	22,452	20%		
Repairs & Maintenance	36,459	12,181	24,278	33%		
Postage	7,600	4,734	2,866	62%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	1,775	6,525	21%		
Library Materials (books, video, etc)	302,000	146,819	155,181	49%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	43,065	54,585	44%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	3,477	4,623	43%		
Fuel, Gas & Oil	2,000	1,053	947	53%		
Insurance	24,390	18,761	5,629	77%		
Vehicle Operation / Maintenance	2,500	1,836	664	73%		
Professional Fees (audit, engineer/le	114,100	79,429	34,671	70%		Incl. \$29,251- Interim Director plus \$23,427 for Green Roof
Data Processing Expenses	46,526	26,121	20,405	56%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	13,217	7,283	64%		
Chemung County costs (B&G, visio	17,049	5,392	11,657	32%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	171,131	(171,131)			Expenses not included in 2010 budget
Contingency Fund	76,507	6,189	70,318	8%		SUPPLY LINE
Debt Service	63,114	30,756	32,358	49%		

TOTAL EXPENSE	\$ 2,875,052	\$ 1,408,583	\$ 1,466,469	49%	50%
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Unpaid Bills Detail

As of July 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A Barrel of Fun Productions			
	07/06/2010	July programs at VE/HFL/WE/BF	900.00
Total A Barrel of Fun Productions			<u>900.00</u>
Andover Free Library			
	07/06/2010	Lost book-due to Andover	28.00
Total Andover Free Library			<u>28.00</u>
Arkport Village Book Center			
	07/06/2010	Payment for lost book	8.00
Total Arkport Village Book Center			<u>8.00</u>
Arnot Medical Services			
	07/06/2010	physical for new director	145.00
Total Arnot Medical Services			<u>145.00</u>
Betsy DuBois Agency, Inc.			
	07/06/2010	Catskill Puppets program at HFL/ST	2,000.00
Total Betsy DuBois Agency, Inc.			<u>2,000.00</u>
Bradford County Historical Society			
	07/06/2010	book purchase	48.50
Total Bradford County Historical Society			<u>48.50</u>
Center Point Large Print			
	07/06/2010	BKM & Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
Chemung County Historical Society, Inc.			
	07/07/2010	book purchases	50.56
Total Chemung County Historical Society, Inc.			<u>50.56</u>
Chemung County Library District			
	07/07/2010	Petty Cash reimbursement - HFL/VE	84.66
Total Chemung County Library District			<u>84.66</u>
Chris Avery			
	07/06/2010	Patron Refund	13.00
Total Chris Avery			<u>13.00</u>
Chris Corter			
	07/06/2010	mileage reimb 5/24-6/23	68.00
Total Chris Corter			<u>68.00</u>
Chris Lajewski			
	07/06/2010	BF program 7/20	200.00
Total Chris Lajewski			<u>200.00</u>
Compumentor-TechSoup			
	07/06/2010	Software purchase-Patron computers - GATES fun	250.00
Total Compumentor-TechSoup			<u>250.00</u>

Unpaid Bills Detail

As of July 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Connie Oglivie			
	07/06/2010	Reimb - DVD purchase	23.95
Total Connie Oglivie			<u>23.95</u>
Cuba Circulating Library Association			
	07/06/2010	Payment for Lost book	13.00
Total Cuba Circulating Library Association			<u>13.00</u>
David Moreland			
	07/06/2010	Program at HFL in July	395.00
Total David Moreland			<u>395.00</u>
Deborah L. Brimmer			
	07/06/2010	mileage reimb for June	103.50
Total Deborah L. Brimmer			<u>103.50</u>
Dell Marketing L.P.			
	07/06/2010	New Computer-Genealogy/Projectors -Gates \$ WE	2,771.01
Total Dell Marketing L.P.			<u>2,771.01</u>
Doris Jean Metzger			
	07/06/2010	Reimb - fans for VE Library	56.58
Total Doris Jean Metzger			<u>56.58</u>
Eastern Copy Products			
	07/06/2010	Maint Contract- public photocopiers @ ST	504.92
Total Eastern Copy Products			<u>504.92</u>
First Transit			
	07/06/2010	Bookmobile fuel/repairs for May/June	1,639.38
Total First Transit			<u>1,639.38</u>
Georgia Reynolds			
	07/06/2010	Reimb for flag purchase	74.85
Total Georgia Reynolds			<u>74.85</u>
Info USA Marketing, Inc.			
	07/06/2010	Electronic Reference materials-renewal	7,797.00
Total Info USA Marketing, Inc.			<u>7,797.00</u>
Ingram Library Services			
	07/07/2010	Library materials-all libraries	14,621.96
Total Ingram Library Services			<u>14,621.96</u>
J & D Cappy's Ltd.			
	07/06/2010	newspapers for June	150.00
Total J & D Cappy's Ltd.			<u>150.00</u>
Mary Beth Conwell			
	07/06/2010	Reimburse - reception for Director	35.26
Total Mary Beth Conwell			<u>35.26</u>

Unpaid Bills Detail

As of July 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MCI			
	07/06/2010	Long distance chg-all libraries	103.65
Total MCI			<u>103.65</u>
Petty Cash-Steele			
	07/07/2010	supplies/postage/program exp-ST/HFL/VE	620.53
Total Petty Cash-Steele			<u>620.53</u>
Ronald Shaw			
	07/06/2010	Reimb-moving expense June/July + mileage May/J	1,694.50
Total Ronald Shaw			<u>1,694.50</u>
Southeast Steuben County Library			
	07/06/2010	Collection fees belonging to SSL, collected at ST	30.00
Total Southeast Steuben County Library			<u>30.00</u>
Supermedia LLC			
	07/07/2010	Phone book directories	311.91
Total Supermedia LLC			<u>311.91</u>
The H. W. Wilson Company			
	07/06/2010	Steele Electronic Reference materials	2,280.00
Total The H. W. Wilson Company			<u>2,280.00</u>
Verizon			
	07/06/2010	phone service-all libraries	683.32
Total Verizon			<u>683.32</u>
Verizon Wireless			
	07/06/2010	BKM/IT Dept cellular service-June	162.97
Total Verizon Wireless			<u>162.97</u>
Watkins Glen Public Library			
	07/06/2010	Overdue fines belonging to Watkins -paid at ST	10.00
Total Watkins Glen Public Library			<u>10.00</u>
			<u><u>38,161.19</u></u>

Unpaid Bills Detail

As of July 8, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	07/08/2010	downloadable audio books	1,972.27
Total Southern Tier Library System			<u>1,972.27</u>
			<u>1,972.27</u>

Unpaid Bills Detail

As of July 8, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Affordable Library Products			
	07/08/2010	Tags for ST security system	297.00
Total Affordable Library Products			<u>297.00</u>
Agostino Arts			
	07/08/2010	August program at BF	700.00
Total Agostino Arts			<u>700.00</u>
AT&T			
	07/08/2010	long dist chg-BF	0.85
Total AT&T			<u>0.85</u>
BBC Audiobooks America			
	07/08/2010	Audio purchases for Steele	1,375.29
Total BBC Audiobooks America			<u>1,375.29</u>
Compumentor-TechSoup			
	07/08/2010	Software purchase-Staff computers	400.00
Total Compumentor-TechSoup			<u>400.00</u>
Horwitz Supply Company			
	07/08/2010	paper/cleaning supply-all libraries	1,012.31
Total Horwitz Supply Company			<u>1,012.31</u>
Improv4Kids			
	07/08/2010	July SRC programs at all libraries	2,000.00
Total Improv4Kids			<u>2,000.00</u>
Judy Stock			
	07/08/2010	August program at VE	200.00
Total Judy Stock			<u>200.00</u>
Mengel Metzger & Barr			
	07/08/2010	2009 Audit balance due	980.00
Total Mengel Metzger & Barr			<u>980.00</u>
MidWest Tape			
	07/08/2010	DVD/Audio purchases-HFL&ST	2,013.11
Total MidWest Tape			<u>2,013.11</u>
ProSource Specialties			
	07/08/2010	Programming supplies-ST	88.00
Total ProSource Specialties			<u>88.00</u>
Raco Industries			
	07/08/2010	supply of scanners-all libraries	966.82
Total Raco Industries			<u>966.82</u>
Random House, Inc.			
	07/08/2010	AV purchases-ST	314.52
Total Random House, Inc.			<u>314.52</u>

Unpaid Bills Detail

As of July 8, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Recorded Books			
	07/08/2010	Steele purchases	99.00
Total Recorded Books			<u>99.00</u>
Reliable Computer Products			
	07/08/2010	Printer cartridges for ST/BF/Admin	364.35
Total Reliable Computer Products			<u>364.35</u>
SKJ Facilities Management, Inc.			
	07/08/2010	HFL Janitor services 5/23-6/13	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Star Gazette			
	07/08/2010	annual subscription-ST	214.19
Total Star Gazette			<u>214.19</u>
Thomson Gale			
	07/08/2010	ST fiction purchase	457.75
Total Thomson Gale			<u>457.75</u>
			<u><u>11,963.19</u></u>

Unpaid Bills Detail

As of July 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	07/07/2010	Reference materials	143.25
Total Baker & Taylor Books			<u>143.25</u>
Harris Infosource			
	07/07/2010	Reference material	208.00
Total Harris Infosource			<u>208.00</u>
Information Today, Inc.			
	07/07/2010	reference material	553.10
Total Information Today, Inc.			<u>553.10</u>
Ingram Library Services			
	07/07/2010	Non-Fiction book purchases-June 2010	1,022.05
Total Ingram Library Services			<u>1,022.05</u>
NADA Used Car Guide			
	07/07/2010	Reference material	87.00
Total NADA Used Car Guide			<u>87.00</u>
			<u><u>2,013.40</u></u>

Document #2010 -- 47

Report of the July 7nd, 2010 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 7th, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook, Robin Fitzgerald and Allen Smith. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

Mr. Shaw reported that he has been reviewing CCLD policies and has discussed several of them with the Library District Department Heads. Current policies that he feels need to be addressed are as follows:

- The first draft of the Internet Use Policy has been received from the CCLD ad-hoc Policy & Bylaws Committee and will be sent out to department heads after review.
- At the July 7, 2010 department head meeting we discussed the Meeting Room Policy (which is currently in the hands of the ad-hoc Policy & Bylaws Committee) and the Expectations of Acceptable Behavior – this policy needs to have a section added to address unacceptable behavior by children or their guardians who attend story hours at CCLD libraries.
- Implementation of the dress code has been delayed due to the request from the union. Another meeting with Union Reps and Attorney Jim Young will be scheduled, hopefully before end of the month.
- There was good input from staff on the Customer Service Policy. We are looking at a couple of areas in order to clarify any issues and will finalize by the end of July. The Open Door Policy was readily accepted by all staff members.

Mr. Shaw stated that he has received recommendations from staff regarding any Personnel, Equipment or Continuing Education requests to include in the 2011 budget. The first draft of the proposed 2011 budget will be reviewed by the Budget & Finance Committee at their meeting tomorrow morning.

Mr. Shaw reported that library staff have interviewed three candidates from the eligible list from the Civil Service Commission for the Librarian 1 position. The position has been offered to one of the candidates.

A proposed agreement between CCLD and Clinical Social Work and Counseling Services to provide EAP services for Library District employees has been received. It will be sent to Attorney Jim Young for his review and recommendation.

A paper copy of the monthly newsletter from the Southern Tier Library System “STLS System Update” was passed around.

Mr. Shaw reported that he is still awaiting quotes before moving ahead with the tree removal at the Steele Memorial Library.

An agreement with ProAction making the Library District a host agency for their Senior Community Service Employment Program has been signed by both parties. During the duration of this agreement, CCLD agrees to provide a safe work site for participants and ProAction agrees to recruit, enroll and assign a participant to CCLD to work alongside our staff members with all expenses being paid for by ProAction.

The Committee asked Mr. Shaw about his recent meeting with members of the Public Library Foundation board. Mr. Shaw stated that he and Ms. Corter, Supervisor of the Horseheads Free Library were well received. They discussed some improvements that Ms. Corter would like to see at the Horseheads Library.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated June 7th, 2010. She stated that during the next two months there will be a lot of invoices for programming for the Summer Reading Club. Mr. Smith moved, seconded by Ms. Fitzgerald to approve payment of the General Fund (totaling \$38,161.19) bills and the Grant Fund (\$2,013.40). Motion carried.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 4th, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-48

Report of the July 8th, 2010 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 8th, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, and Robin Fitzgerald. Also attending were Mark Hagan, insurance agent from Perry & Carroll, Joan Santulli, CCLD Administrative Assistant, and Ron Shaw, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Mr. Hagan distributed a summary of insurance coverages for CCLD from 2006-2010. He reviewed each item in the summary, making explanations as needed. He stated that while CCLD would like to have received a tentative quote for next year's insurance costs to use in the proposed 2011 budget, insurers are unable to give firm pricing at this time. Cincinnati Insurance Company suggests stable pricing for 2011, with possible increases to the automobile insurance and the Worker's Compensation line. He will be able to give CCLD an actual quote at the beginning of October.
- Ms Santulli distributed and discussed the June 30th, 2010 Financial Report. The report was forwarded to the CCLD board for consideration at its July 15th meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated July 8th, 2010. She noted that the bill list includes the final invoice from Mengel Metzger and Barr for the 2009 audit. The Unpaid Bills Detail in the amount of \$11,963.19 (General Fund) and \$1,972.27 (Grant Fund) was forwarded to the CCLD board for consideration at its July 15th meeting.
- Mr. Shaw submitted copies of the first draft of the proposed Library District budget along with backup worksheets detailing certain lines in the budget. The Committee reviewed the budget line by line and suggested increasing the insurance line to \$35,000 and changing the percentage for the Retirement System from 8.6% of payroll to 11.9%, the increase being reported in the newspaper. In spite of these changes, the Committee would like to see the budget increase stay where the proposed budget lists it -- around 2.6% over the 2010 budget.

The meeting adjourned at 10:30am. The next meeting of the Budget & Finance Committee will be held on Thursday, August 12th, 2010 in the Petrie Conference Room of the Steele Memorial Library.