



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](http://www.cclld.lib.ny.us)

## Agenda

The November 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 18, 2010 at **6:00 pm Horseheads Free Library 405 S Main Street, Horseheads, New York 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 #2010-66 and #2010-67)
4. Treasurer's report
  - a) Financial report (document #2010-68)
  - b) Report of Unpaid Bills Detail (document #2010-69)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2010-70)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2010-71)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee (document #2010-72)
  - d) Personnel Committee (Conwell)
  - e) Marketing Committee (Reynolds)
  - f) Ad-hoc Policy Committee (Hager)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the October 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-66)*

**Minutes of the October 2010 meeting of the Chemung County Library District Board of Trustees.** The October meeting was held on Thursday, October 21, 2010 at the Big Flats Library, 78 Canal Street, Big Flats, New York. The meeting was called to order at 6:12pm by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Tina Hager, Sue Cook, Mary Beth Conwell, Ann Cady Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Excused: Jan Kather. 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 September 2010 meeting (Document #2010-60) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The September 30, 2010 Financial Report (Document #2010-61) was presented for board review. By unanimous consent the September 30, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-62). Ms. Fitzgerald noted that these bill listings include the Early Literacy Stations purchased for the Steele Library and the 3<sup>rd</sup> quarter payments to the County for Utility bills and to the Southern Tier Library System for data processing fees. A programming check for a Big Flats Library program in the amount of \$200 needs to be added to the 10/14 bill listing. By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/6/10 in the amount of \$20,007.30 (General Fund) and \$2,679.59 (Grant Fund) and the unpaid bill lists dated 10/14/10 as submitted in the amounts of \$109,309.17 (General Fund) and \$2,164.69 (Grant Fund).

**Correspondence.** Mr. Shaw passed around the folder that contained the following:

- A letter from the Public Library Foundation of Chemung County along with a quarterly donation of \$20,000 to benefit the Horseheads Free Library.
- A letter from Ristiina Wigg, the Director of STLS, thanking the Library District for the use of the meeting rooms at the Steele Library for their September board meeting.
- A letter from Ms. Sprague, Chair of the STLS Awards Committee, thanking the Library District for nominating Karl Schwesinger for the STLS Outstanding Support of Libraries Award. While Mr. Schwesinger was not chosen for the award, his contributions to the Library District have been of utmost importance to the many building projects that are under construction and those that have been completed during his tenure on the CCLD board of trustees. The board took this time to once again thank Mr. Schwesinger for his time and efforts on behalf of the Library District.

**President's Report.** President Reynolds reported that she and Mr. Schwesinger met with Bruce Letts, an Engineer hired by the New York State Environmental Facilities Corporation to audit the Library District's Green Roof Project at the Steele Library. The purpose of the audit was to ensure CCLD's compliance with the American Recovery and Reinvestment Act of 2009 (ARRA) and other requirements.

**Director's Report.** Mr. Shaw reported several items of interest reported to the board:

- He has heard from the zoning officers of the Town of Elmira and the Village of Horseheads regarding the particular requirements for installing new signage at the libraries. He is currently working on getting estimates from marketing firms on the cost of creating and manufacturing this signage.
- A new cleaning company, Capabilities, Inc., has been contracted with to clean the Horseheads Free Library. In the near future, a list of job requirements for cleaning CCLD libraries will be created for the purpose of bidding out the job for other libraries in the District.
- The new Bookmobile is scheduled to be delivered to the Steele Library on October 29, 2010. The new vehicle will not be put on the road until the wrap has been installed. It is hoped that the wrap will be complete in time to have the vehicle as an entry in the Thanksgiving Day parade.

- A news release has been sent to the Star Gazette and Mr. Shaw has begun making public presentations on the proposed 2011 budget in each of the libraries in the District.
- Other articles of interest that were passed around were articles in the local newspaper regarding the Van Etten Library, copies of articles from the Friends of the Steele Memorial Library regarding the Green Roof Project and the Early Literacy Stations and TumbleBooks online. Information concerning the purchase of the email service “Constant Contact” was also given out.
- No word has been received from the union regarding further issues with the implementation of a dress code.

Regarding Personnel issues, Mr. Shaw reported that a new part-time Library Page has been hired at the Horseheads Free Library.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2010-63). It was reported that the report has been updated to include two resolutions that were adopted at the meeting - one accepting the Phase II grant from the New York State Opportunity Online Broadband Grant Program and ensuring the required match from CCLD – and the other accepting a grant from STLS to support CCLD’s technology budget. These funds are being used as the required match.

Ms. Reynolds encouraged board members to be sure to give support to the Library Director for decisions he is making in the placement and transfer of staff members. Staff are being transferred to give opportunity for greater exposure in their positions at the library.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-64). Ms. Fitzgerald reported that the latest spreadsheet from the Chemung County Real Property Tax Office shows that property assessments have increased this past year which means the average tax payer in the County will pay less for their library tax in 2011 than in the prior year.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2010-65) Mr. Schwesinger reported that three change orders were approved at the meeting. He is still awaiting a quote on the installation of a monitoring system on the roof. There will not be a web cam on the roof. He expects to use a different type of camera.

Regarding the audit by the Environmental Facilities Corporation, Mr. Schwesinger stated that he is working on one engineering report that is required to be completed.

The water problem in the parking lot at the Big Flats Library (Lake Minier) remains an issue. Mr. Schwesinger stated that again this winter we will need to call and have it pumped when it becomes a problem.

**Personnel Committee.** Ms. Conwell stated that the Committee’s next meeting is scheduled for November 2, 2010 at 6pm.

**Marketing Committee.** Ms. Reynolds reported that the Committee has chosen to purchase pens, pencils, golf shirts and t-shirts with the Library District logo. They are also looking into denim shirts and note pads. They are looking at what direction “marketing” should be going into the future.

It was reported that the Library District is applying for a grant in conjunction with the Literacy Volunteers through New York State that will support adult literacy.

**Ad-Hoc Policy & By-Laws Committee.** Ms. Hager reported that the Committee attempted to make the “Meeting Room Policy” and registration forms for groups using the rooms uniform for all libraries in the District, giving library staff authority to make decisions for their own libraries. Mr. Smith moved, seconded by Ms. Reynolds to adopt the revised “Meeting Room Policy” as submitted in writing and attached to the original of these minutes. Motion carried.

Regarding the “Internet Policy”, the Committee removed outdated information and bolded the consequences of violations of the policy. Mr. Smith moved, seconded by Ms. Conwell to adopt the revised “Internet Policy” as submitted in writing and attached to the original of these minutes. Motion Carried.

**New Business.** Mr. Smith requested that the board move into Executive Session to discuss a former employee of the Library District. Ms. Fitzgerald moved, seconded by Mr. Schwesinger to move into Executive Session. Following discussion, Ms. Fitzgerald moved, seconded by Mr. Schwesinger to move out of Executive Session. The board instructed the Director to enforce the “Dress Code” as written.

**Public Expression.** None.

The meeting was adjourned at 7:45pm. The next regular meeting of the board will be on Thursday, November 18<sup>th</sup>, 2010 at 6:00pm at the [Horseheads Free Library located at 405 South Main Street, Horseheads, New York.](#)

*(Minutes of the October 14<sup>th</sup>, 2010 special meeting of the Chemung County Library District Board of Trustees. Document #2010-67)*

**Minutes of the October 14<sup>th</sup>, 2010 special meeting of the Chemung County Library District Board of Trustees.** The October 14<sup>th</sup> meeting was held at the Steele Memorial Library, 101 East Church Street, Elmira, New York. It was held to complete a Step Three grievance meeting on an outstanding contract grievance filed by CSEA Local 1000 AFSCME on behalf of all bargaining unit employees at the Chemung County Library District against the Chemung County Library Board of Trustees as the employer.

The meeting was called to order by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Sue Cook, Mary Beth Conwell, Jan Kather, Ann Cady, Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Excused: Tina Hager. Absent: Andrea Ogunwumi. Also present were Jim Young, the Library District's Attorney, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The meeting was turned over to Shawn M. Lucas, Labor Relations Specialist for the CSEA Local 1000 union and Glenice Molter, CCLD employee and Unit President representing the Chemung County Library District Unit #6362 & Local #808. Ms. Lucas discussed the union's portion of the grievance and the concerns of the union members regarding the memorandum "Acceptable Standards of Conduct and Dress" dated June 2, 2010 by Library District Director Ron Shaw.

James F. Young, CCLD's Attorney responded with his view of the union's grievance of the "Dress Code".

Mr. Smith moved, seconded by Ms. Kather to deny the CSEA union grievance of the "Dress Code" as it stands. Following discussion, Mr. Smith moved, seconded by Ms. Kather to table the above stated motion. VOTE: All affirmative. Motion carried.

Ms. Conwell moved, seconded by Ms. Fitzgerald to enter executive session in order to consult with the attorney regarding the grievance. The executive session began at 7:00pm and ended at 7:10pm.

Ms. Fitzgerald moved, seconded by Mr. Roberts, to deny the grievance.

Ms. Fitzgerald moved, seconded by Mr. Roberts, to close the meeting.

The meeting was adjourned at 7:17pm.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - OCTOBER 31, 2010**

(DOCUMENT #2010-68)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
<b>NOTHING NEW TO REPORT IN OCTOBER</b>						
Library Fines, Fees & Contributions	\$ 104,250	\$ 72,059	\$ 32,191	69%		
Grants (other than N.Y.S.)		417,052	(417,052)			Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500 plus Federal Stimulus Funding EFC
New Bookmobile fund		8,446	(8,446)			
Foundation Contributions	165,000	41,221	123,779	25%		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	15,416	(416)	103%		
<b>State Aid</b>						
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	10,432	(8,832)			Closeout of all 2007 Projects
<b>TOTAL INCOME</b>	<b>\$ 2,925,052</b>	<b>\$ 3,011,261</b>	<b>\$ (86,209)</b>	<b>102.95%</b>	<b>83%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,226,874	\$ 911,239	\$ 315,635	74%		
Sunday & Holiday Salaries	60,474	28,357	32,117	47%		
Employee Benefits	591,229	371,293	219,936	63%		
<b>Subtotal - Personnel Expenses</b>	<b>1,878,577</b>	<b>1,310,889</b>	<b>567,688</b>	<b>70%</b>	<b>83%</b>	
<b>Contractual</b>						
Equipment	89,855	38,768	51,087	43%		
Telephone	10,800	10,688	112	99%		
Supplies	36,100	36,100	0	100%		Includes \$15,475 in Gates Grant exp. plus 5,500 in '09/10 HFL gifts & \$3,040 WE Foundation '09
Travel & Continuing Education	28,080	12,816	15,264	46%		
Repairs & Maintenance	36,459	29,429	7,030	81%		
Postage	7,600	7,600	0	100%		\$6,000 used from Fund Balance
Education - Tuition Assistance	8,300	2,662	5,638	32%		
Library Materials (books, video, etc.)	302,000	265,962	36,038	88%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	84,518	13,132	87%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	7,402	698	91%		
Fuel, Gas & Oil	2,000	1,365	635	68%		
Insurance	24,390	23,667	723	97%		
Vehicle Operation / Maintenance	2,500	2,500	0	100%		
Professional Fees (audit, engineer/legal fees)	114,100	93,996	20,104	82%		Incl. \$29,251- Interim Director plus \$23,427 for Green Road
Data Processing Expenses	46,526	39,343	7,183	85%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	20,500	0	100%		Includes \$8,150 spent from Friends Donations
Chemung County costs (B&G, vision)	17,049	8,973	8,076	53%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	623,598	(623,598)			State construction and Green Roof expenses
Contingency Fund	76,507	36,748	39,759	48%		SUPPLY LINE \$23,828 & Postage \$4,764 & VEHICLE MAINTENANCE \$882 & PROGRAMMING \$7,274
Debt Service	63,114	46,134	16,980	73%		

<b>TOTAL EXPENSE</b>	<b>\$ 2,875,052</b>	<b>\$ 2,708,121</b>	<b>\$ 166,931</b>	<b>94%</b>	<b>83%</b>
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## Chemung County Library District General Fund

Document #2010-69

## Unpaid Bills Detail

As of November 4, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>AudioGo</b>			
	11/04/2010	DVD purchases-ST	443.74
Total AudioGo			<u>443.74</u>
<b>Awe</b>			
	11/04/2010	Early Literacy Stations-ST to be reimb by Friends	6,444.00
Total Awe			<u>6,444.00</u>
<b>Bobby K Entertainment</b>			
	11/04/2010	Haunted Library supplies-ST	345.00
Total Bobby K Entertainment			<u>345.00</u>
<b>Capabilities, Inc.</b>			
	11/04/2010	HH Janitor Services- 10/24 & 10/31	270.00
Total Capabilities, Inc.			<u>270.00</u>
<b>Center Point Large Print</b>			
	11/04/2010	BKM & Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
<b>Demco, Inc.</b>			
	11/04/2010	shelving ST/reading seat WE	1,608.05
Total Demco, Inc.			<u>1,608.05</u>
<b>Dundee Library</b>			
	11/04/2010	refund for audio book	40.00
Total Dundee Library			<u>40.00</u>
<b>Gale Group, Inc.</b>			
	11/04/2010	ST fiction purchase	192.66
Total Gale Group, Inc.			<u>192.66</u>
<b>Gaylord Bros, Inc.</b>			
	11/04/2010	hanger bags/bookcase-ST	2,876.27
Total Gaylord Bros, Inc.			<u>2,876.27</u>
<b>Horseheads Do It Center</b>			
	11/04/2010	HFL - supplies	73.47
Total Horseheads Do It Center			<u>73.47</u>
<b>Image Integrator</b>			
	11/04/2010	toner for MF machine-ST	360.40
Total Image Integrator			<u>360.40</u>
<b>Ingram Library Services</b>			
	11/04/2010	Library materials-WE	804.66
Total Ingram Library Services			<u>804.66</u>
<b>Maximum PC/PBS</b>			
	11/04/2010	annual subscription for ST	24.00
Total Maximum PC/PBS			<u>24.00</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of November 4, 2010

Document #2010-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>MidWest Tape</b>			
	11/04/2010	DVD/Audio purchases-HFL&ST	3,216.12
Total MidWest Tape			<u>3,216.12</u>
<b>Random House, Inc.</b>			
	11/04/2010	AV purchases-ST	257.52
Total Random House, Inc.			<u>257.52</u>
<b>Recorded Books</b>			
	11/04/2010	Steele purchases	817.21
Total Recorded Books			<u>817.21</u>
<b>Skillpath Seminars</b>			
	11/04/2010	workshop registration fee-BF	149.00
Total Skillpath Seminars			<u>149.00</u>
<b>SKJ Facilities Management, Inc.</b>			
	11/04/2010	HFL Janitor services FINAL on contract	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Southern Tier Library System</b>			
	11/04/2010	book purchase/annual mtg expenses	61.69
Total Southern Tier Library System			<u>61.69</u>
<b>SUE LARSON ADDED AFTER THE B &amp; F MEETING</b>			
<b>Sue Larson</b>			
	11/04/2010	Kindermusik program @ ST	75.00
Total Sue Larson			<u>75.00</u>
<b>The Penworthy Company</b>			
	11/04/2010	books for BKM	703.20
Total The Penworthy Company			<u>703.20</u>
<b>Wegmans Food Markets Inc.</b>			
	11/04/2010	Program Supplies-ST	61.74
Total Wegmans Food Markets Inc.			<u>61.74</u>
			<u><u>19,585.91</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of November 3, 2010

Document #2010-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	11/03/2010	Reference materials	250.89
Total Baker & Taylor Books			<u>250.89</u>
<b>Chemung Canal Trust Company</b>			
	11/03/2010	ND yearbook purchase	70.00
Total Chemung Canal Trust Company			<u>70.00</u>
<b>Gale Group, Inc.</b>			
	11/03/2010	Reference Material	340.00
Total Gale Group, Inc.			<u>340.00</u>
<b>Information Today, Inc.</b>			
	11/03/2010	reference material	337.55
Total Information Today, Inc.			<u>337.55</u>
<b>Ingram Library Services</b>			
	11/03/2010	Non-Fiction book purchases-OCT	2,293.56
Total Ingram Library Services			<u>2,293.56</u>
<b>Morningstar</b>			
	11/03/2010	Reference Material	900.00
Total Morningstar			<u>900.00</u>
			<u><u>4,192.00</u></u>

## Unpaid Bills Detail

As of November 3, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Barrel of Fun Productions</b>			
	11/03/2010	Nov program at BF	250.00
Total A Barrel of Fun Productions			<u>250.00</u>
<b>Amazon Credit Plan</b>			
	11/03/2010	purchases -all libraries/equip-ST	2,206.42
Total Amazon Credit Plan			<u>2,206.42</u>
<b>Apple Books</b>			
	11/03/2010	Steele JUV books	2,309.72
Total Apple Books			<u>2,309.72</u>
<b>AVcafe</b>			
	11/03/2010	DVDs for HH JUV	552.08
Total AVcafe			<u>552.08</u>
<b>Brian P. Harris</b>			
	11/03/2010	mileage reimb 7/29-10/21	54.00
Total Brian P. Harris			<u>54.00</u>
<b>Caroline Poppendeck</b>			
	11/03/2010	mileage for STLS meeting-10/26	41.00
Total Caroline Poppendeck			<u>41.00</u>
<b>Chemung Canal Trust Company</b>			
	11/03/2010	misc credit card purchases-Oct	146.32
Total Chemung Canal Trust Company			<u>146.32</u>
<b>Chemung County Library District</b>			
	11/03/2010	Petty Cash reimbursement - BF/HH	167.75
Total Chemung County Library District			<u>167.75</u>
<b>Chris Corter</b>			
	11/03/2010	Mileage Reimb-10/11-10/27	68.00
Total Chris Corter			<u>68.00</u>
<b>Classified Marketplace</b>			
	11/03/2010	Legal Notice-Election 2010	343.58
Total Classified Marketplace			<u>343.58</u>
<b>Connie Oglivie</b>			
	11/03/2010	Reimb - movie program expense	19.55
Total Connie Oglivie			<u>19.55</u>
<b>Deborah L. Brimmer</b>			
	11/03/2010	mileage reimbursement October/tool kit purchase	182.70
Total Deborah L. Brimmer			<u>182.70</u>
<b>Dianne Patchett</b>			
	11/03/2010	BKM book purchase/reimb for BKM conference expense	911.30
Total Dianne Patchett			<u>911.30</u>

## Unpaid Bills Detail

As of November 3, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Dormann Library</b>			
	11/03/2010	Lost DVD's paid by patron	75.00
Total Dormann Library			<u>75.00</u>
<b>Imperial Door Controls, Inc.</b>			
	11/03/2010	maint agreement on H-cap doors-HH	600.00
Total Imperial Door Controls, Inc.			<u>600.00</u>
<b>Ingram Library Services</b>			
	11/03/2010	Library materials-all libraries	11,125.47
Total Ingram Library Services			<u>11,125.47</u>
<b>J &amp; D Cappy's Ltd.</b>			
	11/03/2010	newspapers for SEPT	134.00
Total J & D Cappy's Ltd.			<u>134.00</u>
<b>JET, Inc.</b>			
	11/03/2010	Word/Excel classes at Cont. Ed Day	1,300.00
Total JET, Inc.			<u>1,300.00</u>
<b>Kimberly Jones</b>			
	11/03/2010	mileage 9/22-10/6 + BKM conference expenses	199.49
Total Kimberly Jones			<u>199.49</u>
<b>MCI</b>			
	11/03/2010	Long distance chg-ST/WE/HH	69.77
Total MCI			<u>69.77</u>
<b>OBS, Inc.</b>			
	11/03/2010	Delivery installment on new Bookmobile	97,713.00
Total OBS, Inc.			<u>97,713.00</u>
<b>Office Equipment Source, Inc.</b>			
	11/03/2010	new copier for BF	899.00
Total Office Equipment Source, Inc.			<u>899.00</u>
<b>Petty Cash-Steele</b>			
	11/03/2010	Purchases for Haunted Library/postage-Joan's VAC	740.47
Total Petty Cash-Steele			<u>740.47</u>
<b>Phyllis Rogan</b>			
	11/03/2010	meal reimb-Hornell workshop	9.00
Total Phyllis Rogan			<u>9.00</u>
<b>Ronald Shaw</b>			
	11/03/2010	Oct moving expense/travel reimb for ALA conference	1,374.69
Total Ronald Shaw			<u>1,374.69</u>
<b>Sherry Nichols</b>			
	11/03/2010	mileage/meal for 10/26 workshop	74.00
Total Sherry Nichols			<u>74.00</u>

## Unpaid Bills Detail

As of November 3, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Staples Credit Plan</b>			
	11/03/2010	BF printer supplies	100.13
Total Staples Credit Plan			<u>100.13</u>
<b>The Book Farm, Inc.</b>			
	11/03/2010	books-ST	1,914.77
Total The Book Farm, Inc.			<u>1,914.77</u>
<b>The Spencer Random Harvest</b>			
	11/03/2010	annual subscription 2010/11-VE	25.00
Total The Spencer Random Harvest			<u>25.00</u>
<b>Time Warner Cable</b>			
	11/03/2010	VPN service-HFL/WE	300.34
Total Time Warner Cable			<u>300.34</u>
<b>Tumbleweed Press, Inc.</b>			
	11/03/2010	annual subscription 2010/11	1,197.00
Total Tumbleweed Press, Inc.			<u>1,197.00</u>
<b>Verizon</b>			
	11/03/2010	phone service-BF/HH	166.90
Total Verizon			<u>166.90</u>
<b>Verizon Wireless</b>			
	11/03/2010	BKM/IT Dept cellular service-Oct + new equipment-AD	443.13
Total Verizon Wireless			<u>443.13</u>
<b>Wendy Gulati</b>			
	11/03/2010	Patron Refund	15.00
Total Wendy Gulati			<u>15.00</u>
			<u><u>125,728.58</u></u>

**Report of the November 3<sup>rd</sup>, 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, November 3<sup>rd</sup>, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook and Robin Fitzgerald. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

It was reported that over 18,000 residents voted in this year's election compared to only 6,000 in 2009. The 2011 Library District budget was approved by 62.36% margin.

President Reynolds reported receipt of an email from Bruce Letts, the engineer who inspected the "Green Roof" project at the Steele Memorial Library. Mr. Letts stated that he found no potential deficiencies that should be remedied. He found the project to be in compliance with ARRA (American Recovery & Reinvestment Act of 2009) and Environmental Facility Corporation requirements.

Regarding the Marketing Committee, Ms. Reynolds stated that they have met with a representative from Eastern Metal to discuss the cost of designing and manufacturing signage for all Library District buildings. At this point it appears that the cost of the signage will come in under the amount budgeted in the 2010 budget.

Mr. Shaw discussed the following:

- At a meeting with the Department Heads this morning, he informed them that staff transfers will be announced shortly.
- The new carpeting has been installed at the Van Etten Library
- The new Bookmobile is being delivered on November 4<sup>th</sup>. He hopes to have the art work in hand from Tedd Arnold within a week. The Bookmobile staff have received quotes of between \$5,000 and \$12,000 to have the wrap installed on the vehicle.
- Fund Balance spending is currently at the \$40,000 level.
- The Friends of the Steele Memorial Library have allocated funding to both the West Elmira and Big Flats Libraries – details yet to be announced.
- Regarding the enforcement of the "Dress Code", there will be a December trial period with the discipline aspect of the policy to be enforced beginning January 1, 2011.
- The Public Library Foundation of Chemung County has given the Library District authority to utilize \$10,000 of their donation for the purchase of 3 Early Literacy Stations for the Horseheads Free Library. The supervisor of the Horseheads Library has been asked to look into some sort of security system for the library.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated November 3<sup>rd</sup>, 2010. Ms. Fitzgerald moved, seconded by Ms. Cook to approve payment of the General Fund bills totaling \$125,728.58 and Grant Fund bills in the amount of \$4,192.00. Motion carried.

The meeting adjourned at 6:40pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 1<sup>st</sup>, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2010-71**

### **Report of the November 4<sup>th</sup>, 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, November 4<sup>th</sup>, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds and Robin Fitzgerald. Also attending were Joan Santulli, CCLD Administrative Assistant, and Ron Shaw, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Ms Santulli distributed and discussed the October 31<sup>st</sup>, 2010 Financial Report. The report was forwarded to the CCLD board for consideration at its November 18<sup>th</sup> meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated November 4<sup>th</sup>, 2010. The Unpaid Bills Detail in the amount of \$19,510.91 for the General Fund were forwarded to the CCLD board for consideration at its November 18<sup>th</sup> meeting.

The meeting adjourned at 8:31am. The next meeting of the Budget & Finance Committee will be held on Thursday, December 9<sup>th</sup>, 2010 in the Petrie Conference Room of the Steele Memorial Library.

**Document #2010 – 72**

**Report of the November 10<sup>th</sup>, 2010 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, November 10<sup>th</sup>, 2010, beginning at 4pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 4:00pm.

The following topics were discussed:

- Mr. Schwesinger reported that he is awaiting information from Collins & Walton regarding the installation of a watering / monitoring system on the “green roof” at the Steele Memorial Library. A water line also needs to be installed. A second request for funding from the Environmental Facilities Corporation has been submitted. The EFC has notified the Library District of a second audit that will check on whether or not the project has met the MWBE requirements. Fagan Engineers is the only contract that this audit affects.
- Mr. Schwesinger reported that he is working on projects at the Big Flats Library. Besides the problem with the water in the parking lot, the Town of Big Flats is requiring that the double-check valve that was installed when hooking up to the municipal water supply be replaced with a test double-check valve.
- Ms. Santulli reported that Kelly Brothers have called and informed us that the A.D.A. lever door handles are complete and ready to be delivered to the Steele Library.
- Mr. Schwesinger will work on getting quotes for work to be completed under the State Construction projects still open at the Steele, Big Flats and West Elmira Libraries so that work can begin right away in the Spring. The deadline for expenditure of the State funding is June 30, 2011.

The meeting adjourned at 4:25pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, December 8<sup>th</sup>, 2010 at 4pm in the Director’s Office at the Steele Memorial Library.