



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 June 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 18, 2015, 2015 at 6:00 pm at the **Van Etten Branch, 83 Main St. Van Etten, NY 14889**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2015-31)
4. Treasurer's report
 - a) Financial report (document #2015-32)
 - b) Report of Unpaid Bills Detail (document #2014-33)
6. Correspondence
7. President's report.

Consent Items:

Approval of CCLD/CSEA contract.

Resolved that the CCLD Board of Trustees approve the Tentative Contract Agreement By and Between the Chemung County Library District and Civil Service Employees Association and the CCLD CSEA Unit #6362

Approval to use Board of Elections petition form.

Resolved that the CCLD Board of Trustees approve the use of the nominating petition of the Chemung County Board of Elections by candidates for election to the CCLD Board of Trustees.

Approval of the CCLD Board of Trustees Policy 640- Alcohol in Library Facilities.

Resolved that the CCLD Board of Trustees approve policy 640 as presented.

8. Director's Report:

Consent Items:

Approval of Summer Hours.

Resolved that the CCLD Board of Trustees approve the Chemung County Library District Summer Hours for Monday, June 15, 2015 through Saturday, September 5, 2015

Approval of donation from the Friends of the Chemung County Library District.

Resolved that the CCLD Board of Trustees approve the donation of \$3,450 from the Friends of CCLD- \$1,000 for "Spooky Stacks" event; \$1,600 for the Summer Reading Club; and \$850 for the West Elmira Summer Reading Club.

Approval of Digital Media Lab Rules of Use.

Resolved that the CCLD Board of Trustees approve the Digital Media Lab Rules of Use as presented.

9. Committee reports:

- a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-34)

- b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2014-35)
- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-36)

Consent Items:

Approval of bid award for Elevator Modernization Project.

Resolved that the CCLD Board of Trustees approve the recommendation of Hunt Engineering to award the Elevator Modification Project to Elmira Structures.

Approval of Purchase of fire alarms and security systems for branches.

Resolved that the Board approve the purchase/upgrade of the of fire alarms and security systems for Horseheads, West Elmira and Big Flats to Fire Alarm Service Technology, Inc.

- d) Personnel Committee (Kappanadze)

Consent Items:

Approval of Personnel Actions (Appendix C).

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

- 10. Call for Executive Session
- 11. Old business
- 12. New business
- 13. Period for public expression
- 14. Adjournment

*(Minutes of the May 2015 meeting of the Chemung County Library District Board of Trustees.
Document #2015-31)*

The meeting was called to order at 6:00pm President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, Bonnie Chollet, Jack Schamel, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin and Jessica Roberts. Excused: Ann Hayes and Jim Hare. Absent: Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the April 2015 meeting (Document #2015-25) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The April 30, 2015 Financial Report (Document #2015-26) was presented for board review. Mr. Schamel stated that the expenditures are right on target at this point in the year. It was also reported that the Overtime Line will be overspent by year end due to staff members who used to receive Comp Time for extra hours now being paid overtime – this as a response to the union. By unanimous consent the April 30, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-27). Mr. Schamel stated that this list includes the 1st Quarter Utility payment to Chemung County Ms. Santulli requested that an additional invoice to the City of Elmira in the amount of \$50 be included in bill list to be paid. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/13/15 – General Fund \$33,563.90159.16 as distributed.

Correspondence. The Elmira Sesquicentennial Medallion Project is requesting that CCLD consider purchasing one medallion at a cost of \$650. This request will be sent to the Buildings & Grounds Committee for consideration.

Thank you letters were received from a West Elmira Patron for the staff at West; from The Arts Council for Janet Ackerman's support during National Art Youth Month (the students at Hendy and Coburn schools); from a patron praising the outstanding work of our ILL staff; and from the Horseheads Middle School students for the mock interviews conducted by Mr. Shaw.

President's Report. Regarding the change in the Legislation to allow the Executive Committee to approve interim bills, Mr. Roberts reported that the Legislature plans to add a 3-year Sunset Clause on the change that would expire and need to be renewed at that time. CCLD has no problem with this change to the request.

CONSENT ITEM: Ms. Reynolds moved, seconded by Mr. Schamel to approve the following Resolution to Adopt Policy Manual, Section 600 – Miscellaneous as follows:

WHEREAS, the Board recently authorized and directed the development and maintenance of a unified Policy Manual for Library District operations; NOW THEREFORE, it is RESOLVED, that the Board hereby adopts the following policies in the "600" Series; and it is further RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

MISCELLANEOUS

610 Records Management

620 Safety and Security in Library District Facilities

630 Library District Email Acceptable Use and Responsibilities

VOTE: Unanimously Approved

Regarding the CCLD Policy Manual, Ms. Silvernail moved, seconded by Ms. Roberts to adopt the following policies in the "400" Series – Section 460 – Purchasing and Section 461 – Materials Selection. Vote: Unanimously Approved.

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

CONSENT ITEMS:

- Approval of purchase of additional 3-D Printer. Ms. Kappanadze moved, seconded by Mr. Muldoon to approve the following resolution: Resolved that the CCLD Board of Trustees approve the purchase of 2 (two) 3-D printers at a cost of \$1,400 each plus warranties as listed in the IT Department's proposal. VOTE: 11 Yes, Ms. Reynolds-No. Motion Carried.
- Approval of Digital Media Lab Rules of Use. Following discussion the approval of these Lab Rules was tabled until the next meeting of the board.

Zinio/Flipster. The final figures from STLS are expected next week at the Director's Advisory Committee meeting for the new system-wide service that is similar to Overdrive and Freegal – an online magazine subscription for patron use.

Continuing Education Day-May 8th. The day, co-sponsored by STLS, was attended by over 90 people.

TechULearn Proposal. In exchange for TechULearn utilizing the CCLD Computer Lab to hold classes for the public, CCLD will receive 1 free class for each paid class. CCLD added a clause to the agreement to allow either party to terminate the agreement with 10 days notice and if at the time of termination, four or more hours of training have been completed, CCLD will receive on final free training session.

Information Technology. The "Dark Fiber" connection to the Internet being offered by STLS will require filtering. The filtered categories will only be those specified by the Child Internet Protection Act (CIPA). Users will be able to override a blocked page by using a username and password. Regarding the request of the IT Department to purchase 24 computers this year at a cost of \$18,000, Ms. Reynolds moved, seconded by Ms. Dworkin to approve the request as submitted in writing to the board. VOTE: Unanimously Approved.

Scheduling Software. Department Heads have 4 more training sessions with a goal to go live by the end of May. Individual staff will then be trained to submit their own time off requests in the system.

Suggestion box comments. Comments included a request for a mirror at the Horseheads Library at the top of the sidewalk/ramp area; adding a changing station in the men's room to allow for Dad's to change babies diapers, a request for a drop off box for books near the Villa Serene and a request to stop the cigarette smoking at the entrances of the Steele Library.

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2015-28). President Roberts stated that the Committee authorized the opening of a new bank account that will be utilized solely for PayPal purchases (3D Printing and Genealogy requests). The Committee discussed the showing of the movie "Fifty Shades of Gray" and the consensus was not to show the movie.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-29). Mr. Schamel reported that the Committee instructed the Administration to attempt to stay within the 2% tax cap increase when working on the 2016 budget. Ms. Santulli submitted 2 reports to the Committee – an Excel worksheet that shows the status of all donations made to CCLD that were listed for specific purposes and a preliminary Fund Balance Report with projected year end balances as of April 30, 2015. Paper copies were distributed to board members.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-30). Mr. Muldoon reported that two trees were removed at the West Elmira Library and one at Steele at a cost of \$2,300 which was a reasonable cost. The Big Flats parking lot has been repaired by Nelson & Streeter filling the cracks with tar. The County will begin repairs on the Big Flats restroom in the near future. Mr. Shaw has submitted a notice to the Southern Tier Library System that CCLD intends to apply for State Construction funding in the upcoming year to assist with the replacement of the Chiller unit at the Steele Library. The updated Chiller quote is \$328,700 (\$305,000 for unit & \$23,700 for Project Management). He has not yet heard from Senator O'Mara's office about other funding for the unit.

Mr. Shaw reported a walk-through for the new elevator project at the Steele Library took place this week. The new elevator may require that a sump pump be installed in order to meet current code requirements. He also reported that the Elmira Fire Inspector has completed the annual inspection at the Steele Library. Regarding the Energy Audit – Taitem was contacted again and they are sending a list of approved energy measures. The report has not yet been approved by NYSERDA. Regarding the installation of the Dark Fiber for the Internet, cost figures for installation ????? have come in at \$7,475 for Steele, \$21,111 for HH, \$11,649 for BF and \$6,640 for WE – a total of \$46,875 for CCLD that STLS has assured us that they will be requesting grant funds to help pay for the costs.

The Consent Item for Approval of the purchase of fire alarms and security systems for the branches has been tabled for more information regarding what we currently have in place and what is included in the quotes from FAST. The current quote is for \$15,480 – which includes fire alarms at \$8,480 and security systems - \$7,000.

Personnel Committee. Ms. Kappanadze stated that the evaluation of the Director will be discussed in Executive Session.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C) One person is off on medical leave, one PT Page resigned, one PT page was terminated and 3 staff members receive Step increases. Mr. Schamel moved, seconded by Ms. Roberts to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Mr. Shaw submitted a written request for the board to consider establishing a Library Clerk-MakerSpace position that will be responsible for coordinating activities in the Tinker Lab, the Digital Media Lab and the Kid’s Lab. The cost of the position will be covered by savings from two vacant library page positions. Mr. Shaw also sought permission to begin the process to replace IT Specialist Mendoza who will be leaving his temp position sometime this summer.

Mr. Muldoon left the meeting at 7:05pm.

Old Business. The board reviewed a sample Alcohol Use policy and discussed items that need to be included in such a policy. Joe Caparulo, President of the Friends of CCLD stated that his group wished to use their event to promote the Library District and as a fund-raiser. Mr. Schamel moved, seconded by Ms. Dworkin to table the decision on this policy until further information is received from CCLD’s attorney. VOTE: Unanimously Approved.

Public Expression. Mr. Caparulo thanked the board for considering the Alcohol Use policy. He appreciates the time and effort CCLD has put into the process. He feels the policy will open new opportunities for adult public participation in libraries.

Ms. Reynolds moved, seconded by Mr. Hare to move into Executive Session to discuss CCLD’s Policy Manual and to consult with legal counsel. Mr. Schamel moved, seconded by Ms. Reynolds to come out of Executive Session.

New Business. The Friends of CCLD have donated \$2,450 to the library for several upcoming programs during the summer. Ms. Dworkin moved, seconded by Ms. Chollet to accept the gift of \$2,450 from the Friends of the Chemung County Library District. VOTE: Unanimously Approved.

Ms. Reynolds moved, seconded by Ms. Kappanadze to move into Executive Session to discuss contract negotiations and the Director’s evaluation. Ms. Kappanadze moved, seconded by Ms. Reynolds to exit Executive Session.

Ms. Kappanadze moved, seconded by Ms. Dworkin to approve the Director’s Performance Evaluation as

submitted by the Personnel Committee. VOTE: Unanimously Approved. Ms. Reynolds moved, seconded by Mr. Schamel not to give a salary increase to the Director and to review the Director's performance after 6 months. VOTE: Unanimously Approve.

Ms. Kappanadze moved, seconded by Ms. Roberts that the \$3,000 approved last year to hire Molly Bailey to assist in preparing evaluations be reallocated to fund the services of a communication specialist to improve the Director's performance. VOTE: Unanimously Approved.

The meeting was adjourned at 8:20pm. The next regular meeting of the board will be held on **Thursday, June 18th, 2015 at 6:00pm at the Van Etten Library, 83 Main St. Van Etten, NY 14889.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2015-32)

Financial Report - MAY 31, 2015

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 52,510	\$ 15,290	77%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 15,790				Donation for VanEtten Library \$1,000, HH Friends \$10,350, CCLD Friends \$3,340, STLS Foundation \$1,000, CCTC \$100
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		1st Qtr SML \$20K, HH \$10K
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		
PILOT Funds	\$ 30,000	\$ 53,776				
Interest on Investments	\$ 1,000	\$ 372	628	37%		
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	\$ -	\$ 10,623	(10,623)			Final for HH and Steele 2014 Construction Projects
TOTAL INCOME	\$ 3,112,424	\$ 2,840,695	\$ 311,295	91%	42%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,333,656	\$ 544,039	\$ 789,617	41%		
Overtime & Holiday Salaries	7,035	\$ 5,590	1,445	79%		
Employee Benefits						
FICA	105,185	\$ 43,190	\$ 61,995	41%		
NY State Retirement	287,205	\$ 112,674	\$ 174,531	39%		
Medical & Dental	392,982	\$ 153,250	\$ 239,732	39%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 27,207	\$ (6,944)	134%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,146,326	885,950	\$ 1,260,376	41%	42%	
Contractual						
Equipment	27,161	\$ 6,392	20,769	24%		BF Kiosk- Gift funds \$4,421
Telephone	12,300	\$ 10,902	1,398	89%		Verizon-paid annual fees
Supplies	37,200	\$ 31,548	5,652	85%		\$404 Grant for MS; \$813 CCLD Friends reimb; \$4,364 HH Friends; Gifts \$1,901; HH Found \$706, Marketing \$816; Scheduling software \$1,997, BF Gifts \$43
Travel & Continuing Education	15,615	\$ 3,592	12,023	23%		
Repairs & Maintenance	39,060	\$ 18,045	21,015	46%		
Postage	2,625	\$ 396	2,229	15%		
Library Materials (books, video, etc.)	302,551	\$ 113,823	188,728	38%		Incl \$785 Gifts; \$96 CCLD Friends reimb for Kinderbook, HH Friends \$362
Utilities	66,000	\$ 32,065	33,935	49%		4th Qtr 2014
Building Cleaning Supplies	18,125	\$ 11,382	6,743	63%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,238	2,762	31%		
Insurance	39,913	\$ 29,297	10,616	73%		ANNUAL for D&O insurance and Flood Ins \$11,794; 1st & 2nd of 4 for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 11,539	8,716	57%		Energy Study \$2,525
Data Processing Expenses (Cost Share)	118,713	\$ 35,025	83,688	30%		ANNUAL for Time Warner (VPN), 1st Qtr STLS
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 22,517	4,983	82%		HH Friends \$5,452; CCLD Friends \$103; Gifts \$495; Grant funds \$571; VE \$795; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 9,000	0	100%		Repair/paint walls at ST + purchase 2 new industrial water heater
Capital Improvements STATE CONST see below	10,000	\$ 425	9,575	4%		
Contingency Fund	86,933	\$ 2,037	84,896	2%		used for County Costs-\$2,037
Debt Service	\$ 62,372	\$ 15,593	46,779	25%		1st Qtr payment
Subtotal Expenses	\$ 3,051,424	\$ 1,245,523	\$ 1,805,901	41%	42%	
2014 & 2015 State Construction Projects						
TOTAL EXPENSES	\$ 3,051,424	\$ 1,245,523				

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Affordable Library Products			
	04/30/2015	security tags-Steele	440.00
Total Affordable Library Products			<u>440.00</u>
Audio Editions			
	06/08/2015	CD/Audio purchases for BF	116.50
Total Audio Editions			<u>116.50</u>
Banana Productions			
	06/08/2015	July 6 program at WE	329.00
Total Banana Productions			<u>329.00</u>
Capabilities, Inc.			
	06/08/2015	Library Cleaning - WE/BF/HH MAY 2015	1,390.00
Total Capabilities, Inc.			<u>1,390.00</u>
CCLD Petty Cash			
	06/08/2015	Petty Cash HH/all libraries Teen SRC prizes	655.18
Total CCLD Petty Cash			<u>655.18</u>
Charles Kiernan			
	06/08/2015	7/15 program at HH pd by Friends	300.00
Total Charles Kiernan			<u>300.00</u>
Chemung Co-operative Extension			
	06/08/2015	Gardening prog at BF 3/31 & 4/21	150.00
Total Chemung Co-operative Extension			<u>150.00</u>
City of Elmira			
	04/30/2015	Fire Inspection at ST	50.00
Total City of Elmira			<u>50.00</u>
Eastern Managed Print Network			
	06/08/2015	Maintenance agreements Public & Staff copiers at ST	1,460.74
Total Eastern Managed Print Network			<u>1,460.74</u>
EFP Rotenberg, LLP			
	06/08/2015	2014 partial pymt for Audit	5,000.00
Total EFP Rotenberg, LLP			<u>5,000.00</u>
Eldridge Park Carousel Preservation Soc.			
	06/08/2015	Deposit for SRC final party 8/12/15 pd by Friends	225.00
Total Eldridge Park Carousel Preservation Soc.			<u>225.00</u>
Faye Crance			
	06/08/2015	MAY/JUNE 2015 Programming - VE Paid with grant \$	140.00
Total Faye Crance			<u>140.00</u>
First Transit			
	06/08/2015	Bookmobile fuel - 4/24-5/20	217.87
Total First Transit			<u>217.87</u>

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 9, 2015

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Gale Cornell		
06/08/2015	Patron Refund	20.00
Total Gale Cornell		<u>20.00</u>
Glenice Peel		
06/08/2015	mileage reimb 4/20-6/3	118.45
Total Glenice Peel		<u>118.45</u>
Hunt Engineers		
06/08/2015	Engineering fees ST Elevator - progress pymt	4,516.32
Total Hunt Engineers		<u>4,516.32</u>
In Jest, Inc.		
06/08/2015	Final pymt for WE program 7/20/15	500.00
Total In Jest, Inc.		<u>500.00</u>
Ingram Library Services		
06/08/2015	Library materials - West Elmira	398.07
Total Ingram Library Services		<u>398.07</u>
Junior Library Guild		
06/08/2015	Library materials HH	198.00
Total Junior Library Guild		<u>198.00</u>
Luke Rae		
06/08/2015	7/7 Concert The Rightful Kings pd by Friends	300.00
Total Luke Rae		<u>300.00</u>
Magic, Balloons and More, Inc.		
06/08/2015	7/7 program at BF-partially funded by Friends	725.00
Total Magic, Balloons and More, Inc.		<u>725.00</u>
Michelle Erickson		
06/08/2015	VE program - dirt, etc for gardening boxes	161.20
Total Michelle Erickson		<u>161.20</u>
Nancy C. Galvin		
06/08/2015	Summer concert 7/21 - 3 Finger Leroy pd by Friends of CCLD	300.00
Total Nancy C. Galvin		<u>300.00</u>
Patrick J. Sullivan		
06/08/2015	7/14 concert BigFoot-pd by Friends of CCLD	400.00
Total Patrick J. Sullivan		<u>400.00</u>
PermaCard		
06/08/2015	Overdue mailers - all libraries	434.08
Total PermaCard		<u>434.08</u>
Perry & Carroll, Inc.		
06/08/2015	Buildings insurance 3rd installment 2015	5,411.00
Total Perry & Carroll, Inc.		<u>5,411.00</u>

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Quicker Printer			
	06/08/2015	brochures for Maker Expo & Teen SRC events	454.80
Total Quicker Printer			<u>454.80</u>
Regina Carpenter			
	06/08/2015	Adult Programs WE/ST 7/9	700.00
Total Regina Carpenter			<u>700.00</u>
Reliable Computer Products			
	06/08/2015	printer cartridges WE copier	576.57
Total Reliable Computer Products			<u>576.57</u>
Research Technology International			
	06/08/2015	supplies for DVD cleaning machines ST	65.95
Total Research Technology International			<u>65.95</u>
Sayles & Evans			
	06/08/2015	Legal fees - Prof svcs 3/4-3/26	1,900.00
	06/08/2015	Legal fees - Collective Bargaining 2/10-3/20	1,053.00
Total Sayles & Evans			<u>2,953.00</u>
Southern Tier Library System			
	06/08/2015	processing fees MAY all libraries	884.50
	06/08/2015	supply of item barcodes	519.50
Total Southern Tier Library System			<u>1,404.00</u>
The Penworthy Company			
	06/08/2015	Library materials VE	111.80
Total The Penworthy Company			<u>111.80</u>
Unique Management Services, Inc.			
	04/30/2015	MAY 2015 collection notices	366.95
Total Unique Management Services, Inc.			<u>366.95</u>
Vasco Brands, Inc.			
	06/08/2015	Cleaning supplies all libraries/vacuum purchase ST	1,186.78
Total Vasco Brands, Inc.			<u>1,186.78</u>
W. B. Mason Co, Inc.			
	06/08/2015	office supplies all libraries	338.33
Total W. B. Mason Co, Inc.			<u>338.33</u>
			<u><u>32,114.59</u></u>

Unpaid Bills Detail

As of June 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	06/08/2015	eBook purchases Fiction/NonFiction	3,829.83
Total Southern Tier Library System			<u>3,829.83</u>
			<u><u>3,829.83</u></u>

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 3, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Farley			
	06/03/2015	programming purchases HH	60.30
Total Amanda Farley			<u>60.30</u>
Amazon Credit Plan			
	06/03/2015	4/10-5/7 purchases all libraries	3,302.34
Total Amazon Credit Plan			<u>3,302.34</u>
CCLD Petty Cash			
	06/03/2015	Petty Cash BF/WE	135.66
Total CCLD Petty Cash			<u>135.66</u>
Cengage Learning, Inc.			
	06/03/2015	Fiction Purchases-ST	498.49
Total Cengage Learning, Inc.			<u>498.49</u>
Chemung Canal Trust Company			
	06/03/2015	Cont Ed/Maker Expo(Part. by Friends) Job Fair/bulb for MF	903.88
Total Chemung Canal Trust Company			<u>903.88</u>
Chester's Amazing Supply House			
	06/03/2015	Cash Register Tapes - HH	18.99
Total Chester's Amazing Supply House			<u>18.99</u>
Chris Corter			
	06/03/2015	Chess Program/Mileage reimb	214.55
Total Chris Corter			<u>214.55</u>
Classified Marketplace			
	06/03/2015	Legal Notice-Ad for Elevator project	112.60
Total Classified Marketplace			<u>112.60</u>
David Parmalee			
	06/03/2015	Patron Refund	40.00
Total David Parmalee			<u>40.00</u>
Deborah L. Brimmer			
	06/03/2015	mileage/Maker Expo supplies pd by Friends	434.17
Total Deborah L. Brimmer			<u>434.17</u>
Demco, Inc.			
	06/03/2015	Laminate/tape/book glue all libraries	251.37
Total Demco, Inc.			<u>251.37</u>
Guernsey Memorial Library			
	06/03/2015	Purchase of used Gressco cases	38.87
Total Guernsey Memorial Library			<u>38.87</u>
Horseheads Do It Center			
	06/03/2015	HH - outdoor cord/corner braces	36.67
Total Horseheads Do It Center			<u>36.67</u>

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 3, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	06/03/2015	Library materials - JUNE 2015 statement	9,712.64
Total Ingram Library Services			<u>9,712.64</u>
International Bronze Manuf. & Designers			
	06/03/2015	E. Catlin Memorial Plaque pd by Foundation	769.00
Total International Bronze Manuf. & Designers			<u>769.00</u>
Jennie Lewis			
	06/03/2015	Make Expo supplies	17.82
Total Jennie Lewis			<u>17.82</u>
JFJ Disc Repair			
	06/03/2015	DVD Repair supplies - ST	58.72
Total JFJ Disc Repair			<u>58.72</u>
Lauren Schweizer			
	06/03/2015	Patron Refund	96.95
Total Lauren Schweizer			<u>96.95</u>
Lynda Page			
	06/03/2015	Mileage 5/12/15	17.39
Total Lynda Page			<u>17.39</u>
Maggie Young			
	06/03/2015	Geneal purchase/program supplies	54.98
Total Maggie Young			<u>54.98</u>
Margeson's Landscaping Inc.			
	06/03/2015	HFL spring cleanup/mowing 4/28-5/19 & Garden pd by Foundation	1,035.00
Total Margeson's Landscaping Inc.			<u>1,035.00</u>
Michelle Erickson			
	06/03/2015	Book purchase/Programming at VE	103.92
Total Michelle Erickson			<u>103.92</u>
MidWest Tape			
	06/03/2015	DVD/Audio purchases - HH/WE	1,875.76
Total MidWest Tape			<u>1,875.76</u>
Owen Frank			
	06/03/2015	Bldg - plate glass purchase	60.00
Total Owen Frank			<u>60.00</u>
Petty Cash-Steele			
	06/03/2015	Supplies/postage/Cont. Ed supplies/Expo supply	444.21
Total Petty Cash-Steele			<u>444.21</u>
Random House, LLC			
	06/03/2015	AV purchases - Steele	1,031.21
Total Random House, LLC			<u>1,031.21</u>

Chemung County Library District General Fund

Document #2015-33

Unpaid Bills Detail

As of June 3, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southeast Steuben County Library			
	06/03/2015	Corning fines collected at Steele	26.00
Total Southeast Steuben County Library			<u>26.00</u>
Staples Credit Plan			
	06/03/2015	BF supplies/Cables & Batteries/Printer-Tinker Lab	781.13
Total Staples Credit Plan			<u>781.13</u>
Star Gazette			
	06/03/2015	Annual Subscription ST 8/1/14-4/30/16	1,150.09
Total Star Gazette			<u>1,150.09</u>
The Leader			
	06/03/2015	HH annual subscription	289.44
Total The Leader			<u>289.44</u>
Town of Big Flats			
	06/03/2015	BF -Water Bill 2/10-5/5	28.75
Total Town of Big Flats			<u>28.75</u>
Village of Horseheads			
	06/03/2015	water bill 1/13-4/14	38.83
Total Village of Horseheads			<u>38.83</u>
Wegmans Food Markets Inc.			
	06/03/2015	Programming AD/YA/JUV/BF/C.E./Chess	307.34
Total Wegmans Food Markets Inc.			<u>307.34</u>
Westbrook Enterprises, LLC			
	06/03/2015	Patron Counter Repair - WE	65.00
Total Westbrook Enterprises, LLC			<u>65.00</u>
Yuki Schillo			
	06/03/2015	5 week storytime 2/14-6/13/15	200.00
Total Yuki Schillo			<u>200.00</u>
			<u><u>24,212.07</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 3, 2015

Document #2015-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/03/2015	Reference materials	143.90
Total Baker & Taylor Books			<u>143.90</u>
Information Today, Inc.			
	06/03/2015	reference material	404.05
Total Information Today, Inc.			<u>404.05</u>
Ingram Library Services			
	06/03/2015	Non Fiction JUNE 2015 stmt	986.94
Total Ingram Library Services			<u>986.94</u>
Matthew Bender & Co., Inc.			
	06/03/2015	Reference Material	1,570.38
Total Matthew Bender & Co., Inc.			<u>1,570.38</u>
N.A.D.A. Appraisal Guides			
	06/03/2015	reference materials	438.00
Total N.A.D.A. Appraisal Guides			<u>438.00</u>
			<u><u>3,543.27</u></u>

Document #2015-34

Report of the June 3rd, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Rachel Dworkin, Marge Kappanadze; and Joan Santulli and Ron Shaw, CCLD management. Other board members in attendance were Ann Hayes, Jim Hare, Jack Schamel, Bonnie Chollet, Mike Muldoon and Phyllis Rogan. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 6/3/15 for the General Fund in the amount of \$24,212.07 and the Grant Fund - \$3,543.27. Mr. Hare moved, seconded by Ms. Hayes to pay the bills as listed. VOTE: Unanimously Approved.

Mr. Shaw requested that the board go into Executive Session to discuss Personnel Issues and Contract Negotiations. Mr. Hare moved, seconded by Ms. Dworkin to move into Executive Session. VOTE: Unanimously Approved. Mr. Hare moved, seconded by Mr. Schamel to come out of Executive Session. VOTE: Unanimously Approved.

Regarding the Personnel Actions, Ms. Dworkin moved, seconded by Ms. Chollet to approve the following: a temporary upgrade of a Librarian I to Librarian II pending the Librarian II Civil Service exam, hiring a temporary (for up to 1 year) PT Library Page to cover the 2 staff members currently off on sick leave, hiring a seasonal (up to 3 months) PT Library Page to assist with shelving and discharging materials during the summer months, hiring a PT Microcomputer Specialist to replace the current staff member in that position as he will be attending RIT in the fall, and the hiring of a Maker Space Clerk as previously discussed with the board. VOTE: Unanimously Approved.

President's Report. The CCLD Attorney has been checking on the request of the County Board of Elections that if there is any District that has a vacancy and CCLD only has one person who has submitted a petition to serve as trustee, that person automatically be given the position – no need for an election. Mr. Wolan has stated that CCLD cannot comply with this request. We are bound by Election Law to allow for write-in votes. The Legislation that formed the District states that, although the County Board of Elections would like the CCLD petitions to be submitted to them by the end of August, CCLD must accept petitions up until 36 days before the election. This would make our deadline fall closer to the end of September each year.

Director's Report.

Mr. Shaw reported on the following:

- Efficiency Plans for Public Libraries under Tax Freeze Legislation. He has requested clarification from New York State but it appears that since CCLD has passed a resolution to override the tax cap, this plan is not necessary to file with NYS.
- Zinio/Indieflix/Mango. The contract with Zinio (the electronic magazine database) will be signed this week. The funding will come from Central Book Aid and the magazine subscription line in the current CCLD budget. Indieflix is a collection of films shown at worldwide film festivals. The cost of \$1,350/year will be taken from the local database funds in the current CCLD budget. CCLD is considering dropping the Mango Language database due to minimal usage and the fact that the Friends have determined not to partially fund it in the future.
- Maker Expo. Ron took the time to thank the board members who were able to attend the Expo. Approximately 1,100 people attended and he has heard nothing but good comments. Kudos to Deb Brimmer and all of those who volunteered their time to make the event a success. Next year's event will be planned by a Committee.

- STN Connectivity. Mr. Hildreth, the Director of STLS informed Mr. Shaw that all STLS libraries are on board with the dark fiber initiative. Mr. Hildreth has stated that CCLD will get priority when the installations are scheduled.
- Insurance. Mr. Shaw met with our Jim Rogers, our insurance rep at Perry & Carroll. Regarding flood insurance, he stated that the National Flood Insurance has been underfunded for years and he predicts a substantial increase in the costs. He was informed that CCLD is discussing dropping the coverage on both the West Elmira and Horseheads Libraries. Regarding Worker's Comp, Ron asked Mr. Rogers to check on the status of all claims since 2008 to be sure that the ones that have been closed out have been removed from our chart. The estimated increase is 5% and with the closed cases off our record, CCLD's experience modifier should be under 1.20 which will mean that we can shop around for new quotes on Worker's Comp insurance. Mr. Rogers discussed Cyber Security Insurance. Since CCLD does not store Social Security Numbers and we go through the STLS firewall, there should not be a need for this insurance coverage.

The meeting adjourned at 6:36pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 1st, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-35

Report of the June 10th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Rick Roberts, Georgia Reynolds, Jack Schamel and Marge Kappanadze and Community Member Robin Fitzgerald. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the May 31st, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 6/9/15 Unpaid Bills Detail for the General Fund bills totaling \$32,114.59 and the Grant Fund - \$3,829.83. The list includes a partial payment to the auditors and the beginning of several programs for the Summer Reading Clubs. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli stated that a representative from EFP Rotenberg should be attending the July meeting to discuss the 2014 audit of CCLD finances. CCLD has received a notice from the IRS that the requested extension for the filing of Form 990 has been approved.

Regarding the 2016 budget, CCLD has received a notice from Excellus that they are requesting a 15.9% increase in health insurance charges for next year.

Ms. Kappanadze reported that the Personnel Committee is recommending entering into 2 contracts with an HR consultant. The proposal for the contracts is \$6,250 which is more than was budgeted in 2015. These contracts will be discussed at the next meeting of the board.

Ms. Kappanadze also stated that the South Central Regional Library Council has several upcoming webinars regarding fund-raising. Due to the financial climate, she suggested that board members view these webinars to gain information for the future. She will send the notice out to all board members and request that they respond with commitments on which webinars each can sign up for.

The meeting adjourned at 8:35am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 8th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Report of the May 29th, 2015 Bid Opening for the Chemung County Library District – Steele Memorial Library – Elevator Modernization Project

Bid Opening meeting started at 2:00pm. Present were Mike Saglibene of Hunt Engineers, Rob Stanton of Streeter Associates and Sue Lanasa of Elmira Structures. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

Mike Saglibene opened the two bid documents. Both companies acknowledged the addendum to the project. A bid bond was not required for this project and both bids included the required forms. Bid results were as follows:

Streeter Associates - \$104,000.00
Elmira Structures - \$104,000.00

Mike Saglibene will double-check on the protocol for the process to take to determine a winner when there is a tie.

Due to the tie, all parties present verbally agreed to a coin toss to determine the winner of the bid. The only rule was that the coin must land on the table. If it doesn't, the toss will be repeated.

Elmira Structures chose "heads" – Streeter is "tails". The coin toss landed on "heads" and the award is given to Elmira Structures. This award will remain unless it is determined that there is a legal process to follow in the event of a tie.

The meeting adjourned at 2:15pm.

Report of the June 3rd, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The bid opening was held May 29th. Both Streeter Associates and Elmira Structures bit the same amount \$104,000. According to General Municipal Law, Section 103, in the event of a tie, a coin toss is permissible to choose the winner. Elmira Structures won the bid. The Library Board will need to officially award the contract at the June 18th meeting. Construction is proposed to start August 17th with substantial completion expected by September 18th.
- Other State Construction Projects. The Division of Library Development has not yet confirmed the approval of the bathroom reconstruction project at the Steele Library. A letter is expected to be received from DLD before the end of June. The Chiller Project at the Steele Library – a notice of intent to apply has been forwarded to the Southern Tier Library System. The next step will be to make a presentation in person to the STLS board of trustees at their June meeting. The updated quote from DPC Engineering is \$305,000.
- Taitem Energy Audit. Taitem has submitted their report to NYSEDA for their approval. Several recommendations may be eligible for grant funds.
- Fire Alarm. Mr. Shaw reported that he has received clarification from FAST regarding the fire alarms requesting to be installed at the branch libraries. Big Flats, Horseheads and West Elmira all have panic buttons but none of them have a working fire alarm. The Horseheads Library does have a fire panel that has been discontinued. The job there would be to leave the panel in place and add security sensors and put the fire alarms on a dedicated system. The installation was not included in the original quotes due to the need to hire an electrician whose wage rate would be under prevailing wage. Ron has forwarded FAXT some drawings to assist them in preparation of installation quotes.
- Trees at Horseheads Library. In the rear of the building, trees need to be trimmed to make room for a Community Garden. The estimate at present is \$2,700. Nothing further to report at this time.
- Big Flats Library. The work on the bathroom is finished. The County B&G may place a metal grid over work for easier access in the future.
- Dark Fiber. STLS has applied for a \$30,000 from New York State and \$150,000 from Appalachian Regional Council to cover the costs of installation.
- NYSEG. They will be replacing the gas main along West Water Street in front of the library. The job is expected to take place by the end of summer. A gas meter will be installed on the exterior of the West Elmira Library. It will be in the front corner and NYSEG will plant a bush to make it more pleasing to the eye.
- Elmira Sesquicentennial Medallion Project. The Committee reviewed the information for this project and determined that CCLD will not participate at this time.
- Perry & Carroll. The insurance underwriter has located several parts of the sidewalks at Steele that need to be lowered. There have been 2 falls by patrons in the past year due to this issue. The County Buildings & Grounds Department is aware of the issue and has located approximately 18 blocks that will need to be touched up.
- Mechanical Room Cleanup. Mr. Morenus from the County B&G uses the Mechanical Rooms at Steele every time he needs to check on the HVAC system. He expressed to Ron that the rooms are overrun with “junk”. Ron stated that once the libraries are closed on weekends, he and CCLD’s Maintenance Man have already made plans to empty the room, build storage shelves, sort the items and either return them to storage or discard them. A dumpster may need to be ordered at that point.

The meeting adjourned at 5:50pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 1st, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.