



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 October 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 16, 2014 at 6:00 pm at the **Southern Tier Library System 9424 Scott Road, Painted Post, NY 14870**. 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
 - CONSENT ITEM Appointment of Ms. Pat Silvernail to the CCLD Board of Trustees, District 1**
3. Approval of minutes (document #2014-55)
4. Treasurer's report
 - a) Financial report (document #2014-56)
 - b) Report of Unpaid Bills Detail (document #2014-57)
6. Correspondence
7. President's report
8. Director's Report: (**Appendix A**)
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-58)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-59)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-60)
 - CONSENT ITEM Approval of change order for Kimble Associates**
 - d) Personnel Committee (Cady)
 - CONSENT ITEM Approval of Personnel Actions (Appendix B)**
 - CONSENT ITEM Approval of Personnel Committee Charter**
10. Old business
11. New business
 - Establishment of Board Education Chair
12. Period for public expression
13. Adjournment

(Minutes of the SEPTEMBER 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-55)

Minutes of the September 2014 meeting of the Chemung County Library District Board of Trustees. The meeting was held on Thursday, September 18th, 2014 at the Big Flats Library, 48 Canal Street, Big Flats, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Ann Hayes, Georgia Reynolds, Marge Kappanadze, Rachel Dworkin, Mike Muldoon, Ann Cady and Jim Hare. Excused: Sue Cook, Juan Jones, Bonnie Chollet, Tim Blandford and Jessica Roberts.

Glenice Peel, Supervisor of the Big Flats Library, introduced herself and one of her staff members, Ms. Jackson. She spoke with enthusiasm about changes made to the library since she became the supervisor and gave a glowing report on some of the recent programs that were held at the library. She gave an update on some of the programs planned for the Fall including a new “baby lapsit” program being funded by the Friend of CCLD.

Minutes. The minutes of the August 2014 meeting (Document #2014-48) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The August 31st, 2014 Financial Report (Document #2014-49) was presented for board review. By unanimous consent, the August Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2014-50). By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/3/14 General Fund – 19,518.15; the unpaid bills dated 9/10/14 General Fund - \$63,769.06 and Grant Fund - \$154.00 as distributed. Ms. Santulli stated that two additional invoices need to be approved. An unpaid bill list dated 9/18/14 in the amount of \$1,710.59 was submitted. Ms. Dworkin moved, seconded by Ms. Reynolds to approve the extra invoices for payment. VOTE: All Affirmative. Motion Carried.

Correspondence. Ms. Santulli reported the receipt of \$6,868 from the Friends of CCLD that support several programs throughout the District including the final Summer Reading Club party at Eldridge Park, the Teen and Juvenile Halloween programs, the Maker Faire event, the West Elmira SRC and the Big Flats Lapsit programs.

President’s Report. Just a reminder to board member of the Annual Meeting and Conference of the Southern Tier Library System being held on Tuesday, October 7th. There are workshops being held that will be of interest to board members. The Library District will pay the reservation fee for board members. The deadline to inform Ms. Santulli of your interest in attending is September 30th.

Director’s Report. Mr. Owen Frank, filling in for Director Shaw, reported on the following:

- The Library District received notification from the Southern Tier Library System that the Local Library Services Aid has been increased in 2014 by 1.06%. The check representing 90% of the funding will be sent out this week. STLS also stated that the Central Library Aid funding in the amount of \$149,620 will be forthcoming as soon as received by STLS.
- Two new staff members hired through the senior employment agency ProAction will start this month. Jim Styles will work at the Steele Library and Brooke Robbins at the Horseheads Library.
- The outdoor movie event held in the Mark Twain Riverfront Park was a success. It was sponsored by both the Friends of CCLD and the OCLC/RedBox Outside the Box program. There was a pre-movie craft for kids and the Library District had an information table to hand out flyers on upcoming events. Many attendees remarked that they would like to see more outdoor events in the future.
- 3D Printer issue. Some items made with the 3D Printer seemed to resemble a weapon. These specific examples of what can be made with the printer were removed immediately.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-51). President Roberts reported that a Worker's Compensation case that was closed in 2013 has been re-opened. A settlement that will close the case for good is being heard by the court this month.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-52). Ms. Santulli stated that Library District funds currently being held in two "CDARS" accounts will mature this month. The Committee has recommended that CCLD funds be moved into the "Insured Cash Sweep" program discussed several months ago. The ICS program uses a money market (interest bearing) account that gives the Library District the FDIC protection needed while giving immediate access to the funds with no penalties for early withdrawal. Ms. Cady moved, seconded by Ms. Reynolds to give the board treasurer, Sue Cook, the authorization to fill out the paperwork to open an Insured Cash Sweep account for the Library District and to move the necessary funds. VOTE: All affirmative. Carried.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-53). Mr. Muldoon stated that the change order submitted by Spencer Paving in the amount of \$942 for increased material costs has been justified. Mr. Muldoon moved, seconded by Mr. Hare to approve the \$942 change order for Spencer Paving bringing the total of the Horseheads Library Paving project to \$23,870. VOTE: All Affirmative. Carried. Mr. Frank stated that Scott Barber (Barber Funeral Home) has been provided with the plans and price quotes for their portion of the Horseheads Library parking lot.

The Horseheads Library Interior Renovation Project is on schedule and on budget. The staff will be returning to the library on Monday the 22nd to begin returning books to the shelves. The library will reopen to the public on September 29, 2014.

The Committee reviewed a proposal from Foor & Associates for professional services relating to the Elevator Project at the Steele Library. The proposal for project management was in the amount of \$22,000. The Committee believes this figure to be higher than necessary and requested that an RFP (Request for Proposal) be sent out to Fagan Engineering, Foor & Associates, Hunt Engineers and Elmira Structures. The Committee plans to meet prior to the October board meeting to review proposals that have been received.

It was reported that the contract with Charles T. Driscoll for the Masonry Restoration project at the Steele Library has been signed and delivered. There is no start date as of yet. The HVAC cleaning project started on time (September 15) with no disruption of service at the Steele Library. Gary Morenus, Chemung County Buildings & Grounds is monitoring their work.

Personnel Committee. Ms. Cady stated that the Committee has reviewed the Evaluation process for both staff members and for the Director. Staff evaluations should be completed by March 15th of each year. New evaluation forms are being worked on with the HR Consultant. The Director should be given the time to be able to respond to all comments listed in his evaluation. Goals for the Director should be given at the June meeting.

Regarding board education, Ms. Cady suggested that one trustee be elected to serve as the Board Education Chair for continuing education of board members. Education for the board should continue all year long. The person assigned to be the Board Education Chair will have fulfilled their Committee requirement. No action was taken at this time.

The CCLD Procurement Policy needs to be reviewed and possibly revised. Changes to the policy were discussed.

Trustee Kappanadze left the meeting at 6:46 pm.

Old Business. None

New Business. Ms Reynolds expressed thanks to Owen Frank for his assistance in moving books to prepare for the Friends of the Horseheads Library Book Sale.

Mr. Hare stated that the Friends of CCLD are interested in introducing a new Fund Raising Event that would be held each year at the library. The board members expressed their general support for the Friends fund raising opportunities.

Public Expression. Ms. Denise King, board member from the Southern Tier Library System, encouraged trustees to attend the Annual meeting on October 7th. She stated that the workshops that are being held will be useful to the board members as well as Library Directors and staff. Ms. King also expressed her thanks for being re-appointed by CCLD to the board of STLS.

EXECUTIVE SESSION – Mr. Hare moved, seconded by Ms. Reynolds to move into Executive Session for legal advice. Motion Unanimously Approved. Ms. Cady moved, seconded by Ms. Dworkin to come out of Executive Session. Motion Unanimously Approved.

The meeting was adjourned at 8:13pm. The next regular meeting of the board will be held on Thursday, October 16th, 2014 at 6:00pm at the [headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York.](#)

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-56)

Financial Report - SEPTEMBER 30, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 61,166	\$ 6,434	90%		includes \$2,500 refund from Cummins-BKM repairs in 2013
Grants (other than N.Y.S.)	\$ -	\$ 25,156				STLS - Literacy Training \$4,048, CCLD Friends \$12,573, Friends of HH \$7,200, VE Inspire Grant \$960
Foundation Contributions	\$ 165,000	\$ 131,061	33,939	79%		2014 Distributions Steele \$60K, HH \$71,061 (incl laptop purchase), ARTS \$375
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341		100%		
PILOT Funds	\$ 31,850	\$ 53,492		168%		
Interest on Investments	\$ 3,000	\$ 2,853	147	95%		
State Aid						
Central Library Development	\$ 88,044	\$ 88,276	(232)	100%		2014 Distribution
Central Book Aid	\$ 60,000	\$ 61,344	(1,344)	102%		2014 Distribution
Local Library Services Aid	\$ 37,000	\$ 35,427	1,573	96%		4th Qtr 2013 distribution & 90% of 2014 dist \$31,912
Other State Aid	\$ 1,600	\$ 53,533		3346%		2014/15 project at Steele (90%)
TOTAL INCOME	\$ 3,091,088	\$ 3,149,649	\$ 40,517	102%	75%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,346,099	\$ 946,900	\$ 399,199	70%		Includes Retiree payout of \$13,288
Holiday Overtime Salaries	7,035	\$ 3,343	3,692	48%		
Employee Benefits						
FICA	102,865	\$ 73,101	\$ 29,764	71%		
NY State Retirement	282,645	\$ 212,069	\$ 70,576	75%		
Medical & Dental	406,411	\$ 300,793	\$ 105,618	74%		includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 33,145	\$ (12,301)	159%		Wk Comp/Disability - paid annual invoice
Subtotal - Personnel Expenses	2,165,899	1,569,351	\$ 596,548	72%	75%	
Contractual						
Equipment	17,007	\$ 17,007	0	100%		Total \$4,454 incl. Computer purchases, HH Foundation \$1,061; MakerSpace \$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 \$20,977 incl. \$10,601 pd by Grant for EarlyLit & MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203; new Library Card supply \$5,851; Friends of CCLD \$2,755; HH Friends \$326
Travel & Continuing Education	18,170	\$ 7,716	10,454	42%		Rec'd \$825 - partial reimb from STLS for Cont Ed Day
Repairs & Maintenance	41,545	\$ 29,457	12,088	71%		
Postage	2,625	\$ 781	1,844	30%		
Library Materials (books, video, etc.)	297,551	\$ 184,988	112,563	62%		Gift Funds \$2,558
Utilities	72,440	\$ 48,533	23,907	67%		includes 4th Qtr 2013
Building Supplies/Maintenance	16,825	\$ 13,164	3,661	78%		Total \$2,212 incl. HH Foundation \$720; HH Friends \$1,492
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 3,630	370	91%		
Insurance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + three of four installments other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 27,235	1,940	93%		incl. \$7,500 for audit
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 \$16,916 incl. Friends of CCLD \$13,726, VE grant \$390, HH Friends \$1,132, Gifts \$1,049, Mkt Comm \$244; ARTS \$375
Chemung County costs (B&G, vision)	16,000	\$ 8,488	7,512	53%		
Capital Improvements STATE CONST see below	10,000	\$ 6,603	3,397	66%		Incl Project Manager - const. projects; HH project pd by Foundation \$1,927 (refund from Lowes)
Contingency Fund	53,066	\$ 39,109	13,957	74%		Used for Insurance \$6,951; Equip \$1,094; Supply \$10,572; Programs \$4,614
Debt Service	\$ 62,225	\$ 46,669	15,556	75%		
Subtotal Expenses	\$ 3,028,488	\$ 2,194,880	\$ 833,608	72%	75%	
2013 & 2014 State Construction Projects		\$ 22,064				
TOTAL EXPENSES	\$ 3,028,488	\$ 2,216,944				

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2014-57

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	10/01/2014	Purchases 8/10-9/8 - all libraries	3,902.95
Total Amazon Credit Plan			<u>3,902.95</u>
Anne Kelley Huber			
	10/01/2014	Patron Refund	17.00
Total Anne Kelley Huber			<u>17.00</u>
Caroline Poppendeck			
	10/01/2014	mileage reimbursement 7/29-9/11	61.60
Total Caroline Poppendeck			<u>61.60</u>
CCLD Petty Cash			
	10/01/2014	Petty Cash WE/BF	387.66
Total CCLD Petty Cash			<u>387.66</u>
Cengage Learning, Inc.			
	10/01/2014	Fiction Purchases-Steele/WE	694.91
Total Cengage Learning, Inc.			<u>694.91</u>
Center Point Large Print			
	10/01/2014	ST FIC Aug/Sept	686.64
Total Center Point Large Print			<u>686.64</u>
Centurion Technologies			
	10/01/2014	Security software-2 computers	96.00
Total Centurion Technologies			<u>96.00</u>
CHILDREN'S PLUS INC.			
	10/01/2014	Books Purchased - BF/ST Juv	2,536.81
Total CHILDREN'S PLUS INC.			<u>2,536.81</u>
City of Elmira			
	10/01/2014	App Fee for Outdoor Movie 9/12/14	60.00
Total City of Elmira			<u>60.00</u>
Collins & Walton			
	10/01/2014	HH Library interior renovation project paid by HH Foundation	1,160.68
Total Collins & Walton			<u>1,160.68</u>
Corning Community College			
	10/01/2014	Work Study Program Expenses	735.80
Total Corning Community College			<u>735.80</u>
Cutler's Carpet			
	10/01/2014	HH Library interior renovation project paid by HH Foundation	21,000.00
Total Cutler's Carpet			<u>21,000.00</u>
Deborah L. Brimmer			
	10/01/2014	tape-HH, electrical ST, Maker Faire supply	126.28
Total Deborah L. Brimmer			<u>126.28</u>
Dimon & Bacorn, Inc.			

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2014-57

As of October 1, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Dimon & Bacorn, Inc.	10/01/2014	HH Library interior renovation project paid by HH Foundation	<u>3,468.50</u> 3,468.50
Eagle Eye Builders, LLC			
Total Eagle Eye Builders, LLC	10/01/2014	HH Library interior renovation project paid by HH Foundation	<u>3,974.12</u> 3,974.12
Elmira College Enactus			
Total Elmira College Enactus	10/01/2014	Booth at Twin Tiers Expo	<u>300.00</u> 300.00
Elmira Water Board			
Total Elmira Water Board	10/01/2014	Water bill - WE	<u>95.66</u> 95.66
Glenice Peel			
Total Glenice Peel	10/01/2014	mileage reimb 9/3-9/19	<u>254.54</u> 254.54
Ingram Library Services			
Total Ingram Library Services	10/01/2014	Library materials - OCT statement	<u>11,046.12</u> 11,046.12
Jennie Lewis			
Total Jennie Lewis	10/01/2014	Reimb for Adult prog/Out of Box movie pd by Friends	<u>150.65</u> 150.65
John Mills Electric, Inc.			
Total John Mills Electric, Inc.	10/01/2014	HH Library interior renovation project paid by HH Foundation	<u>2,837.96</u> 2,837.96
Kirkus Reviews			
Total Kirkus Reviews	10/01/2014	annual subscription - ST	<u>597.00</u> 597.00
Margeson's Landscaping Inc.			
Total Margeson's Landscaping Inc.	10/01/2014	HFL mowing AUG/Sept	<u>585.00</u> 585.00
Michelle Erickson			
Total Michelle Erickson	10/01/2014	Mileage Reimb-Sept	<u>28.96</u> 28.96
Michelle Knudsen			
Total Michelle Knudsen	10/01/2014	Author Skype for TEEN prog 10/15	<u>100.00</u> 100.00
MidWest Tape			
Total MidWest Tape	10/01/2014	DVD/Audio purchases - HH/WE/ST	<u>2,965.27</u> 2,965.27
Pendleton's Painting, LLC			
	10/01/2014	HH Library interior renovation project paid by HH Foundation	<u>5,863.00</u>

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2014-57

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Pendleton's Painting, LLC			5,863.00
Petty Cash-Steele			
	10/01/2014	Postage/Teen/BKM/WE/VE/JUV & Adult Prog	307.51
Total Petty Cash-Steele			307.51
Random House, LLC			
	10/01/2014	AV purchases - Steele	97.50
Total Random House, LLC			97.50
Ryan Bliss			
	10/01/2014	Performer-TEEN Halloween Ball - pd by Friends of CCLD	275.00
Total Ryan Bliss			275.00
Scholastic Library Publishing			
	10/01/2014	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			152.10
Southern Tier Contract, Inc.			
	10/01/2014	HH Library interior renovation project paid by HH Foundation	4,360.00
Total Southern Tier Contract, Inc.			4,360.00
Southern Tier Library System			
	10/01/2014	Annual meeting 10/7	45.00
	10/01/2014	Foundation Directory Subscription	750.00
	10/01/2014	processing fees all libraries	811.75
Total Southern Tier Library System			1,606.75
Staples Credit Plan			
	10/01/2014	IT extl drives,card reader,Adobe/WE printer & BF office supply	719.54
Total Staples Credit Plan			719.54
Star Gazette			
	10/01/2014	Annual Subscription 2014 for HH	383.86
Total Star Gazette			383.86
Stuart Finch			
	10/01/2014	Mileage reimb-workshop 8/19	23.52
Total Stuart Finch			23.52
Sunstream Corporation			
	10/01/2014	HH Library interior renovation project paid by HH Foundation	896.00
Total Sunstream Corporation			896.00
Susan Oliver			
	10/01/2014	Shelving unit for HH project pd by Foundation	39.98
Total Susan Oliver			39.98
Tamara Golden			
	10/01/2014	Patron Refund	3.00
Total Tamara Golden			3.00
Village of Horseheads			

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2014-57

As of October 1, 2014

Date	Memo	Open Balance
10/01/2014	HH Water bill 4/15-7/28	20.82
Total Village of Horseheads		20.82
		<u>72,618.69</u>

Unpaid Bills Detail

As of October 8, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Blackbourn Media Packaging			
	10/08/2014	AV supplies for ST	191.25
Total Blackbourn Media Packaging			<u>191.25</u>
Capabilities, Inc.			
	10/08/2014	Library Cleaning - WE & BF SEPT	672.00
Total Capabilities, Inc.			<u>672.00</u>
Chemung Canal Trust Company			
	10/08/2014	AUG purchases - Cont Ed/Maker Faire/BF-WE programs	551.69
Total Chemung Canal Trust Company			<u>551.69</u>
City of Elmira			
	10/08/2014	Fire Inspection ST	37.50
Total City of Elmira			<u>37.50</u>
Convenient Tape & Supplies			
	10/08/2014	receipt printer tape supply - all libraries	190.07
Total Convenient Tape & Supplies			<u>190.07</u>
David Jeffers			
	10/08/2014	deposit for Easter 2015 program	100.00
Total David Jeffers			<u>100.00</u>
Demco, Inc.			
	10/08/2014	Jewel case lids	82.71
Total Demco, Inc.			<u>82.71</u>
Dorothy Gebhart			
	10/08/2014	Patron Refund	30.00
Total Dorothy Gebhart			<u>30.00</u>
EHS Yearbook			
	10/08/2014	year book 2014/15 purchase	59.40
Total EHS Yearbook			<u>59.40</u>
Gaylord Bros, Inc.			
	10/08/2014	Flannelboard for BF baby lapsit pd by Friends	267.45
Total Gaylord Bros, Inc.			<u>267.45</u>
Gregg Manos			
	10/08/2014	TEEN circus 10/24 pd by Friends of CCLD	350.00
Total Gregg Manos			<u>350.00</u>
H. L. Treu Office Supply Corp.			
	10/08/2014	calendars/paper for ST	106.80
Total H. L. Treu Office Supply Corp.			<u>106.80</u>
Hetrick Glass			
	10/08/2014	Window Replacement - South entrance at ST	155.00
Total Hetrick Glass			<u>155.00</u>

Unpaid Bills Detail

As of October 8, 2014

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
J's Gourmet Snacks		
10/08/2014	Teen Circus 10/24 pd by Friends	47.00
Total J's Gourmet Snacks		<u>47.00</u>
Kristen Beardslee		
10/08/2014	Patron Refund	12.00
Total Kristen Beardslee		<u>12.00</u>
Mirit Hadar		
10/08/2014	Patron Refund	15.00
Total Mirit Hadar		<u>15.00</u>
Office Equipment Source, Inc.		
10/08/2014	Annual billing BF copier	207.00
Total Office Equipment Source, Inc.		<u>207.00</u>
Oriental Trading Company, Inc.		
10/08/2014	Spooky Stacks at ST - supplies pd by Friends of CCLD	411.09
Total Oriental Trading Company, Inc.		<u>411.09</u>
Owen Frank		
10/08/2014	reimb for cleaning supplies HH	70.98
Total Owen Frank		<u>70.98</u>
PermaCard		
10/08/2014	Overdue mailers - all libraries	433.84
Total PermaCard		<u>433.84</u>
Petty Cash-Steele		
10/08/2014	Postage/Teen Circus supplies pd by Friends of CCLD	274.77
Total Petty Cash-Steele		<u>274.77</u>
Quicker Printer		
10/08/2014	brochures for Maker Faire & Teen Circus pd by Friends of CCLD	335.00
Total Quicker Printer		<u>335.00</u>
Recorded Books		
10/08/2014	DVD order Sept	1,115.46
Total Recorded Books		<u>1,115.46</u>
Reliable Computer Products		
10/08/2014	ST fax/printer supplies	277.52
Total Reliable Computer Products		<u>277.52</u>
Rhode Island Novelty		
10/08/2014	Spooky Stacks supply pd by Friends of CCLD	86.15
Total Rhode Island Novelty		<u>86.15</u>
Sayles & Evans		
10/08/2014	Legal fees - 7/15-8/28	1,932.50
Total Sayles & Evans		<u>1,932.50</u>

Unpaid Bills Detail

As of October 8, 2014

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sherry Nichols		
10/08/2014	mileage for 10/3 workshop	100.80
Total Sherry Nichols		<u>100.80</u>
Southern Tier Library System		
10/08/2014	processing fees all libraries SEPT	897.00
Total Southern Tier Library System		<u>897.00</u>
TechULearn, LLC		
10/08/2014	Community Classes Photo/Games pd with Grant funds	300.00
Total TechULearn, LLC		<u>300.00</u>
The Penworthy Company		
10/08/2014	JUV Library materials ST/BKM	1,523.47
Total The Penworthy Company		<u>1,523.47</u>
Upstart		
10/08/2014	Spooky Stacks ST supply pd by Friends of CCLD	124.06
Total Upstart		<u>124.06</u>
Vasco Brands, Inc.		
10/08/2014	cleaning/paper supplies all libraries	2,194.33
Total Vasco Brands, Inc.		<u>2,194.33</u>
W. B. Mason Co, Inc.		
10/08/2014	office supplies	387.65
Total W. B. Mason Co, Inc.		<u>387.65</u>
Wegmans Food Markets Inc.		
10/08/2014	Teen Circus supplies pd by Friends of CCLD	31.81
Total Wegmans Food Markets Inc.		<u>31.81</u>
Westbrook Enterprises, LLC		
10/08/2014	Patron Counter Repair - WE	102.50
Total Westbrook Enterprises, LLC		<u>102.50</u>
WLVY Radio		
10/08/2014	Radio for Maker Faire/Teen Circus pd by Friends of CCLD	700.00
Total WLVY Radio		<u>700.00</u>
		<u><u>14,373.80</u></u>

Document #2014-58

Report of the October 1st, 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 Wednesday, October 1st, 2014. Attending the meeting were Richard Roberts, Georgia Reynolds, Rachel Dworkin; and Joan Santulli and Ron Shaw, CCLD management. The meeting opened at 6:00pm.

Mr. Shaw reported on the following:

- He is meeting with Randi Hewitt of the Community Foundation and representatives from Arnot Health to set up a free “Flu Shot Clinic” at the library.
- The Library District will be applying for a grant from the “Maker Club” that donates free 3D printers to libraries.
- Bed Bug Issues. After consulting with the Library District attorney, patrons that are found bringing bed bugs into the library are banned from entering the library until they prove the problem has been corrected.
- Staff Continuing Education day is scheduled for November 7th. All libraries will be closed and all staff will attend the CE day. This workshop will concentrate on the new “Central Labs” (maker spaces) at Steele and staff will receive training in the newest version of Microsoft Office 2013.
- He and Joan will be meeting with Perry & Carroll to go over the insurance renewals for 2015.
- The recent Central Library check received from the Southern Tier Library System is broken down as follows: \$88,276 in Central Library Development funds and \$61,344 in Central Book Aid.
- Tentative 2015 meeting dates for all Committees and Board meetings were reviewed by the Committee. Changes will be made and the list will be submitted to the full board.
- The Library District received a generous donation from Dr. Huber Wang in the amount of \$500 to be used for non-fiction purchases.
- The Southern Tier Library System has reimbursed CCLD in the amount of \$825 for its share of the expenditures from the May Continuing Education day.
- The Library District has been notified that the Fiori Worker’s Compensation case has been settled with a \$29,500 payment to the family. This settlement means that no civil suit can be filed in this matter.

Ms. Reynolds stated that the Friends of the Horseheads Library are holding an Open House on October 15th to show off the newly renovated library. Invitations will be forthcoming.

Ms. Santulli presented the Unpaid Bills Detail dated 10/1/14 for the General Fund in the amount of \$72,681.69. The list includes the invoices previously approved by the Buildings & Grounds Committee for the Horseheads Library Interior Renovation Project. Mr. Roberts moved, seconded by Ms. Dworkin to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:37pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 5th, 2014 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-59

Report of the October 8th, 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, October 8th, 2014. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Georgia Reynolds. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:05am.

Ms. Santulli presented the September 30th, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 10/8/14 Unpaid Bills Detail for the General Fund bills totaling \$14,373.80. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli reported that the “Insured Cash Sweep” account at the Chemung Canal Trust Company has been opened. The board treasurer will receive a monthly statement the same as all the other bank accounts.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 12th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-60

Report of the October 1st, 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 5:00pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending was Owen Frank, Supervisor of the Horseheads Library and Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 5:00pm.

The Committee reviewed draft of the RFP (Request for Proposal) that will be mailed out this week. The RFP is for Project Management of the New York State Construction Project - Elevator Replacement at the Steele Library. The proposals are due to be submitted by November 1, 2014. The Committee will review them at the November 5th meeting and will make a recommendation to the full board at its November meeting.

Steele Library. The Masonry Restoration project has begun. There will be minimal interruptions for patrons. The HVAC cleaning project is nearly complete. Gary Morenus from the County has inspected the work and has a list of places that need attention. In the process of cleaning, some mold was found. For mold remediation – to remove the mold – 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. Once processed, the State will send CCLD the remaining 10% of the project funding.

Horseheads Library. The Library re-opened to the public on Monday as expected. It has been extremely busy. The only thing left on the Interior Project is the privacy screens. The ones that were ordered made a blind spot in the Children's area. Sue Oliver, the Project Manager, has approved the final bills for payment. The Committee reviewed the invoices and approved the following: \$21,000 to Cutler Carpet, \$5,863 to Pendleton Painting, \$3,974.12 to Eagle Eye Builders, \$2,837.96 to Mills Electric, \$4,360 to Southern Tier Contract, \$3,468.50 to Dimon & Bacorn; \$1,160.68 to Collins & Walton. \$896 to Sunstream Corporation and \$39.98 to Sue Oliver (shelving purchase). These bills will be forwarded to the Executive Committee for payment.

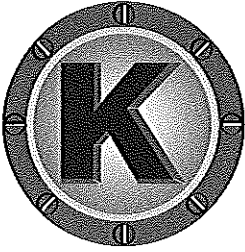
The Paving Project at the Horseheads Library is scheduled to begin October 6, 2014. It should be ready for parking the following day.

Mr. Shaw requested to know if the Committee still wanted him to go ahead with the Energy Audit. The Committee confirmed this is still a go.

The special meeting of the Committee originally scheduled for October 15 just prior to the regular meeting of the board has been cancelled.

The meeting adjourned at 5:40pm.

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



KIMBLE inc
Mechanical Contractor

1004 Sullivan Street
Elmira, NY 14901

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Phone: 607.734.4123

Fax: 607.734.4199
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MCAA

MECHANICAL CONTRACTORS
ASSOCIATION OF AMERICA, INC.

October 14, 2014

Mr. Robert Butcher AIA
Foor & Associates

Re: Steel Memorial Library
Elmira, New York

Dear Mr. Butcher,


Pursuant to our field review with Gary Morenus, and your direction, we propose cleaning the mold from the interior of the air handling unit at the Steel memorial library and a T&M basis using our service company.

Our estimated cost is as follows:

16 Hours @ \$91.55

If you have any questions please feel free to contact me.

Very truly yours,


William T. Allington

Steele Library October 2014 Activity Reports (Dates covered September 11, 2014- October 8, 2014)

Circulation and Steele Library Supervision- Chris Corter

The circulation department has been in constant flux since mid-August with loss of staff and 3 temporary pages and 2 full time staff beginning as shift leaders. I continue to oversee their training and encourage consistent and friendly service from all staff. I met with both full time circulation shift leaders and 2nd floor adult services staff to keep up to date on team efforts. I've done a 1 month review with new librarian, Maggie Young, and regular reviews with other staff on probation to chart progress.

I worked to juggle staffing for the September 20th Maker Faire which required that staff participants receive 5 hours of comp at some other time during that week. Besides the above, there has been a lot of illness on staff which has required daily revisions to public desk schedules. On September 29th, Jim Styles, a member of the ProAction Employee program, joined our staff as part time page. I conducted orientation for him. He is currently being trained to work at the Public Computer desk on the 2nd floor. With the recent loss of a staff in youth services, I've been working closely with Janet Ackerman to develop another scheduling plan for the first floor to assure training of new staff and programming levels can be maintained.

I attended the Elmira College volunteer fair on September 16th with Connie Ogilvie to help recruit students to assist with shelving and other tasks.

Audio/Visual – Brian Harris

Trying not to repeat myself...I am still ordering new AV items at a fast pace and weeding old item to make room for the new. Mid-October I will have September circ. stats to see if we continue to break the 1000 circulated items.

Reference/ Adult Services- Connie Ogilvie

This month there were 748 questions on the Adult Services Desk and 296 questions on the PC2 Desk. September was a very busy month with National Library Card Sign-up Month, the Maker Faire on September 20th, and Celebrate Mango Languages Database 9/22/2014-9/27/2014. There was much activity in general for the month, and a lot of preparation for Mango week. Buttons and bookmarks were made, the library was decorated and staff wore Mango colors, bright green and orange to promote the database. There was a T-shirt raffle at Steele and at three of the branches. (The Horseheads branch was closed during this time.) In order to enter the raffle a patron was required to listen to a demonstration of the Mango Languages Database. All in all, at Steele we had a good patron response.

LH/Genealogy –Maggie Young

I've been working to get to know the local history/genealogy collection and to assess what needs to be done to maximize its access to patrons. Long term projects will include updating the cataloging of the collection, composing finding aids to the collection, and collaborating with updating the genealogy web page on the CCLD website. I'm currently undergoing training in preparation for continuing the yearbook digitization project through NY Heritage, and have plans in place to learn about indexing local history for inclusion into Starcat. The Introduction to Genealogy workshop will be held this year on Wednesday, Nov. 5 from 2-4 pm. Meanwhile, volunteers continue to work their way through indexing the 1963 newspaper. John White, volunteer, has finished photographing all the burial records from Forest lawn cemetery and work begins imminently on indexing this new collection. Sherry and I toured the Fayetteville Library (FLL) in Fayetteville, NY, last Friday to see their Makerspace, local history room, and to see what they offered in genealogical programming. Sherry and I are now brainstorming possible new programming ideas for Steele Memorial's genealogy department.

Social Media and Adult Programming – Jennie Lewis Steele Adult Programming

In September, we did our outdoor movie, as part of the "Outside the Box" program (event sponsored by the Friends of CCLD). Adult, teen, and youth services departments were all involved and helped to make it a success. It was quite cold out (45F), but between the pre-movie craft, hosted by youth services, and the movie itself we had about 40 people attend. We received positive feedback from attendees and some requests for more programs like this in the future. We look forward to more outdoor movie events in warmer weather.

The Edible Books Contest (sponsored by Friends of CCLD) took place during CCLD Maker Faire 2014. This program was originally intended to be part of Summer Reading Club but had to be rescheduled so we would have enough entries to hold a contest. There were 5 entries displayed and voted on during the Faire. CCLD Maker Faire 2014 itself, organized by Deb Brimmer, was a huge success with 900 people visiting the library that day; staff from all of CCLD participated. Thanks Deb for all of your hard work!

We had several tech training classes offered in September including: Basic Internet, Basic Computer, Tablet Talk, and Google Drive.

Also in September: *QPR - Suicide Prevention Workshop led by Shannon Oakes, Chemung County's Suicide Prevention Coordinator * Film Screening - *GMO OMG*, Co-sponsored by the Sierra Club Finger Lakes Group and Food and Water Watch *Sevillanas - Spanish Dance Workshop, taught by one of our patrons

Social Media

Facebook - 19 new likes in September; 58 posts

Twitter - 4 new followers; 41 tweets (by others: 1 favorited, 3 retweets, and 1 mention)

Blog - 4 new posts in September (31 views for these specific posts - 304 total blog views in September)

Various other social media sites - many of the FB and Twitter posts were posted in more than once place.

Did daily posts on FB, Twitter, and Google+ leading up to CCLD Maker Faire 2014, highlighting a different planned activity each day.

Teen Activities – Doris Jean Metzger

Sept 1-15, 2014:

Contacting middle & high schools to get invited to their open houses
recruiting new TAG members

Attended Broadway Academy & Elmira High Open houses

Creating props & planning PR for Night Circus Ball w/ TAG

Shelf read entire Teen section to improve organization (based on feedback from teens in their feedback box).

Sept 15-Oct 1, 2014

Networked & partnering with Chemung County Youth Bureau to promote each other's events on social media & during our events. Brainstorming meeting set for November.

Added 2 new members to Steele Library TAG

Re-organized Haunted Shed (Night Circus & Spooky Stacks prep)

Created a Teen Feedback Board in the Teen section. Already receiving feedback & posting my replies on the board.

Began tracking monthly YA circ stats for analysis

Networked with YWCA & invited to their Unity Day (anti bullying event) Oct 22.

Attended Youth art exhibit at Community Arts of Elmira & networked with projectCAP (Chemung County Adolescent Pregnancy Prevention Program)

Ordering materials based on Teen feedback. "more comics!"
Weeding of Teen fiction continues

Marketing – Michelle Barrett

National Library Card Sign-up month went well during September. We had 774 patrons enter our grand prize drawing for the Nexus 7. Entry count- BF:38, BKM:21, SML:526, VE:22, WEST:167. We received a thank you letter for our donation of gold pencils to the Glove House annual golf tournament. I am currently working on a new brochure for in-house programming.

West Elmira- Michelle Barrett

Mr. Robbins was our National Library Card Sign-up Month basket winner. Our YA book club will meet next 10/27 and we are reading *The Night Circus*. Our Adult book club will meet next on 10/16 and they are reading *Gone Girl*. Our damaged front sidewalk was repaired during September. Ahnece and Amanda went to Riverside school and told stories to twenty-five 2nd graders there. Lynda held a very successful Duct Tape Craft program which 32 children attended.

Board Report June-July Central Youth Dept. Activities submitted by Janet Ackerman

The Steele Youth Dept. helped with the following events: Out of the Box Movie Night, Sept. 12. The Maker Faire on Sept. 20 and the Bullying Prevention Workshop at Steele on Sept. 25. We have also taken over doing the stories for Bookmobile Preschool stops, since Sue Schoeffler has moved to the Circulation Dept.

Community Connections: We hosted Judah Dance Co. as they gave free dance and movement lessons to preschoolers on Sept. 22 and Sept. 29. We also gave a tour and helped 44 sixth graders from Beecher School find books and updated their library cards on Sept. 30. Also, Emma hosted the 7th graders from Elmira Christian Academy and showed them how to use Starcat and helped them get library cards.

Janet attended the KInderbook Committee Meeting on Sept. 18 and is doing an online class for library assistants through SCRLC on Oct. 7. Janet also submitted a newspaper article, for the Family Reading Partnership, on scary reads for the month of October and it was printed in the Star Gazette on Wed. Oct. 1, where she also highlighted the Spooky Stacks event for kids coming up on Oct. 29. at Steele.

Weekly storytimes have started back up, and we've had a great turnout, offering a new baby lapsit and are glad to see young Moms and their little ones show up to do bouncy rhymes, songs and fingerplays, also nice to see them using our Early Literacy Play area at the end of the storytime.

Emma is starting a Lego Club, and the registration is now full with 30 kids signed up. She also is training a new shelving volunteer. We continually try to reach out to Elmira College and Elmira High School for more shelving helpers, as well as programming helpers. She also used her artistic talents in painting a beautiful backdrop on our children's stage area.

Cassie Todd, gave her letter of resignation as she was offered a full time job. Our department will miss her upbeat, cheerful and helpful nature, and we will work on finding a part time replacement.

Chris Russo has just completed a 3 week online course in storytelling offered by ALA and the presenter was Librarian and storyteller Rob Reid.

Teen Services report, submitted by Doris Jean Metzger:

- organizing a small teen flash mob @ the mall to promote Teen Summer Reading
- created the first Teen-specific summer reading program on the Evanced software & exported it to the branches
- attended STLS webinar on creating a Fantasy Con @ your library
- Visited Southside High School & promoted West Elmira & Central Teen Summer Reading programs during the lunch period.
- Created and distributed a CCLD Teen summer reading prezi to Chemung County middle & high school librarians.
- Partnered with Jennie Lewis (virtual services librarian) to create CCLD Teen Tumblr page.
- met with BOCES coordinator to discuss possibility of joining forces with CCLD to help support reading/literacy among Elmira City School District teens...a grant is in the works to help fund this project

Information Technology Department - Deb Brimmer

9/11 - 9/20

- Performed heavy marketing and publicity campaign for the Maker Faire
 1. Working with Radio station on appropriate package for the event
 2. Creating and printing flyers then distributing them
 3. Creating online media for the event
 4. Had banners printed for labs
- Prepared all materials for each station at the event
- Prepared signage for the event - table signs identifying the activity, booth numbers, map of the event
- Identified that our 3D printer would not be working the day of the event, so Ron was able to find us an alternative for loan on that day
- Picked up 3D printer at Corning Library
- Prepared a program to hand out at the event with the assistance of the Virtual Services librarian
- Prepared the Tech Lab computers with software needed for the video game design
- Prepared laptops for the event
- Finalized all preparations for the broadcast lab software, computers and signage to be ready for the event
- Individually spoke to each vendor/staff person working at a booth to make sure they had what they needed
- Shopped for supplies for the event
- Set up for the event
- Cleaned up after the event

9/21 - 9/27

- Installed, configured and repositioned all the computers at Horseheads Free Library after being removed for renovations
- Cleaned up and attempted to get Makerspaces organized following event
- Returned 3D printer to Corning Library after loan
- Met with Elmira College Enactus Club regarding a partnership
 1. Found them to be interested in partnering with us and helping with Marketing of events
 2. The members of club will help us identify students where we need them to help in our programs in internships
 3. Discussed getting involved in their upcoming networking event to further promote the makerspaces and gather outside support for our programs and supplies.

9/28 - 10/4

- Deb took vacation and worked 19 hours during that time
- Michael updated staff computer security software at Steele
- Dealing with Oki printer situation at Steele and West
- Jason replaced our broken 3D printer and attempted to organize the Tinker Lab

10/5 - 10/10

- Continued updating staff computer security software at Steele
- Analyzed, identified and reported the process of volunteers using staff computers
- Attended a workshop entitled "Engaging Library Users" at STLS
- Performed numerous last minute preparations for new classes in the Tech Lab that we were not made aware of
- Worked on completing the Thank you cards for all the vendors and active participants of the Maker Faire
- Installed and configured the Directors new image for his computer
- Prepared materials to be handed out at the Twin Tiers Ties Expo (Elmira College Enactus)
- Researched the Adobe license situation
- Michael met with Chris to identify the schedule process and identified a process that can be done with a software product at a greatly reduced price
- Finalized Fayetteville tour preparations

Branches

Summary of Activities--Owen Frank

September 15 - 19: Training of new Adult Services Department staff at the Steele Memorial Library

September 22 -26: Prepared for the reopening of the Horseheads Free Library

September 24th: Sent a status report to the Public Library Foundation of Chemung County on the status of the Horsehead Free Library's renovation project.

September 26: Branch Visit Big Flats

September 29: Reopening of Horseheads Free Library, featured in Star Gazette Article

Oct 1st: Branch visit Big Flats

Oct 2nd: Branch visit Big Flats

Oct 14: Met with Dan from Southern Tier Contract concerning privacy screen installation in the staff area of the Horseheads Free Library.

Oct 15: Attended the Friends of the Horseheads Free Library's open house to show off the recently renovated Horseheads Free Library

PERSONNEL COMMITTEE CHARTER

CCLD

Article I. Charge to the Committee.

The Personnel Committee is hereby created and charged by the Board of Trustees of the Chemung County Library District to:

- Conduct the evaluation of the Director annually and present its findings to the Board.
- Negotiate the Director's contract annually.
- Facilitate the negotiation of the Administrative Assistant's contract with the Director.
- Meet with Director to assess progress toward yearly goals on a monthly basis or as determined by the committee.
- Receive from the Director his use of time (Personal, Vacation and Sick) once a month to be entered into his records.
- Custodian of the Personnel files, which are kept in the office of our attorney.

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. Chair.

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

Article IV. Membership.

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

Appointments. Members of the Committee may be appointed by the Chair, subject to the approval of the President. The Chair shall be responsible for submitting candidates to the President in the same manner that other action items may be placed before the Board.

Adopted by the Chemung County Library District on _____.

Removal. Members of the Committee may be removed without cause by the Board of Trustees.

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 actions 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, 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.

Annual objectives. The Committee shall endeavor to achieve the following goals:

A. Conduct the evaluation of the Director

All internal staff evaluations will be completed by March 15th.

April 1. Director will be given evaluation form to fill out – he will have two weeks to complete and return it to the Personnel Chair.

Copies of this form will be given to each board member at the April Board meeting for their review. Links to the Board and Staff review will be emailed at

this time and all parties will have one week to complete the form. This survey is anonymous and confidential for all parties.

Personnel Committee will meet and review the completed forms and prepare synopsis of the Board and Staff surveys as well as any recommendations they have.

Personnel Committee will provide the Director with the synopsis prior to the May Board meeting. The Director may request a meeting with the committee prior to the May Board meeting if desired and may respond in writing to the synopsis.

Personnel Committee will present survey results at the May Board meeting in executive session without the Director present. After discussion by the Board the Director returns to discuss the review with the entire Board. At this meeting the Board will vote on any recommendations deemed appropriate.

(This will take up the entire May meeting so it is important that nothing other than routine business be scheduled for this time and that the meeting be held at Steele.)

The Committee will finalize the synopsis of the review by including relevant comments and suggestions.

At the June committee meeting the Director will submit personal and professional goals. The Director and the Committee will go over the review and discuss the next year's goals and objectives and a course of action for implementing them. The Committee will finalize the goals and objectives for the coming year that will be recommended to the Board at the June Board meeting.

At the June Board meeting the Board in consultation with the Director will discuss the objectives and goals presented by the Personnel Committee and any benchmarks needed throughout the year in order to measure them.

B. Director's Contract

To be negotiate annually and run from May 1 to April 30.

The Director will prepare any proposed changes to the contract and provide them to the Personnel Committee for review in March. The contract will be voted on by the Board. The agreed upon contract should be signed by the Director and the Board President.

C. Director's Time

The Director, via email, will provide the Chair of the Personnel Committee of his time usage on the last working day of each month.

D. Administrative Assistant's Contract

To be negotiated annually and to run from Jan. 1 to Dec. 31

The Director will prepare his recommendations for the Administrative Assistant's contract and provide them to the Personnel Committee for review in November. The contract will be voted on by the Board. The agreed upon contract should be signed by the Administrative Assistant, the Director and the Board President.

E. Reports

The Committee shall report on its progress monthly and as requested from time to time by the Board.