



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 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 20, 2014 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 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 #2014-12) and
4. Treasurer's report
 - a) Financial report (document #2014-13)
 - b) Report of Unpaid Bills Detail (document #2014-14)
5. Correspondence
6. President's report
 - CONSENT ITEM Approval of CCLD 2013 Annual Report
7. Director's Report
 8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-15)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-16)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2014-17)
 - CONSENT ITEM Award of HVAC and Exterior Renovation contracts
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the FEBRUARY 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-12)

Minutes of the February 2014 meeting of the Chemung County Library District Board of Trustees. The meeting was held on Thursday, February 20th, 2014 at the Central Branch, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Ann Hayes, Georgia Reynolds, John Savash, Bonnie Chollet, Sue Cook, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin and Tim Blandford. Absent: Michael Muldoon. Excused: James Hare and Jessica Roberts. 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 2014 meeting (Document #2014-7) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The January 31st, 2014 Financial Report (Document #2014-8) was presented for board review. Ms. Santulli noted that the Insurance line will be overspent this year due to the large unexpected increases in the liability and flood insurances. By unanimous consent, the January Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2014-9). Ms. Cook noted that the bill lists include the 4th quarter Utility bill from Chemung County and the payment to the inspector for Worker's Comp. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/5/14 General Fund - \$29,878.53 and Grant Fund \$6,840.81; the unpaid bills dated 2/20/14 General Fund - \$47,148.07 as distributed.

Correspondence. Mr. Roberts passed around the flyer advertising Library Advocates Day in Albany being held on February 26, 2014. Board members are encouraged to attend. Staff member Ms. Poppendeck is planning to attend.

President's Report. None at this time.

Director's Report. In Mr. Shaw's absence, Ms. Chris Corter discussed the following:

- **Staff.** The Central Library has had one part time Library Page resign and their replacement will start next Monday. There are currently 2 full-time staff members off on extended sick leave which makes for creative scheduling. Beginning March 22nd, the Central Library will begin a 3 week rotation for Saturday scheduling instead of the 2 week schedule currently in force.
- **Early Literacy.** LabCentral, the early literacy department at the Central Library will be unveiled in April during National Library Week.
- **Literacy Training/TechULearn.** The Central Library is currently offering classes to the public in the Computer Lab ranging from basic computer/internet to Microsoft Word and E-mail. This program will be expanded to include additional topics using instructors from TechULearn.
- **Lynda.com.** The Library District staff are taking advantage of South Central Regional Library Council's www.lynda.com test seats. The software allows users to do on-line training in a variety of subjects using a video instructor. Staff members are testing the product to determine whether or not CCLD would be interested in purchasing a membership.
- **Programs.** Adult programming is gearing up for a "Women's Week" series in March. A special Teen Tech Week program is scheduled for March 12th. At the Big Flats Library, they are starting to do active programming by making connections in the community.

- Friends of CCLD. The Friends were able to sell 500 of the red CCLD grocery type bags at their recent book sale. The Library District was then reimbursed the price of the bags.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-10). President Roberts stated that the Food Bank reported that CCLD donated food (received during fine forgiveness week) valued at \$368. He also reported that he has signed a Memorandum of Agreement with CSEA that allows the Library District to hire interns from the college as long as union workers are not displaced. All issues listed in the inspector's report regarding workplace safety have been resolved.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-11). Ms. Cook stated that all items discussed at their meeting have been covered. She has reviewed the 2013 bank statements to verify that reconciliations of the statements have been completed.

Buildings & Grounds Committee. The February meeting was cancelled. Mr. Savash stated that he has completed the 3-year multi-year budget document. This document will be forwarded to board members. The legal notice advertising for bids for the masonry restoration and HVAC ductwork at the Central Library has been issued. The Committee will open the sealed bids at their next meeting.

Personnel Committee. Ms. Cady stated that the Committee needs to meet with the board in Executive Session.

Old Business. Mr. Roberts stated that the Library District failed to elect the new slate of officers last month. Ms. Reynolds moved, seconded by Mr. Savash to keep the slate of officers the same as 2013. Motion Carried.

New Business. Ms. Reynolds stated that at last month's meeting of the Public Library Foundation of Chemung County (the Horseheads Foundation) their board indicated that they were in favor of paying for the carpeting and painting of the Horseheads Library. They have requested more information on the project prior to approval.

Ms. Kappanadze reported that the Steele Memorial Library Foundation met and has appointed new officers as follows: President Allen C. (Denny) Smith, Vice President Jim Sleeth, Secretary Robin Fitzgerald and Treasurer John Vence. There is currently one vacancy on their board. The balance of their fund is just over \$3 million dollars. They are reviewing the restricted funds to be sure all have been included. The SML Foundation donates \$80,000 per year unrestricted to the Library District.

Public Expression. Cindy Emmer, board member of the Southern Tier Library System, stated that of the four Chemung County representatives on the STLS board, one of them plan to attend CCLD meetings each month. The new STLS President is Denise King and Sherry Collins is now the Vice-President. She stated that the STLS board members are pleased with the new Director, Brian Hildreth. He is in the process of re-organizing the staff to give better service to member libraries.

Ms. Kappanadze moved, seconded by Ms. Cady to move into Executive Session to discuss personnel and Union contract negotiations. Ms. Reynolds moved, seconded by Mr. Cady to come out of Executive Session.

The meeting was adjourned at 8:07pm. The next regular meeting of the board will be held on Thursday, March 20th, 2014 at 6:00pm at the Horseheads Library, 405 South Main Street, Horseheads, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-13)

Financial Report - February 28, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 10,278	\$ 57,322	15%		
Grants (other than N.Y.S.)	\$ -	\$ 3,000				STLS - Literacy Training \$3,000
Foundation Contributions	\$ 165,000		165,000	0%		
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341	(347)	100%		
PILOT Funds	\$ 31,850					
Interest on Investments	\$ 3,000	\$ 107	2,893	4%		
State Aid						
Central Library Development	\$ 88,044		88,044	0%		
Central Book Aid	\$ 60,000		60,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,515	33,485	10%		4th Qtr 2013 distribution
Other State Aid	\$ 1,600		1,600	0%		
TOTAL INCOME	\$ 3,091,088	\$ 2,654,241	\$ 407,997	86%	15%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,346,099	\$ 204,756	\$ 1,141,343	15%		
Holiday Overtime Salaries	7,035	\$ 1,385	5,650	20%		
Employee Benefits						
FICA	102,865	\$ 15,239	\$ 87,626	15%		
NY State Retirement	282,645	\$ 53,194	\$ 229,451	19%		
Medical & Dental	406,411	\$ 50,063	\$ 356,348	12%		includes 1st of 3 payments to County for RunOff
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 12,864	\$ 7,980	62%		
Subtotal - Personnel Expenses	2,165,899	337,501	\$ 1,828,398	16%	15%	
Contractual						
Equipment	17,007	\$ -	17,007	0%		
Telephone	11,950	\$ 2,382	9,568	20%		
Supplies	36,850	\$ 14,011	22,839	38%		\$7561 pd by Grant for LabCentral & MakerSpace at Central
Travel & Continuing Education	18,170	\$ 975	17,195	5%		
Repairs & Maintenance	41,545	\$ 7,831	33,714	19%		
Postage	2,625	\$ 168	2,457	6%		
Library Materials (books, video, etc.)	297,551	\$ 29,776	267,775	10%		Gift Funds \$328
Utilities	72,440	\$ 22,880	49,560	32%		includes 4th Qtr 2013
Building Cleaning Supplies	16,825	\$ 2,898	13,927	17%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 770	3,230	19%		
Insurance	26,500	\$ 23,468	3,032	89%		Incl. \$11,794 Flood Insurance + \$11,673 first installment other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 4,500	24,675	15%		
Data Processing Expenses (Cost Share)	113,385	\$ 1,493	111,892	1%		
Payment of Taxes	4,775	\$ 4,643	132	97%		
Library Programming	27,500	\$ 6,786	20,714	25%		Friends of CCLD \$80, VE grant \$40
Chemung County costs (B&G, vision)	16,000	\$ 760	15,240	5%		
Capital Improvements STATE CONST see below	10,000	\$ 2,600	7,400	26%		Project Manager - construction projects
Contingency Fund	53,066	\$ -	53,066	0%		
Debt Service	\$ 62,225	\$ -	62,225	0%		
Subtotal Expenses	\$ 3,028,488	\$ 463,441	\$ 2,565,047	15%	15%	
2013 & 2014 State Construction Projects		\$ -				
TOTAL EXPENSES	\$ 3,028,488	\$ 463,441				

Chemung County Library District Grant Fund

Document #2014-14

Unpaid Bills Detail

As of March 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
EPCPS			
	03/05/2014	History-Eldridge Park	<u>23.50</u>
Total EPCPS			<u>23.50</u>
Ingram Library Services			
	03/05/2014	Non Fiction March stmt	<u>686.65</u>
Total Ingram Library Services			<u>686.65</u>
Matthew Bender & Co., Inc.			
	03/05/2014	Reference Material	<u>734.46</u>
Total Matthew Bender & Co., Inc.			<u>734.46</u>
			<u><u>1,444.61</u></u>

Unpaid Bills Detail

As of March 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	03/05/2014	Purchases - all libraries 1/10-2/7	1,562.71
Total Amazon Credit Plan			<u>1,562.71</u>
American Family Karate			
	03/05/2014	3/24 program at Central	90.00
Total American Family Karate			<u>90.00</u>
Blackstone Audio			
	03/05/2014	DVD purchases FEB 2014	200.00
Total Blackstone Audio			<u>200.00</u>
Caroleen Vaughan			
	03/05/2014	March Arts program at BF	100.00
Total Caroleen Vaughan			<u>100.00</u>
Caroline Poppendeck			
	03/05/2014	mileage reimbursement 12/27-2/20	48.72
Total Caroline Poppendeck			<u>48.72</u>
Cassandra Wright			
	03/05/2014	mileage reimbursement - 11/15-2/25	43.68
Total Cassandra Wright			<u>43.68</u>
CCLD Petty Cash			
	03/05/2014	Petty Cash reimbursement - BF/HH	243.05
Total CCLD Petty Cash			<u>243.05</u>
Cengage Learning, Inc.			
	03/05/2014	Fiction Purchases-Central	441.51
Total Cengage Learning, Inc.			<u>441.51</u>
Center Point Large Print			
	03/05/2014	BKM/FIC books	425.40
Total Center Point Large Print			<u>425.40</u>
Chemung Canal Trust Company			
	03/05/2014	FEB credit card chg-Prof fees/IT supply	869.23
Total Chemung Canal Trust Company			<u>869.23</u>
CHILDREN'S PLUS INC.			
	03/05/2014	Books Purchased - Central/HH	5,957.44
Total CHILDREN'S PLUS INC.			<u>5,957.44</u>
Costume Specialists			
	03/05/2014	Pete the CAT for BF	140.00
Total Costume Specialists			<u>140.00</u>
Deborah L. Brimmer			
	03/05/2014	mileage reimb FEB	89.04
Total Deborah L. Brimmer			<u>89.04</u>

Unpaid Bills Detail

As of March 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Dell Marketing L.P.			
	03/05/2014	15 replacement computers	11,115.00
Total Dell Marketing L.P.			<u>11,115.00</u>
Faye Crance			
	03/05/2014	FEB 2014 Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
Ingram Library Services			
	03/05/2014	Library materials - March statement	3,893.10
Total Ingram Library Services			<u>3,893.10</u>
Jamex, Inc.			
	03/05/2014	Copy & Cleaning cards for Jamex machines - Central	308.70
Total Jamex, Inc.			<u>308.70</u>
John Manfredi			
	03/05/2014	HH Program 3/12	100.00
Total John Manfredi			<u>100.00</u>
MCI			
	03/05/2014	Long distance chg-BF/HH	57.55
Total MCI			<u>57.55</u>
Michael Truesdail			
	03/05/2014	Mileage reimb FEB	20.16
Total Michael Truesdail			<u>20.16</u>
MidWest Tape			
	03/05/2014	DVD/Audio purchases - HH/WE/Central/BF	3,748.77
Total MidWest Tape			<u>3,748.77</u>
Petty Cash-Central			
	03/05/2014	Postage/Programming/Patron APP	364.46
Total Petty Cash-Central			<u>364.46</u>
Safety-Kleen			
	03/05/2014	disposal of microfilm	1,285.20
Total Safety-Kleen			<u>1,285.20</u>
Sayles & Evans			
	03/05/2014	Legal fees - 11/14-1/23	746.00
Total Sayles & Evans			<u>746.00</u>
Scholastic Library Publishing			
	03/05/2014	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
SmileMakers			
	03/05/2014	Program supplies - WE	45.53
Total SmileMakers			<u>45.53</u>

Unpaid Bills Detail

As of March 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Star Gazette			
	03/05/2014	Annual Subscription 2014 for Central	290.09
Total Star Gazette			<u>290.09</u>
Sue Schoeffler			
	03/05/2014	mileage reimb 1/10-2/20	38.87
Total Sue Schoeffler			<u>38.87</u>
Suffolk Cooperative Library System			
	03/05/2014	Library Trustee Handbooks	42.36
Total Suffolk Cooperative Library System			<u>42.36</u>
TechSoup Global			
	03/05/2014	Symantec protection	200.00
Total TechSoup Global			<u>200.00</u>
Time Warner Cable			
	03/05/2014	VPN service all libraries	513.29
Total Time Warner Cable			<u>513.29</u>
Town of Big Flats			
	03/05/2014	BF -Water Bill 11/8-2/10	28.75
Total Town of Big Flats			<u>28.75</u>
Vasco Brands, Inc.			
	03/05/2014	cleaning/paper supplies all libraries vacuum repair ST/WE	1,035.47
Total Vasco Brands, Inc.			<u>1,035.47</u>
Verizon			
	03/05/2014	phone service Elevator/HH	106.16
Total Verizon			<u>106.16</u>
Verizon Wireless			
	03/05/2014	BKM/Admin. cellular service	182.69
Total Verizon Wireless			<u>182.69</u>
Village of Horseheads			
	03/05/2014	HH Water bill	20.41
Total Village of Horseheads			<u>20.41</u>
Westbrook Enterprises, LLC			
	03/05/2014	Patron Counter Repair - WE	65.00
Total Westbrook Enterprises, LLC			<u>65.00</u>
Wine And Design			
	03/05/2014	BF program 3/3 chg for extra participants	180.00
Total Wine And Design			<u>180.00</u>
			<u><u>34,830.44</u></u>

Unpaid Bills Detail

As of March 12, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleah Christofferson			
	03/11/2014	Teen program 3/25 @ Central	75.00
Total Aleah Christofferson			<u>75.00</u>
Blackstone Audio			
	03/11/2014	DVD purchases FEB 2014	150.00
Total Blackstone Audio			<u>150.00</u>
Capabilities, Inc.			
	03/11/2014	Library Cleaning - HFL, WE, & BF FEB	1,008.00
Total Capabilities, Inc.			<u>1,008.00</u>
Caroleen Vaughan			
	03/11/2014	Arts program at BF-pymt for supplies	140.00
Total Caroleen Vaughan			<u>140.00</u>
Casella Waste Systems, Inc.			
	03/11/2014	BF/WE/HH Annual fee for 2014	1,653.00
Total Casella Waste Systems, Inc.			<u>1,653.00</u>
CCLD Petty Cash			
	03/11/2014	Petty Cash reimbursement - BF/HH/WE	305.68
Total CCLD Petty Cash			<u>305.68</u>
Chemung County Humane Society & SPCA			
	03/11/2014	Donation for programming-HH	30.00
Total Chemung County Humane Society & SPCA			<u>30.00</u>
Chemung Valley Fiber Arts Guild			
	03/11/2014	Program on 3/29 at Central	100.00
Total Chemung Valley Fiber Arts Guild			<u>100.00</u>
CHILDREN'S PLUS INC.			
	03/11/2014	Books Purchased - HH	46.85
Total CHILDREN'S PLUS INC.			<u>46.85</u>
Classified Marketplace			
	03/11/2014	Legal Notice-Ad for Bids-Central	101.40
Total Classified Marketplace			<u>101.40</u>
Demco, Inc.			
	03/11/2014	Library Chairs - HH Pd by Foundation	1,050.05
Total Demco, Inc.			<u>1,050.05</u>
Doris Farmer			
	03/11/2014	Teen Yoga program 3/25	150.00
Total Doris Farmer			<u>150.00</u>
Eastern Copy Products			
	03/11/2014	ST-maint agreement on staff copier 2/15/14-5/15/1	273.45
Total Eastern Copy Products			<u>273.45</u>

Unpaid Bills Detail

As of March 12, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
First Transit			
	03/11/2014	Bookmobile fuel - 1/28-2/20/14	391.60
Total First Transit			<u>391.60</u>
H. L. Treu Office Supply Corp.			
	03/11/2014	IT Supplies	17.00
Total H. L. Treu Office Supply Corp.			<u>17.00</u>
Image Integrator			
	03/11/2014	Maintenance contracts - microfilm/scanner	2,645.00
Total Image Integrator			<u>2,645.00</u>
Oriental Trading Company, Inc.			
	03/11/2014	programming supplies - Central JUV	47.49
Total Oriental Trading Company, Inc.			<u>47.49</u>
Perry & Carroll, Inc.			
	03/11/2014	Insurance policies- 2nd installment 2014	4,992.00
Total Perry & Carroll, Inc.			<u>4,992.00</u>
Polyline, LLC			
	03/11/2014	book sleeves/DVD cases	249.60
Total Polyline, LLC			<u>249.60</u>
Recorded Books			
	03/11/2014	DVD order	280.20
Total Recorded Books			<u>280.20</u>
Reliable Computer Products			
	03/11/2014	printer cartridges Administration	279.72
Total Reliable Computer Products			<u>279.72</u>
Ronald Shaw			
	03/11/2014	Mileage Reimb 11/18-3/4/14	234.07
Total Ronald Shaw			<u>234.07</u>
Safety-Kleen			
	03/11/2014	disposal of microfilm-final invoice	25.00
Total Safety-Kleen			<u>25.00</u>
Southern Tier Library System			
	03/11/2014	processing fees all libraries JAN/FEB	1,765.51
	03/11/2014	Cost Share 1st Qtr 2014	26,641.75
Total Southern Tier Library System			<u>28,407.26</u>
Staples Advantage			
	03/11/2014	office supplies all libraries	870.74
Total Staples Advantage			<u>870.74</u>
TechSoup Global			
	03/11/2014	Symantec protection	500.00
			<u>500.00</u>

Unpaid Bills Detail

As of March 12, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total TechSoup Global			500.00
Unique Management Services, Inc.			
	03/11/2014	FEB placements	<u>1,162.35</u>
Total Unique Management Services, Inc.			1,162.35
Vasco Brands, Inc.			
	03/11/2014	cleaning supply @ Central	<u>65.00</u>
Total Vasco Brands, Inc.			65.00
Verizon			
	03/11/2014	phone service Central/WE	<u>462.07</u>
Total Verizon			462.07
W. B. Mason Co, Inc.			
	03/11/2014	office supplies	<u>168.59</u>
Total W. B. Mason Co, Inc.			168.59
Wegmans Food Markets Inc.			
	03/11/2014	Program Supplies Central/HH/BKM/WE	<u>323.29</u>
Total Wegmans Food Markets Inc.			<u>323.29</u>
			<u><u>46,204.41</u></u>

Document #2014-15

Report of the March 5th, 2014 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 Thursday, March 5th, 2014. Attending the meeting were Richard Roberts, Ann Cady and Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6:05pm.

President Roberts passed around a letter he received from 3 of the volunteers of the Van Etten Library that expressed their concern regarding the rotation of staff members staffing the library and the effect it has on customer service. He will respond to the letter stating that the Library District is working on a resolution.

Ms. Cady stated that she has spoken to the CCLD attorney and learned that the only staff contract the board needs to negotiate is with the Director Ron Shaw. The contract with the Administrative Staff is between the staff member (currently Ms. Santulli) and Mr. Shaw.

Mr. Shaw discussed the following:

- CCLD has received the annual statement of labor costs donated to the district by the County Buildings and Grounds Department. In 2013 the amount was \$28,000.
- Regarding the Memorandum of Agreement for the work study program, the Library District is responsible for paying 25% of the cost of the program.
- A new flyer publicizing monthly events was passed around. This was created by our new Public Relations staff member Ms. Barrett.
- The Committee reviewed comments made by patrons who participated in the recent "Blind Date with a Book" program.
- Mr. Shaw met with Joseph Ponzi, the local rep for NYSERDA. He is investigating the possibility of getting an energy audit for both the Central and Horseheads Libraries which might be funded 50% by NYSERDA. Grants might be available to replace the boiler and lighting at the Central Library and also make some upgrades to the Horseheads Library – as yet undetermined.

Ms. Santulli presented the Unpaid Bills Detail dated 3/5/14 for the General Fund in the amount of 34,830.44 and for the Grant Fund - \$1,444.61. Ms. Cady moved, seconded by Ms. Reynolds to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:32pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 2nd at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-16

Report of the March 12th, 2014 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, March 12th, 2013. Attending the meeting were CCLD board members Sue Cook and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:03am.

Ms. Santulli presented the February 28th, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 3/12/14 Unpaid Bills Detail for the General Fund bills totaling \$46,204.41 (that includes the 1st Quarter payment to the Southern Tier Library System (STLS) for Cost Share and the 2nd payment to Perry & Carroll for Property & Liability Insurance). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The Committee reviewed the final 2013 report for the Public Library Foundation of Chemung County. Mr. Shaw stated that the Horseheads Foundation has agreed to pay for the carpeting and painting of the library, said project to take place in the fall of this year.

Mr. Shaw stated that the Library District has received the report from the Chemung County Buildings & Grounds Department which shows that CCLD saved \$28,000 in labor charges last year under the Shared Services program.

The Memorandum of Agreement between CCLD and CSEA for the work study program has been signed. A CCC college student will be assigned to the Central Library and will be assisting in the JUV department. The cost to the Library District is 25% of the charges. Mr. Shaw also reported that staff members have a meeting tonight with a representative who will be discussing the "Creative/Maker Space" planning for CCLD.

The meeting adjourned at 8:15am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 9th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-17

Report of the March 12th, 2014 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, March 12th, 2014. Board members attending the meeting were John Savash, Rick Roberts and Michael Muldoon. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The meeting was turned over to Bob Butcher, Project Manager for the 2013 State Construction Projects. Sealed bids for two projects were due to the Library District by 3pm today. Mr. Butcher opened 3 bids for the HVAC Duct Exhaust and System Cleaning at the Central Library. In no particular order, the bids were from John W. Danforth Co - \$92,345; Ultra Clean, Inc - \$51,910 and Kimble, Inc - \$49,400. The District received 6 sealed bids for the Masonry Restoration project at the Central Library. The bids were as follows: Charles T. Driscoll Masonry - \$68,317; Lupini Construction, Inc - \$244,060; Ganem Contracting - \$137,000; Heritage Masonry Restoration, Inc - \$99,000; Streeter Associates, Inc - \$127,000 and BR Restoration - \$46,000. Mr. Butcher stated that he will review the bids to be sure the bids are for the same scope. He will speak to the low bidders to make sure everything has been covered and will make a recommendation to the Library District on which bid to choose, said recommendation to be given prior to the March 20th meeting of the board of trustees.

The Committee had Mr. Butcher review the invoice in the amount of \$21,221.00 from Charles Driscoll Masonry for the Horseheads Library Masonry Restoration project. The invoice included the cost of the change order for the front slate replacement and the additional cost for asbestos abatement. The Committee approved sending this invoice to the full board for approval.

Mr. Shaw discussed the following:

- The Library District received notification from the County Buildings & Grounds Department that stated the District saved \$28,000 in 2013 in labor costs under the shared services program.
- He met with a representative from NYSERDA regarding the possibility of getting an energy audit for both the Central and Horseheads Libraries. NYSERDA may also be able to assist the Library District in obtaining a grant to replace the LED lighting at both locations.
- The Public Library Foundation of Chemung County (Horseheads Foundation) has approved the installation of new carpeting and the painting of the Horseheads Library. They have hired Sue Oliver as the project manager. The Foundation will pay the cost of these projects directly to the vendors. The project will take place in September / October of this year.
- The Library District is in receipt of all the insurance policies effective for this year.
- The newly formed Safety Committee will meet next month for the first time.

Mr. Savash stated that the Committee needs to look into adding some new member to the Committee. This matter will be discussed at the next meeting of the board.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 9th, 2014 at 3pm in the Director's Office at the Steele Memorial Library.