



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 March 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 15, 2012 at 6:00 pm at the **Horseheads Branch 405 S. Main St. Horseheads, NY 14845** 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 #2012-13)
4. Treasurer's report
 - a) Financial report (document #2012-14)
 - b) Report of Unpaid Bills Detail (document #2012-15)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-16)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the February 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-13)

Minutes of the February 2012 meeting of the Chemung County Library District Board of Trustees. The February meeting was held on Thursday, February 19, 2012 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Robin Fitzgerald, John Savash, Sue Cook, Marge Kappanadze, Mary Beth Conwell, Ann Cady, Allen C. Smith, Richard Roberts and Jessica Roberts. Excused were Rita Dery, Tina Hager and Karl Schwesinger. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the January 2012 meeting (Document #2012-7) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The January 31, 2012 Financial Report (Document #2012-8) was presented for board review. By unanimous consent the January 31, 2012 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-9). Ms. Cook noted that there are no unusual bills listed this month. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/1/12 – General Fund \$19,209.90 and Grant Fund - \$5,811.22 and the unpaid bills dated 2/16/12 – General Fund \$15,740.51 as distributed.

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

- A thank you note from the Elmira Christian Academy for the advertisement in their sports guide.
- Receipt of a matching grant in the amount of \$72 from Traveler's Insurance Company.
- Articles which were sent electronically to the board included the February newsletter from the Southern Tier Library System (STLS), the CCLD request in the amount of \$8,500 that was approved at the recent Friends of the Steele Library board meeting and a copy of the changes to the Open Meeting Law as received from Attorney Conrad Wolan.

President's Report. Ms. Reynolds reported that during the month representatives from CCLD and the Southern Tier Library System (STLS) met with Senator Tom O'Mara to express concerns about New York State's support of libraries. He listened with an open mind.

Ms. Reynolds also reported on a meeting held with representatives of the Chemung County Board of Elections. They are still looking for ways to incorporate the CCLD elections in with their other regular election schedules. This will alleviate some of the financial responsibilities in printing the paper ballots. They have informed CCLD that if a trustee is running unopposed, there is no need to have ballots at the election. The Board of Election representatives plan to give CCLD a letter which can be used to send to Albany in order to request a change in the Library District's charter. The charter change is necessary in order to make the changes they are requesting in the way CCLD holds its elections.

Ms. Reynolds passed around the most recent annual report completed by Joan Santulli, the Administrative Assistant. The report needs to be approved by the board prior to sending it to STLS and the State. Ms. Fitzgerald moved, seconded by Mr. Roberts to approve the 2011 CCLD annual report as distributed. Motion Carried.

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

- Regarding Personnel, a part-time Page has been promoted to a full-time Clerk to fill a vacancy; a part-time Senior Page fell and fractured her hip. The case is being handled by Worker's Compensation. Mr.

Shaw also received a notice from Rose Woodard, Principal Library Clerk at the West Elmira Library, that she is retiring effective April 27, 2012.

- He has completed the filing of the Property Tax Cap report to New York State. It took 4 months for New York to give the Library District the correct information in order to complete the report.
- The Master Policy Document was distributed during the month for the board members to review. After discussion, Mr. Roberts moved, seconded by Ms. Roberts to approve the Chemung County Library District's Master Policy Manual as distributed. Motion Carried.
- Regarding programming, the students from Ernie Davis Middle School continue to visit the Steele Library on a weekly basis. Also, Beecher Elementary has requested that the Bookmobile visit their school. They will have two pre-K and three Kindergarten classes visiting the Bookmobile.
- Regarding Marketing, the Digital Signs (Monitors) have been installed at all CCLD libraries and staff has been trained on adding new material to the signs. Also all staff members have been trained in how to use eReaders and the Horseheads Library, thanks to the Horseheads Foundation, will be a test case in loaning this equipment out to patrons.
- Mr. Shaw reported that the Steele Reference Department is in receipt of footage from the Flood of '72. Mr. Frank will be inserting links on the Library Website for access by patrons. Also, each library has received "FLIP" videos that staff will be using to video tape programs, etc. These clips can then be placed on the web and on YouTube.
- Author Anthony Carrozza will be doing a program at the library. In his latest book, he lists several CCLD staff members in the acknowledgements. A copy of the list of acknowledgements will be brought to the next board meeting.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-10). Ms. Reynolds stated that three of the four Chemung County representatives on the STLS board plan to attend the March board meeting being held at the Horseheads Library. She also stated that either the August or September CCLD board meeting will be held at the STLS headquarters in Painted Post, New York.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-11). Ms. Cook reported that the auditors are starting the CCLD audit for fiscal year 2011 the first week of March. They should be ready to present the audit to the board at the April meeting.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-12). One correction was that Ms. Reynolds did not attend the meeting. Mr. Shaw stated that he has not yet heard from New York State regarding the Construction grants applied for in 2011. The Library District is also still awaiting word from the State regarding the final payments for the Green Roof at the Steele Library.

Ad-hoc Strategic Planning Committee. Ms. Kappanadze gave the following update: The Committee met last week to discuss the surveys. They received preliminary results of the Staff surveys. The public has until March 9th to submit their survey responses. During the month, committee members distributed surveys to customers at the Tops Market in Elmira and at the Friends of the Steele Library book sale at the Arnot Mall.

Marketing Committee. Ms. Reynolds stated that this committee was created in 2008 and was charged with creating a cohesive ID for the Library District. During the last 3-4 years, the committee has purchased TV monitors, signage, shirts with the CCLD logo, etc. Ms. Cady stated that their current mission is to mail a postcard to every household in Chemung County. This would be the first time since the creation of the District that every residence is targeted. While the mission of the Committee continues, it is now time for board members to step back and allow CCLD staff members to continue on with the mission. An Adult Programming Committee has been formed, made up of staff members. This committee will be an internal one that makes informal reports to the full board. Ms. Reynolds is requesting that the Board's Marketing Committee be disbanded. Mr. Roberts moved, seconded by Ms. Cady to disband the Marketing Committee

and to turn its mission over to CCLD staff members. Motion Carried. The staff committee will be chaired by Chris Corter and Ann Cady will be the board liaison to the Committee.

Old Business. None.

New Business. None.

Public Expression. None.

The meeting was adjourned at 6:55pm. The next regular meeting of the board will be held on Thursday, March 15th, 2012 at 6:00pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of March 7, 2012

Document #2012-15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	03/07/2012	Reference materials	45.00
Total Baker & Taylor Books			<u>45.00</u>
Ingram Library Services			
	03/07/2012	Non-Fiction book purchases-February	1,314.39
Total Ingram Library Services			<u>1,314.39</u>
Southern Tier Library System			
	02/08/2012	Processing Fees-NF	93.00
	03/07/2012	Processing Fees-NF Jan/Feb	158.25
Total Southern Tier Library System			<u>251.25</u>
TriLateral LLC			
	03/07/2012	Reference Material	83.67
Total TriLateral LLC			<u>83.67</u>
			<u><u>1,694.31</u></u>

Unpaid Bills Detail

As of March 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	03/07/2012	Purchases - ST, BF, HFL, WE - 01/16/12 - 2/8/12	1,311.15
Total Amazon Credit Plan			<u>1,311.15</u>
Apple Books			
	03/07/2012	Steele JUV books	625.26
Total Apple Books			<u>625.26</u>
AVcafe			
	03/07/2012	DVD's - HFL	48.13
Total AVcafe			<u>48.13</u>
Barnes & Noble, Inc.			
	03/07/2012	Library Materials - VE	28.76
Total Barnes & Noble, Inc.			<u>28.76</u>
Best Buy			
	03/07/2012	EReaders & Tablets - HFL pd for by Foundation	2,166.96
Total Best Buy			<u>2,166.96</u>
Brian Ewanyk			
	03/07/2012	Mileage reimbursement - Feb. 2012	99.90
Total Brian Ewanyk			<u>99.90</u>
CCLD Petty Cash			
	03/07/2012	Petty Cash reimbursement - BF, HFL, WE	620.93
Total CCLD Petty Cash			<u>620.93</u>
Center Point Large Print			
	03/07/2012	ST & BKM - large print	554.22
Total Center Point Large Print			<u>554.22</u>
Chemung County Buildings & Grounds Dept.			
	03/07/2012	Utility & Bldg Maint. chg- 4th Qtr 2011	26,852.86
Total Chemung County Buildings & Grounds Dept.			<u>26,852.86</u>
Chemung County Chamber of Commerce			
	03/07/2012	Membership Dues - 2012	223.00
Total Chemung County Chamber of Commerce			<u>223.00</u>
Chris Corter			
	03/07/2012	mileage 1/4/12 - 2/22/12	109.89
Total Chris Corter			<u>109.89</u>
Creative Data Products			
	03/07/2012	Overdue mailers - all libraries	211.13
Total Creative Data Products			<u>211.13</u>
Creative Product Source			
	03/07/2012	Programming supplies-WE	340.05
Total Creative Product Source			<u>340.05</u>

Unpaid Bills Detail

As of March 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	03/07/2012	mileage reimbursement - Feb. 2012	270.61
Total Deborah L. Brimmer			<u>270.61</u>
Demco, Inc.			
	03/07/2012	Supplies - Patron Appreciation day	54.45
Total Demco, Inc.			<u>54.45</u>
Doris Jean Metzger			
	03/07/2012	Reimb - Programming - VE Library	78.09
Total Doris Jean Metzger			<u>78.09</u>
Fay Crance			
	03/07/2012	Jan - March Programming - VE Paid with grant funds	80.00
Total Fay Crance			<u>80.00</u>
Haefele TV, Inc.			
	03/07/2012	Internet for Van Etten - March 2012	51.95
Total Haefele TV, Inc.			<u>51.95</u>
Howard Public Library			
	03/07/2012	Patron Refund	13.00
Total Howard Public Library			<u>13.00</u>
Imperial Door Controls, Inc.			
	03/07/2012	ST - h-cap doors - 2012 Maint. Agreement	1,280.00
Total Imperial Door Controls, Inc.			<u>1,280.00</u>
Ingram Library Services			
	03/07/2012	Library materials - All	7,899.13
Total Ingram Library Services			<u>7,899.13</u>
Institute for Human Services			
	03/07/2012	Registration workkshop - Admin, HFL, & ST	245.00
Total Institute for Human Services			<u>245.00</u>
Jamex, Inc.			
	03/07/2012	New Copy Cards - ST	816.10
Total Jamex, Inc.			<u>816.10</u>
Julie Burgess Web Design			
	03/07/2012	Marketing Committee-graphic design-brochure	229.00
Total Julie Burgess Web Design			<u>229.00</u>
Junior Library Guild			
	03/07/2012	Library materials BF	342.00
Total Junior Library Guild			<u>342.00</u>
Michelle Barrett			
	03/07/2012	mileage reimb. 2/21/12 - 2/24/12 HFL.	65.66
			<u>65.66</u>

Unpaid Bills Detail

As of March 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Michelle Barrett			65.66
Petty Cash-Steele			
	03/07/2012	Supplies, Postage, programming, & Other	494.87
Total Petty Cash-Steele			494.87
Quicker Printer			
	03/07/2012	2012 CCLD Patron Survey	112.50
Total Quicker Printer			112.50
Rose Woodard			
	03/07/2012	Program Supplies/DVD purchase - WE	144.69
Total Rose Woodard			144.69
RSVP of Chemung County			
	03/07/2012	Volunteer Recognition Ad-2012	50.00
Total RSVP of Chemung County			50.00
Sayles & Evans			
	03/07/2012	Legal fees - 11/17/11 - 1/31/12	1,240.00
Total Sayles & Evans			1,240.00
Scholastic Library Publishing			
	03/07/2012	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			152.10
South Central Regional Library Council			
	03/07/2012	Workshop registration-project management	75.00
Total South Central Regional Library Council			75.00
Staples Credit Plan			
	03/07/2012	eBook purchase-HH/supplies all libraries	696.92
Total Staples Credit Plan			696.92
Stephen Swinburne			
	03/07/2012	Author Visit - HFL	1,005.33
Total Stephen Swinburne			1,005.33
Tanglewood			
	03/07/2012	Steele Program - 3/13/2012	60.00
Total Tanglewood			60.00
The Bulk Book Store			
	03/07/2012	Books for Author Visit - HFL	287.50
Total The Bulk Book Store			287.50
Time Warner Cable			
	03/07/2012	VPN/Phone - ST, HFL, & WE	430.75
Total Time Warner Cable			430.75
Town of Big Flats			

Unpaid Bills Detail

As of March 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	03/07/2012	BF -Water Bill - 2012	<u>28.75</u>
Total Town of Big Flats			28.75
U. S. Postal Service			
	03/07/2012	Bulk Mail Permit - Admin.	<u>380.00</u>
Total U. S. Postal Service			380.00
Verizon Wireless			
	03/07/2012	BKM/Admin. cellular service-	<u>208.01</u>
Total Verizon Wireless			208.01
Village of Horseheads			
	03/07/2012	HFL water bill 10/18/11 - 1/16/12	<u>24.06</u>
Total Village of Horseheads			24.06
Wegmans Food Markets Inc.			
	03/07/2012	Program Supplies - HFL	<u>95.37</u>
Total Wegmans Food Markets Inc.			95.37
Westbrook Enterprises, LLC			
	03/07/2012	Electrical Work @ BF & HFL	<u>475.00</u>
Total Westbrook Enterprises, LLC			<u>475.00</u>
			<u>50,578.08</u>

Document #2012-16

Report of the March 7th, 2012 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, March 7th, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Allen C. Smith, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that staff from Mengel, Metzger & Barr are here this week to begin the 2011 audit of the Library District.

There was a patron complaint about the recent problem the District had with the public computer server at Steele. This patron may decide to attend the March board meeting.

Ms. Reynolds stated that she and Mr. Shaw will be meeting with New York State Assemblyman Chris Friend tomorrow to encourage his support of libraries. She reported on the previous visit with Sen. O'Mara which went well. She also reminded the Committee of the upcoming Wine, Beer and Roses fundraiser being held on March 24, 2012.

Mr. Shaw reported that with the retirement of the Principal Library Clerk at the West Elmira Library (Rose Woodard), he will be replacing her with PLC Dianne Patchett (currently based on the Bookmobile). With this change, he is looking to make the supervisor of the Bookmobile a Senior Library Clerk position. Another personnel change is the hiring of a temporary Library Page to fill the vacancy of a staff member currently off on Worker's Compensation.

The Master Policy Document was reviewed this morning with the Library District's Department Heads.

Other items discussed were:

- The Southern Tier Library System is considering purging all social security numbers from WorkFlows, the check-out software. STLS will be hopefully be making this decision in the near future.
- Beginning April 2, 2012, the Horseheads Free Library will be loaning out e-Readers which were purchased by the Horseheads Foundation. This will be a test program for the rest of the libraries in the District.
- He has received no word from the State regarding the District's applications for Construction aid.
- An application for a grant has been submitted to the Anderson Foundation. The District is requesting \$20,000 to assist in the installation of a computer training room at the Steele Library.
- Mr. Shaw, Ms. Molter and Attorney Wolan will be attending a hearing in Binghamton in early April regarding an issue with a staff member.

Ms. Santulli presented and discussed the March 7th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$50,578.08 and the Grant Fund \$1,694.31. The list includes the 4th Quarter Utility bills from the Chemung County Buildings & Grounds. Mr. Smith moved, seconded by Mr. Roberts to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 4th, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.