



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 November 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 20, 2014 at 6:00 pm at the **Horseheads Free Library 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 #2014-61)
4. Treasurer's report
 - a) Financial report (document #2014-62)
 - b) Report of Unpaid Bills Detail (document #2014-63)
6. Correspondence
7. President's report
8. Director's Report:
 - Appendix A- Office of the Director**
 - Appendix B- CCLD Staff report for November**
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-64)
CONSENT ITEM Approval of the Executive Committee Charter (Attached)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-65)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-66)
CONSENT ITEM Approval of the Buildings & Grounds Committee Charter (Attached)
CONSENT ITEM Award of Contract for SML Elevator Project Manager
 - d) Personnel Committee (Cady)
CONSENT ITEM Approval of Personnel Actions (Appendix C)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

BUILDINGS AND GROUNDS COMMITTEE CHARTER CCLD

Article I. Charge to the Committee

The Building and Grounds Committee is hereby created and charged by the Board of Trustees of the Chemung County Library District to oversee the maintenance and care for the buildings and grounds of the CCLD.

Article II. Term

This Charter is effective from the date approved by the Board and is subject to amendment or revocation by the Board.

Article III. Chair

There shall be a Chair, appointed by the President of the Board of Trustees of the CCLD from among its members. Vice-Chairs may be appointed by the Chair from among the members of the Committee.

Article IV. Membership

Number: There shall be at least three members of the Committee.

Appointments: Members of the Committee will be appointed by the President of the Board of Trustees.

Removal: Failure to attend meetings without excuse may be cause for removal.

Resignation: Members may resign at any time by communicating such resignation to the Chair and the Board President.

Article V. Powers

Scope of Powers: The Committee shall have no power to spend money or commit the District to any course of action. The Committee shall be subject to all policies and regulations of the District and to applicable law. The Committee may make

recommendations to the Board of Trustees or the President as appropriate, to take action for the benefit of the District.

Meetings: Meetings of the Committee shall be scheduled, posted and conducted as required by the Open Meetings Law. Chairs should consult with District administration for advice and assistance.

Decisions: The Committee should, in the first instance, attempt to make decisions by consensus. If consensus cannot be reached, the Committee can make decisions by majority vote. No decision or recommendation shall be recognized as an act of the Committee without agreement of a majority of the membership.

Information: The Committee may request of the District administration any information the Committee believes is necessary to conduct its work.

Article VI. Responsibilities

Solicit, review and recommend to the Board of Trustees bids for capital improvement projects.

Review and monitor expenses for capital improvement projects

Review and monitor expenses for the general care, maintenance and operation of the buildings and grounds of the CCLD.

Coordinate with staff, architects, project managers to facilitate work on projects related to the maintenance and care of the buildings and grounds of the CCLD.

Develop a long range plan for capital improvements.

The Committee will meet monthly, or as needed to fulfill its' charge.

The Committee will keep the Board of Trustees of the CCLD informed about ongoing projects and plans for capital improvements.

(Minutes of the OCTOBER 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-61)

The meeting was held on Thursday, October 16th, 2014 at the headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Ann Hayes, Georgia Reynolds, Bonnie Chollet, Sue Cook, Marge Kappanadze, Ann Cady, Rachel Dworkin and Jim Hare. Excused: Michael Muldoon, Juan Jones, Tim Blandford and Jessica Roberts.

CONSENT ITEM: Following the pledge of allegiance, Mr. Hare moved, seconded by Ms. Kappanadze to appoint Pat Silvernail to serve as trustee of District #1 for the remainder of the year. **VOTE:** Unanimously approved. Ms. Silvernail then joined the board to participate in the meeting.

The meeting was then turned over to Brian Hildreth, Executive Director of the Southern Tier Library System (STLS). He spoke about the relationship between the Library System and member libraries including the Central Library (Steele). He highlighted the partnership between STLS and CCLD including the spring Continuing Ed workshop that included 30 member libraries in attendance and Freegal, which was purchased through a consortium and saved CCLD approximately \$5-6,000. He stated that STLS is here to serve all libraries, but especially CCLD as the Central Library. Mr. Hildreth explained that STLS gets its funding 78% from New York State and 21% from member libraries. He and the Director Advisory Council are continuing to work on an agreement for all member libraries to have the same policies. He also informed the board that Cost Share will increase by 5% in 2015. This covers the many services provided to member libraries by STLS.

Minutes. The minutes of the September 2014 meeting (Document #2014-55) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The September 30th, 2014 Financial Report (Document #2014-56) was presented for board review. By unanimous consent, the September Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2014-57). By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/1/14 General Fund – 72,618.69; the unpaid bills dated 10/8/14 General Fund - \$14,373.80 as distributed. Ms. Santulli stated that one additional invoice in the amount of \$150 needs to be approved for James Turner, the programmer for the Spooky Stacks event. Ms. Reynolds moved, seconded by Ms. Chollet to approve the extra invoice for payment. **VOTE:** Unanimously approved.

Correspondence. Mr. Shaw reported the receipt of a notification from Capabilities listing an increase in their cleaning contract with CCLD due to the increase in minimum wages. A \$500 donation was received from Dr. Wang and thank you notices were received from Glove House and Family Reading Partnership.

Director's Report. The Director's report was submitted in writing to the board. Mr. Shaw also reported on the following:

- CCLD Issues. Regarding the budget vote, he has spoken to Matt Hicks of the Morning Times, sent an article to the Star Gazette and submitted the legal notice for the election to the paper. On December 4th from 10am-11am, the New York State Library and the Library Trustees Association of NY will offer a webinar entitled "Public Library Finance and the Trustee's Fiduciary Responsibilities". Board members are encouraged to view the webinar.
- Grant Applications. Completed grant applications include the 3D Systems Makers Lab Club for which CCLD has requested to receive two new 3D printers; a grant in the amount of \$3,250 from the Community Foundations Cusick Family fund and a grant request to the Corning Foundation for Maker Space equipment purchases. Mr. Shaw is working on submitting an application for a

Gannett grant in the amount of \$5,000 and a Community Arts grant that may fund the CCLD Maker Faire in 2015. He is following up on the NYSERDA grant for the Energy Audit.

- **Programs.** The Library District has collaborated with the Community Foundation and Arnot Corning and Bath to hold free flu shots in our libraries. Steele, Horseheads and VanEtten were chose to host this event. District-wide Halloween events include the Teen Night Circus on Friday October 24th (Ages 12-18) and the second annual Spooky Stacks for kids being held on Wednesday, October 29th. Both events are being held at the Steele Library. An upcoming “Astronomy for Everyone” program at the Big Flats Library is being sponsored with a check from the Friends of CCLD in the amount of \$450.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-58). President Roberts stated that CCLD has received the breakdown of the \$149,620 check from STLS - \$88,276 for the Central Library Development funds and \$61,344 in Central Book Aid. He also stated that the Committee reviewed the meeting dates for 2015 – changes will be made and the list will be submitted to the full board next month. The Library District has been notified that the Fiori Worker’s Compensation case has been settled with the family – no civil suits can be filed in this case. It is expected that this settlement means that the Library District Worker’s Compensation rates will begin to decrease.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-59). Ms. Cook stated that the Insured Cash Sweep account that replaces the former CDARs accounts has been opened. The bank will send CLCD monthly statements.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-60). Mr. Hare stated that the Committee approved the RFPs (Requests for Proposals) for the Project Management of the NYS Construction project – Elevator replacement at the Steele Library. Proposals are expected to be received by November 1st and the Committee will review them at their November meeting and submit their recommendation to the full board. The Committee approved the final payments to contractors for the Horseheads Interior Renovation project. The project was finished under budget and completely paid for by the Public Library Foundation of Chemung County (Horseheads Foundation). It was stated for the record that Sue Oliver, the Project Manager and Owen Frank, the Horseheads Library Supervisor did an excellent job on this project. The parking lot paving project is complete. The parking area picked up additional spaced due to the 9ft. spacing.

An Open House for the Grand Reopening of the Horseheads Free Library was held on October 15th. Mr. Shaw met with Joanne Paulison, current President of the Friends of the Horseheads Library to discuss greater cooperation between both Friends groups, the CCLD board and staff.

The Committee reviewed a request for payment form Foor & Associates in the amount of \$4,280 for which there are questions regarding what the charges are for. The Committee asked Director Ron Shaw to send a letter to Foor & Associates for a full explanation of the charges. Regarding the mold remediation at the Steele Library, an ultra violet light has been purchased and will be installed by the County Buildings & Grounds Department. **CONSENT ITEM:** The Library District also received a change order from Kimble, Inc. to clean the mold from the interior of the air handling unit at a cost of \$1,464.80. Mr. Hare moved, seconded by Ms. Cook to approve the change order from Kimble for the cleaning of the mold at a cost not to exceed \$1,464.80. **VOTE:** Unanimously Approved.

Personnel Committee. Ms. Cady stated that the Committee has met with Director Ron Shaw and gave him the current version of his contract with the Library District for him to review. The Committee has also met with the HR Consultant to go over the Director evaluation forms. The Consultant will meet with the Director to go over the forms in order to tailor the questions to the library environment. The Committee will then review the forms again prior to submission to the full board for approval.

CONSENT ITEM. Board member reviewed the Personnel Committee Charter. The Charter includes the responsibilities of the Committee and the procedures to follow to fulfill those responsibilities. Ms. Cady moved, seconded by Ms. Reynolds to approve the Personnel Committee Charter with noted changes (removing he and his) which will be in effect beginning immediately through December of 2015. VOTE: Unanimously Approved.

CONSENT ITEM. Ms. Cady moved, seconded by Ms. Dworkin that the Board of Trustees approves the list of personnel actions as submitted to the board in writing. Motion Unanimously Approved. A copy of this list will be included with the original of these minutes.

Old Business. Ms. Reynolds requested to know the status of the “technology plan” for the Library District. Mr. Shaw stated that he has been in contact with Jim Brady – County IT Department – and information has been passed on to Deb Brimmer, CCLD’s Network Technology Specialist who will complete an evaluation of the system.

Ms. Cady asked about the Marketing Plan for CCLD events. A District-wide Publicity Manual is needed.

New Business. Ms. Silvernail asked about the necessary steps to stop the approximate 1,000 people in her district from paying both a CCLD library tax and if passed, a Corning Painted Post School District tax that supports the Corning Library. It was stated that the Legislation that formed the district would need to be modified.

Ms. Cady requested that the board establish a “Board Education Chair” that would be responsible for bringing education items to the board on a regular basis. The appointment to this position would fulfill the Committee requirements of that board member. Job duties and implementation of this position need to be discussed. Ms. Cady stated that she will work on a proposal for this position. This matter will be discussed further in the upcoming months.

Ms. Reynolds moved, seconded by Ms. Chollet to make the following board statement: “Thank you to the CCLD staff. While the Director was out on medical leave, they carried on not only the daily work but programs continued, the Horseheads Library was cleared out and put back together and the Maker Faire was a great success. We have a great group of people working at CCLD”. VOTE: Unanimously Approved.

Public Expression. None.

The meeting was adjourned at 7:33pm. The next regular meeting of the board will be held on Thursday, November 20th, 2014 at 6:00pm at the [Horseheads Free Library, 405 South Main Street, Horseheads, New York.](#)

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - OCTOBER 31, 2014

(DOCUMENT #2014-62)

Income	2014 Annual Budget		Received to Date		Balance Remaining	Percentage Received	Percentage through Year	Notes
	Annual Budget	Expended to Date	Balance Remaining	Percentage Received				
Library Fines, Fees & Contributions	\$ 67,600	\$ 65,224	\$ 2,376	96%			Includes \$2,500 refund from Cummins-BKM repairs in 2013	
Grants (other than N.Y.S.)	\$ -	\$ 25,606						
Foundation Contributions	\$ 165,000	\$ 131,061	\$ 33,939	79%			STLS - Literacy Training \$4,048, CCLD Friends \$13,023, Friends of HH \$7,200, VE Inspire Grant \$960	
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341		100%			2014Distributions Steele \$60K, HH \$71,061 (incl laptop purchase), ARTS \$375	
PLLOT Funds	\$ 31,850	\$ 53,492		168%				
Interest on Investments	\$ 3,000	\$ 3,096		103%				
State Aid								
Central Library Development	\$ 88,044	\$ 88,276		100%			2014 Distribution	
Central Book Aid	\$ 60,000	\$ 61,344		102%			2014 Distribution	
Local Library Services Aid	\$ 37,000	\$ 38,972		105%			4th Qtr 2013 distribution & 100% of 2014 dist \$35,507	
Other State Aid	\$ 1,600	\$ 55,846		3490%			2014/15 project at Steele (90%) + FINAL pymnt BF/WE 2013/14 projects \$2,313	
TOTAL INCOME	\$ 3,091,088	\$ 3,160,258	\$ (21,575)	102%			83%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes		
Personnel								
Salaries	1,346,099	\$ 1,097,770	\$ 248,329	82%			Includes Retiree payout of \$13,288	
Holiday Overtime Salaries	7,035	\$ 5,701	1,334	81%				
Employee Benefits								
FICA	102,865	\$ 84,083	\$ 18,782	82%				
NY State Retirement	282,645	\$ 242,842	\$ 39,803	86%				
Medical & Dental	406,411	\$ 321,039	\$ 85,372	79%			Includes County for RunOff paid in full	
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 33,144	\$ (12,300)	159%			WR Comp/Disability - paid annual invoice	
Subtotal - Personnel Expenses	2,165,899	\$ 1,784,579	\$ 381,320	82%			83%	
Contractual								
Equipment	17,007	\$ 17,007	0	100%			Total \$4,454 incl Computer purchases, HH Foundation \$1,061, MakersSpace \$3,393 pd by Grant	
Telephone	11,950	\$ 10,233	1,717	86%			Paid annual fee for several accounts	
Supplies	36,850	\$ 36,850	0	100%			Total \$21,613 incl. \$10,896 pd by Grant for Earhlylt & MakersSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$544, new Library Gard supply \$5,851; Friends of CCLD \$2,755; HH Friends \$326	
Travel & Continuing Education	18,170	\$ 8,534	9,636	47%			Rec'd \$825 - partial reimb from STLS for Cont Ed Day. Computer classes pd with Grant \$300	
Repairs & Maintenance	41,545	\$ 30,599	10,946	74%				
Postage	2,625	\$ 762	1,863	29%			Gift Funds \$6,458	
Library Materials (books, video, etc.)	297,551	\$ 222,984	74,567	75%			Includes 4th Qtr 2013	
Utilities	72,440	\$ 48,650	23,790	67%			Total \$2,212 incl. HH Foundation \$720; HH Friends \$1,492	
Building Supplies/Maintenance	16,825	\$ 16,098	727	96%				
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 3,630	370	91%			Incl. \$11,794 Flood Insurance + three of four installments other insurance	
Insurance	26,500	\$ 26,500	0	100%				
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%			Incl. \$7,500 for audit	
Professional Fees (audit, engineer/legal fees)	29,175	\$ 29,175	0	100%				
Data Processing Expenses (Cost Share)	113,385	\$ 86,423	26,962	76%			1st qtr paid to STLS, VPN svc to Time W paid for year	
Payment of Taxes	4,775	\$ 4,643	132	97%				
Library Programming	27,500	\$ 27,500	0	100%			Total \$22,217 incl. Friends of CCLD \$16,858, VE grant \$390, HH Friends \$1,132, Gifts \$1,049, MKT Comm \$244, ARTS \$375; MakersSpace/Rate \$2,169 pd with Grant	
Chemung County costs (B&G, vision)	16,000	\$ 8,488	7,512	53%				
Capital Improvements STATE CONST see below	10,000	\$ 50,203	(40,203)	502%			Incl Project Manager - const. projects; HH project pd by Foundation \$45,773	
Contingency Fund	53,066	\$ 48,953	4,113	92%				
Debt Service	62,225	\$ 46,669	15,556	75%			Used for Insurance, Equipment, Supplies, Library Programs & Professional fees	
Subtotal Expenses	\$ 3,028,488	\$ 2,508,482	\$ 520,006	83%				
2013 & 2014 State Construction Projects		\$ 22,064						
TOTAL EXPENSES	\$ 3,028,488	\$ 2,530,546						

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	11/05/2014	Reference materials	<u>580.92</u>
Total Baker & Taylor Books			<u>580.92</u>
Cengage Learning/Gale			
	11/05/2014	Reference materials	<u>413.32</u>
Total Cengage Learning/Gale			<u>413.32</u>
Matthew Bender & Co., Inc.			
	11/05/2014	Reference Material	<u>787.26</u>
Total Matthew Bender & Co., Inc.			<u>787.26</u>
Southern Tier Library System			
	11/05/2014	eBook purchases FIC/YA/JUV	<u>9,848.33</u>
Total Southern Tier Library System			<u>9,848.33</u>
			<u><u>11,629.83</u></u>

Chemung County Library District General Fund

Document #2014-63

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	11/05/2014	Book Making Workshop - Adult Prog	400.00
Total Aleta Yarrow			<u>400.00</u>
Amanda Farley			
	11/05/2014	Mileage 10/22/ Halloween program	255.98
Total Amanda Farley			<u>255.98</u>
Amanda Zell			
	11/05/2014	Mileage Reimb 4/14-7/1/14	51.52
Total Amanda Zell			<u>51.52</u>
Amazon Credit Plan			
	11/05/2014	Purchases 9/10-10/7 - all libraries	2,640.31
Total Amazon Credit Plan			<u>2,640.31</u>
American Library Association			
	11/05/2014	PLA membership/Lib Leadership	120.00
Total American Library Association			<u>120.00</u>
Barnes & Noble, Inc.			
	11/05/2014	TEEN Library Materials	15.35
Total Barnes & Noble, Inc.			<u>15.35</u>
Blackstone Audio			
	11/05/2014	DVD purchases OCT	437.19
Total Blackstone Audio			<u>437.19</u>
Canaseraga Essential Club Free Library			
	11/05/2014	Payment for lost item	24.00
Total Canaseraga Essential Club Free Library			<u>24.00</u>
CCLD Petty Cash			
	11/05/2014	Petty Cash WE/BF/VE/HH/ST JUV	770.03
Total CCLD Petty Cash			<u>770.03</u>
Cengage Learning, Inc.			
	11/05/2014	Fiction Purchases-ST/WE	712.15
Total Cengage Learning, Inc.			<u>712.15</u>
Chemung Canal Trust Company			
	11/05/2014	OCT purchases - Maker Faire/ workshop registration	542.50
Total Chemung Canal Trust Company			<u>542.50</u>
Deborah L. Brimmer			
	11/05/2014	mileage 9/10-10/7; supplies for Maker Faire	461.01
Total Deborah L. Brimmer			<u>461.01</u>
Dex Media			
	11/05/2014	advertising -phone book	28.83
Total Dex Media			<u>28.83</u>

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Emma Howard			
	11/05/2014	mileage reimb 1/14/14-8/13/14	90.40
Total Emma Howard			<u>90.40</u>
First Transit			
	11/05/2014	Bookmobile fuel - 8/22-9/23	356.37
Total First Transit			<u>356.37</u>
Glenice Peel			
	11/05/2014	mileage reimb 9/23-10/31	234.12
Total Glenice Peel			<u>234.12</u>
Imperial Door Controls, Inc.			
	11/05/2014	prorated maintenance contract 10/1-1/31/15	226.68
Total Imperial Door Controls, Inc.			<u>226.68</u>
Ingram Library Services			
	11/05/2014	Library materials - NOV statement	13,718.33
Total Ingram Library Services			<u>13,718.33</u>
Janet Ackerman			
	11/05/2014	supplies for Spooky Stacks pd by Friends	131.81
Total Janet Ackerman			<u>131.81</u>
Jennie Lewis			
	11/05/2014	Reimb for Adult prog/Mileage 10/7 training	42.71
Total Jennie Lewis			<u>42.71</u>
Karen A. Congdon			
	11/05/2014	mileage reimb 10/7 workshop	33.60
Total Karen A. Congdon			<u>33.60</u>
Kelly Holzlein			
	11/05/2014	Patron Refund	20.00
Total Kelly Holzlein			<u>20.00</u>
Lakeshore Learning Materials			
	11/05/2014	Early Lit LabCentral pd by Grant	675.59
Total Lakeshore Learning Materials			<u>675.59</u>
Michael Truesdail			
	11/05/2014	Mileage reimb 9/25-10/24	53.20
Total Michael Truesdail			<u>53.20</u>
Michelle Erickson			
	11/05/2014	Mileage Reimb-OCT	20.16
Total Michelle Erickson			<u>20.16</u>
MidWest Tape			
	11/05/2014	DVD/Audio purchases - HH/WE/ST	5,991.59
Total MidWest Tape			<u>5,991.59</u>

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Notre Dame High School			
	11/05/2014	2914/15 yearbook	75.00
Total Notre Dame High School			<u>75.00</u>
Oriental Trading Company, Inc.			
	11/05/2014	BF/HH supplies	535.93
Total Oriental Trading Company, Inc.			<u>535.93</u>
Owen Frank			
	11/05/2014	mileage 10/17 trip/reimb for supply	132.10
Total Owen Frank			<u>132.10</u>
Petty Cash-Steele			
	11/05/2014	Postage/programming Teen/Adult/WE/VE/Circus, etc	877.46
Total Petty Cash-Steele			<u>877.46</u>
Pitney Bowes			
	11/05/2014	quarterly lease for mail machine 7/30-10/30	618.00
Total Pitney Bowes			<u>618.00</u>
Random House, LLC			
	11/05/2014	AV purchases - Steele	30.00
Total Random House, LLC			<u>30.00</u>
Recorded Books			
	11/05/2014	DVD order Sept/Oct	544.77
Total Recorded Books			<u>544.77</u>
Rushford Free Library			
	11/05/2014	Payment for Lost item	20.00
Total Rushford Free Library			<u>20.00</u>
Sandra Antipova			
	11/05/2014	VE program 11/14/14	160.00
Total Sandra Antipova			<u>160.00</u>
Southern Tier Library System			
	11/05/2014	FIC eBook purchase	4,392.47
Total Southern Tier Library System			<u>4,392.47</u>
Staples Credit Plan			
	11/05/2014	Laminate/glue/paint etc for Maker Faire	227.43
Total Staples Credit Plan			<u>227.43</u>
Swift Office Equipment, Inc.			
	11/05/2014	Maint. Contract-HH copier 7/10-10/14	201.05
Total Swift Office Equipment, Inc.			<u>201.05</u>
Tarsia Smith			
	11/05/2014	Patron Refund	20.00
Total Tarsia Smith			<u>20.00</u>

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The Equestrian			
	11/05/2014	2014/15 yearbook for Steele Memorial Library	60.00
Total The Equestrian			<u>60.00</u>
The Horseheads Shopper			
	11/05/2014	adv. for Friends Book sale	15.00
Total The Horseheads Shopper			<u>15.00</u>
The Penworthy Company			
	11/05/2014	JUV Library materials VanEtten	1,793.81
Total The Penworthy Company			<u>1,793.81</u>
Unique Management Services, Inc.			
	11/05/2014	sept collection notices	465.40
Total Unique Management Services, Inc.			<u>465.40</u>
USA TODAY			
	11/05/2014	balance due annual subscription ST	18.63
Total USA TODAY			<u>18.63</u>
Vasco Brands, Inc.			
	11/05/2014	cleaning supplies/disinfectant foam all libraries	203.08
Total Vasco Brands, Inc.			<u>203.08</u>
			<u>38,443.56</u>

Unpaid Bills Detail

As of November 5, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Kimble, Inc.			
	11/05/2014	Partial pymt HVAC project at Steele	<u>46,930.00</u>
Total Kimble, Inc.			<u>46,930.00</u>
Spencer Paving Co, Inc.			
	11/05/2014	Partial payment for HH Parking lot paving	<u>22,676.50</u>
Total Spencer Paving Co, Inc.			<u>22,676.50</u>
			<u><u>69,606.50</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 12, 2014

Document #2014-63

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Audio Editions			
	11/10/2014	CD/Audio purchases for BF	488.36
Total Audio Editions			<u>488.36</u>
B & C Photo, Inc.			
	11/10/2014	strap for new camera	19.95
Total B & C Photo, Inc.			<u>19.95</u>
Capabilities, Inc.			
	11/12/2014	Library Cleaning - WE/BF/HH October	1,008.00
Total Capabilities, Inc.			<u>1,008.00</u>
Centurion Technologies			
	11/12/2014	Security software-annual-all libraries	933.00
Total Centurion Technologies			<u>933.00</u>
Chemung County Buildings & Grounds Dept.			
	11/12/2014	Utility & Bldg Maint. chg- 3RD Q 2014	18,634.11
Total Chemung County Buildings & Grounds Dept.			<u>18,634.11</u>
Classified Marketplace			
	11/12/2014	Legal Notice-Ad for election	340.55
Total Classified Marketplace			<u>340.55</u>
Dundee Library			
	11/12/2014	payment for lost book	8.00
Total Dundee Library			<u>8.00</u>
First Transit			
	11/12/2014	Bookmobile fuel - 9/26-10/23	276.03
Total First Transit			<u>276.03</u>
Horseheads Do It Center			
	11/12/2014	HH - misc purchase for bldg	13.34
Total Horseheads Do It Center			<u>13.34</u>
Jamex, Inc.			
	11/12/2014	Repair of Jamex copy card machine	188.00
Total Jamex, Inc.			<u>188.00</u>
Jennie Lewis			
	11/10/2014	Reimb for Adult programming	113.37
Total Jennie Lewis			<u>113.37</u>
Judy J. Sujko			
	11/10/2014	Patron Refund	35.00
Total Judy J. Sujko			<u>35.00</u>
Kathryn C. Elston			
	11/12/2014	Patron refund	15.00
Total Kathryn C. Elston			<u>15.00</u>

Unpaid Bills Detail

As of November 12, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Kevin Manning			
	11/12/2014	12/9 program at BF pd by Friend of CCLD	450.00
Total Kevin Manning			<u>450.00</u>
Marc Berger			
	11/12/2014	12/4 Adult program at ST	400.00
Total Marc Berger			<u>400.00</u>
Maureen Wright			
	11/12/2014	12/3 program at WE	100.00
Total Maureen Wright			<u>100.00</u>
Office Equipment Source, Inc.			
	11/12/2014	Qtr maint agmt BF copier	23.78
Total Office Equipment Source, Inc.			<u>23.78</u>
Reliable Computer Products			
	11/12/2014	ST drum replacement for Fax machine	151.95
Total Reliable Computer Products			<u>151.95</u>
Research Technology International			
	11/12/2014	supplies & Repair of DVD cleaning machine HH	457.27
Total Research Technology International			<u>457.27</u>
Ronald Shaw			
	11/12/2014	Mileage Reimb 9/30-11/5	256.30
Total Ronald Shaw			<u>256.30</u>
Southern Tier Library System			
	11/12/2014	Processing fees all libraries	1,018.50
	11/12/2014	eBook YA purchase/costume rental	1,291.00
Total Southern Tier Library System			<u>2,309.50</u>
Staples Advantage			
	11/10/2014	2015 calendar WE	17.59
Total Staples Advantage			<u>17.59</u>
TechULearn, LLC			
	11/12/2014	Community Classes Story/Podcast/ Photo/Games pd with Grant funds	1,200.00
Total TechULearn, LLC			<u>1,200.00</u>
Tumbleweed Press, Inc.			
	11/10/2014	annual subscription thru 12/3/15 all libraries	1,197.00
Total Tumbleweed Press, Inc.			<u>1,197.00</u>
U. S. Postal Service			
	11/12/2014	annual postage for meter	1,800.00
Total U. S. Postal Service			<u>1,800.00</u>
Unique Management Services, Inc.			
	11/10/2014	OCT collection notices	465.40
			<u>465.40</u>

Chemung County Library District General Fund

Document #2014-63

Unpaid Bills Detail

As of November 12, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Unique Management Services, Inc.			465.40
Village of Horseheads			
	11/12/2014	Fire inspection 10/31	100.00
Total Village of Horseheads			100.00
W. B. Mason Co, Inc.			
	11/12/2014	office supplies/2015 calendars all libraries	639.47
Total W. B. Mason Co, Inc.			639.47
			<u>31,640.97</u>

Document #2014-64

Report of the November 5th, 2014 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting were Richard Roberts, Georgia Reynolds, Marge Kappanadze; and Joan Santulli and Ron Shaw, CCLD management. The meeting opened at 6:00pm.

President Roberts stated that the Library District budget for 2015 passed with 63% of the voters in favor of the budget amount. He also requested information from the Committee on the Strategic Planning Committee Charter he sent to members. He is looking to form a committee and is looking to integrate Financial Planning into the Strategic Plan. Many questions were raised including whether or not this is a position for a paid staff member. This person would be in charge of grant writing, fund raising, etc. These issues will be addressed by the Committee before a final plan is brought to the full board.

Mr. Shaw reported on the following:

- The first draft of the Library District's Technology Plan is finished. Funding in the amount of \$3,200 has been received from the Community Foundation and is set aside for Technology.
- A donation of stocks has been secured that will bring between \$10,000 and \$30,000 to the Library District. The donation has been designated to use for non-fiction materials. Once the funding has been received, CCLD will re-allocate other non-fiction funds to Programming, AV and Technology.

Ms. Santulli presented the Unpaid Bills Detail dated 11/5/14 for the General Fund in the amount of \$38,443.56; Grant Fund - \$11,629.83 and invoices submitted by the Building & Grounds Committee in the amount of \$69,606.50. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. 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 3rd, 2014 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-66

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

Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze, Georgia Reynolds and community member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the October 31st, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 11/12/14 Unpaid Bills Detail for the General Fund bills totaling \$31,640.97. This list includes the 3rd Quarter Utilities payment to the Chemung County Treasurer. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:17am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 10th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-66

Report of the November 5th, 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, October 1st, 2014. The meeting opened at 5:03pm. Present were Mr. Hare, Ms. Hayes and Mr. Roberts. Mr. Muldoon was excused. Also attending was Ron Shaw, CCLD Management. The meeting opened at 5:00pm.

The Committee reviewed the RFPs(Request for Proposal) for Project Management of the New York State Construction Project - Elevator Replacement at the Steele Library. Bids were received from AJH Design (\$15,200), Foor & Associates (\$22,000) and Hunt (\$9,000). Elmira Structures declined the bid opportunity. The Committee will make a recommendation to the full board at its November meeting pending input from Mr. Muldoon.

Steele Library. The committee reviewed the request for partial payment from Kimble, Inc. for the HVAC project in the amount of \$46,930. The Masonry Restoration is near completion and is projected to be finished by November 10th. Id – a quote was received in the amount of \$1,000. For an approximate cost of \$800, Mr. Morenus has recommended purchasing an ultra violet light that when installed in the problem area will eliminate there being future problems. The County Buildings & Grounds crew would be asked to install the light. Mr. Frank stated that there is grant funds left to be used for these unexpected expenditures.

West Elmira/Big Flats Libraries. The paperwork to close out these projects has been sent in to New York State. We have received the final 10% of the project funding and the projects are completely closed..

Horseheads Library. The Paving Project at the Horseheads Library is complete. The committee reviewed the request for partial payment for the Horseheads parking lot in the amount of \$22,676.50.

Mr. Hare presented the initial draft of the Buildings & Grounds charter. Discussion indicated the desire to revise the charges; revise the format; and to include development of a long-range capital improvements plan and a long-range budget projection.

Mr. Shaw informed the committee that the energy audit is pending at the NYSERDA Legal Department. He expects to receive approval within 30 days.

Mr. Hare requested updated quotes from F.A.S.T. for the alarm systems at West, Big Flats and Horseheads.

The meeting adjourned at 5:41pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, December 3rd, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.

EXECUTIVE COMMITTEE CHARTER

CCLD

Article I. Charge to the Committee.

The Executive Committee is hereby created and charged by the Board of Trustees of the Chemung County Library District to perform the functions of the Board of Trustees in the management of the affairs of the District during the intervals between meetings of the Board. This includes, but is not limited to, the following:

- Set the Agenda for the month's Board meeting
- Authorize payment of bills
- Keep Board and its officers apprised of developments within the library

Article II. Term.

This Charter is effective from the date approved by the Board through December 31, 2015 and is subject to amendment or revocation by the Board. The Charter shall be renewed each year in January.

Article III. Membership.

The members of the Committee shall include the officers of the Board (President, Vice-President, Treasurer and Secretary) as well as the most recent past President currently serving on the Board (if any). The President shall act as chair.

Resignation. All Board officers are required to be members. Officers may resign their post at any time by communicating such resignation to the Board President and the Board. They will automatically be removed from membership in the Executive Committee.

Article IV. Powers.

Scope of Powers. The Committee shall have the power to authorize the payment of bills on behalf of the Board at large. The Committee shall have no power to commit the District to any course of action. The Committee shall be subject to all Policies and Regulations of the District and to applicable law. The Committee may make recommendations to the Board of Trustees as appropriate, to take actions for the benefit of the District.

Adopted by the Chemung County Library District on _____.

Meetings. Meetings of the Committee shall be scheduled, posted, and conducted as required by the Open Meetings Law. Chair should consult with District administration for advice and assistance.

Decisions. The Committee should, in the first instance, attempt to make decisions by consensus. If consensus cannot be reached, the Committee can make decisions by majority vote. No decision or recommendation shall be recognized as an act of the Committee without agreement of a majority of the membership.

Information. The Committee may request of the District administration any information the Committee believes is necessary to conduct its work, but the administration shall not disclose any information otherwise kept confidential by the policies of the District or by applicable law without specific authorization of, and subject to any terms imposed by, the Board of Trustees.

Article VI. Obligations.

The Committee shall set the agenda for the monthly Board meetings. The President shall solicit the Board regarding items they wish to be added to the agenda.

The Committee shall meet monthly to approve pending bills in between the Board meetings. All bills must subsequently be approved by the Board as a whole.