



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

## Agenda

The October 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 17, 2013 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
3. Approval of minutes (document #2013-53) and
4. Treasurer's report
  - a) Financial report (document #2013-54)
  - b) Report of Unpaid Bills Detail (document #2013-55)
5. Correspondence
6. President's report
7. Director's Report
  - Consent Item- Resolved to appoint Perry & Carroll as insurance broker for health insurance.*
  - Consent Item- Resolved to approve health insurance plan as recommended*
8. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2013-56)
  - b) Budget & Finance Committee (Cook)
    - 1) Report of the Committee meeting (document #2013-57)
  - c) Building & Grounds Committee (Savash)
    - 1) Report of the Committee meeting (document #2013-58)
  - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the September 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-53)*

**Minutes of the September 2013 meeting of the Chemung County Library District Board of Trustees.** The September meeting was held on Thursday, September 19, 2013 at the Big Flats Library, 78 Canal Street, Big Flats, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Ann Hayes, Georgia Reynolds, John Savash, Sue Cook, Michael Muldoon, Marge Kappanadze, Rachel Dworkin, and James Hare. Excused: Juan Jones, Ann Cady, Jessica Roberts and Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Brian Harris, the Principal Library Clerk in charge of the Big Flats Library spoke about the collection, programming and patrons of the library. He introduced the two part-time Library Clerks, Cassie Wright and Melanie Cassarly, who both said how much they enjoy working at the Big Flats Library.

**Minutes.** The minutes of the August 2013 meeting (Document #2013-47 & 47A) were presented for board review. Mr. Hare expressed his concern that the Steele Library was listed as the Central Library in the minutes. This will be covered under New Business. In the special board meeting minutes, Mr. Reynolds was changed to Ms. Reynolds. The minutes were approved as corrected by unanimous consent.

**Financial Report.** The August 31<sup>st</sup>, 2013 Financial Report (Document #2013-48) was presented for board review. Ms. Cook stated that CCLD has received 90% of the funding from New York State for the 2013 Construction Projects. By unanimous consent, the August Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2013-49). It was noted that these lists include the 3<sup>rd</sup> quarter payments of Debt Service to the County and Cost Share to the Southern Tier Library System (STLS). They also include the final installment of payment for CCLD insurance policies. By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/4/13 General Fund - \$62,022.17 and Grant Fund \$3,065.93; the unpaid bills dated 9/11/13 General Fund - \$18,632.33 and 9/12/13 Grant Fund - \$774.22 as distributed.

**Correspondence.** Mr. Shaw stated receipt of the following items:

- An Email from a patron thanking staff member Rogan for her assistance.
- A request from Beecher School to schedule monthly visits for the 6<sup>th</sup> grade classes. The school will no longer use the CCLD Children's card for checkouts but will instead be encouraged to apply for an institutional card for the school.
- A request from Diven School for CCLD to partner with the Rotary Club of Elmira and supply monthly story times for students. There is no status on this request.
- Ms. Corter nominated the Bookmobile and it was chosen to be part of the Center Point 2014 calendar. It will be featured for the month of March.
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**President's Report.** President Roberts stated that he took a tour the Fayetteville Library with other CCLD staff members. The library has a strong program, new technology including 3-D printers and a FabLab. Everyone was very enthusiastic about the trip.

Mr. Roberts also stated that the CCLD board of trustees will host a reception on October 21<sup>st</sup>, 2013. The reception will allow time for trustees to mingle informally with members of the Friends of the Horseheads Library, the Friends of CCLD, the Public Library Foundation of Chemung County

(Horseheads Foundation) and the Steele Memorial Library Foundation. We need to work together for a better future.

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

- Election. The legal notice for the newspaper will be sent out next week and the dates for presentation of the proposed budget at each library are being scheduled. Mr. Shaw viewed a Tax Cap Webinar which stated that to override the tax cap requires a board resolution and a simple majority approval at the general election. The PILOT funds have caused issues in the past because the actual amount received can affect the limit. CCLD is covered because the Tax Cap Resolution was passed earlier this year.
- Programs. On September 18<sup>th</sup> Mr. Frank will make a presentation at STLS called "Building Community Partnerships" – an opportunity for representatives from local libraries and community organizations to develop collaborative projects that benefit every community member. Geek the Library Week (GTL) CCLD kicked off Geek the Library Week (September 15-21) with a breakfast reception at 8:30am on September 16<sup>th</sup> at CCLD's Central Library (Steele Memorial). Special guest Mayor Susan Skidmore presented the library with an official Geek the Library Week proclamation. There were over 20 people in attendance. Following the visit to Fayetteville, Mr. Shaw stated that he expects to make some changes at the Library District that will attempt to re-invent CCLD services to the community to make it a valuable commodity. He will be looking at staffing at all CCLD libraries and possibly make all branch libraries a one-staffing unit so that staff members will be assigned to work at different locations during the week.
- STLS issues. Mr. Shaw, Ms. Corter and Mr. Frank are scheduled to meet with Brian Hildreth, the new Executive Director. They will discuss the Central Library and its role in the Library System and any issues there were under the former administration. He has proposed that the Southern Tier Library System hold a full one day meeting with the Directors of libraries in the Southern Tier Library System at Central. He also proposed the use of video training and other technology to expand the role of the Central Library. CCLD also received a check from STLS in the amount of \$200 to help offset the costs of SRC (Summer Reading Club) Kickoff. Regarding the STLS Annual Meeting scheduled for October 25<sup>th</sup>, board members are invited to attend and the cost of their dinner will be paid by the Library District.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2013-50). There is nothing new to report.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2013-51). Ms. Cook stated that board members need to pay attention to the "material weaknesses" and "significant deficiencies" as listed in the recent letter received from the auditor from EFP Rotenberg. She stated that this letter from the auditor is more lengthy than normal because it is this firm's first year doing the audit.

Mr. Shaw stated that there is nothing new to report on the status of the CCLD's Health Insurance coverage. He also stated that he is sending out an RFP for the General Liability Insurance coverage. CCLD is in the 3<sup>rd</sup> year of a 3 year contract with Cincinnati Insurance.

Ms. Kappanadze left the meeting at this time.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was submitted in writing to the board (Document #2013-52). CCLD has received the 90% funding from New York State in the amount of \$116,407 for the 2013 Construction Projects. CCLD requested quotes from 3 firms for Project Management of these projects. Two quotes were received as follows:

Barn Livin' \$6,700 and Foor & Associates \$6,500. Mr. Savash moved, seconded by Ms. Dery to approve the appointment of Foor & Associates as project manager for the 2013 construction projects as recommended by the Buildings & Grounds Committee. Motion Carried.

The Committee discussed the agreement between CCLD and the Public Library Foundation of Chemung County (Horseheads) and recommends that in future years, CCLD request a specific amount from the Foundation for certain projects and that the funds are then expended according to CCLD's procurement policies and guidelines. CCLD will receive any necessary quotes and then choose the company to perform the work.

**Personnel Committee.** Ms. Cady stated that there is no date yet for the next meeting.

**Old Business.** Ms. Reynolds talked about CCLD's Wi-Fi network and the fact that there are no circulation stats for its usage.

Mr. Savash stated that the reporting to the board of expenditures for the upcoming State Construction Projects will be done in a different manner than in the past. He is coordinating a meeting with Ms. Cady to go over the details.

Mr. Shaw stated that the recent lawsuit that named CCLD and some of its staff members has been settled. Library Materials in the amount of \$1,700 have been written off and legal fees for the lawsuit came to \$1,900. A change in the policy for the number of books that may be borrowed on one's account will be discussed with STLS Directors so that the policy will be administered system-wide.

**New Business.** Ms. Reynolds stated that CCLD is responsible for appointing members from Chemung County to the Southern Tier Library System board of trustees. STLS board member Martin Green's term expires at the end of the year. She has been given the name of Ken Austin who may be interested in serving in this position. She will bring more information to the next board meeting.

Mr. Hare again explained his concern about the Steele Library's name being changed to the Central Library. He stated that it is an important identity that people relate to. This matter will be tabled until next month.

Mr. Savash requested to receive a copy of the Form 990 for fiscal year 2012 that was filed with the Internal Revenue Service. He feels that all board members should be reviewing this form each year.

**Public Expression.** Joe Caparulo, liaison with the Friends of CCLD, stated that when the power-washing projects of the Horseheads and Central Libraries takes place, caution should be used to prevent leaks coming in through the windows.

Ms. Bonnie Chollet was present to determine her interest in serving CCLD in District #5 which is currently vacant.

The meeting was adjourned at 7:25pm. The next regular meeting of the board will be held on Thursday, October 17<sup>th</sup>, 2013 at 6:00pm at the [headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York.](#)

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2013-54)**

**Financial Report - SEPTEMBER 30, 2013**

<b>Income</b>	<b>2013 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through the Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 80,900	\$ 57,836	\$ 23,064	71%		
Grants (other than N.Y.S.)	\$ -	\$ 23,439				incl-\$12,179 Friends of CCLD,\$9,550 Friends of Horseheads, ARTS \$450, Inspire for VE \$960
Foundation Contributions	\$ 165,000	\$ 126,848	38,152	77%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	0	100%		
P.I.L.O.T. Funds	\$ -	\$ 130,832				PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 1,200	1,800	40%		
<b>State Aid</b>	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,343	33,657	9%		Final 2012 Distribution
Other State Aid	\$ 1,600	\$ 129,341	(127,741)	8084%		\$200-STLS grant, \$12,534 final 2012 State Construction Funds; \$116,407 - 2013 Const. Funds
<b>TOTAL INCOME</b>	<b>\$ 3,000,308</b>	<b>\$ 3,051,647</b>	<b>\$ 102,932</b>	<b>102%</b>	<b>75%</b>	

<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance Remaining</b>	<b>Percent Expended</b>	<b>Percentage through Year</b>	<b>Notes</b>
<b>Personnel</b>						
Salaries	1,321,460	\$ 941,991	\$ 379,469	71%		
Sunday & Holiday Salaries	6,809	\$ 4,063	2,746	60%		
Employee Benefits	715,499	\$ 560,938	154,561	78%		
<b>Subtotal - Personnel Expenses</b>	<b>2,043,768</b>	<b>\$ 1,506,992</b>	<b>536,776</b>	<b>74%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	34,330	\$ 34,330	0	100%		incl-\$4,559 pd by HH Friends; \$12,344 Anderson Foundation-computers for lab, \$142 Friends of CCLD; \$3,120 Other Grants and \$6,100 new copier from Fund Balance
Telephone	9,700	\$ 8,480	1,220	87%		
Supplies	37,400	\$ 37,400	0	100%		incl-\$1,938 pd by BF Adv., \$851 pd by HHFoundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$2,381 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang. \$220 Gift funds for VE
Travel & Continuing Education	16,100	\$ 12,574	3,526	78%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 33,374	9,861	77%		
Postage	5,075	\$ 4,852	223	96%		
Library Materials (books, video, etc.)	313,300	\$ 202,204	111,096	65%		Includes \$5,000 in extra funding from HH Foundation
Utilities	75,700	\$ 47,587	28,113	63%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 12,283	7,359	63%		Includes \$2,108 paid by HH Foundation (mowing & refrigerator purchase)
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 2,236	2,764	45%		
Insurance	24,108	\$ 24,038	70	100%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 30,286	5,514	85%		Includes audit \$6,450
Data Processing Expenses (Cost Share)	90,630	\$ 68,033	22,597	75%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 23,985	0	100%		incl=\$742 pd by HH Foundation, \$142 HH Friends, \$4,049 Friends of CCLD, \$378 in Grant funds, \$1,034 Marketing expenses (SRC final party) ARTS \$450
Chemung County costs (B&G, vision)	17,200	\$ 7,448	9,752	43%		
Capital Improvements STATE CONST see below	20,000	\$ 7,362	12,638	37%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends
Contingency Fund	55,739	\$ 37,493	18,246	67%		BKM Repairs - \$3,389, Supplies \$10,447, Library Programming \$5,061, Equipment \$18,596
Debt Service	\$ 62,458	\$ 46,845	15,613	75%		
<b>TOTAL BUDGET EXPENSE</b>	<b>\$ 2,938,745</b>	<b>\$ 2,153,323</b>	<b>\$ 785,422</b>	<b>73%</b>	<b>75%</b>	

2012 & 2013 State Construction Projects		\$ 321,331				
<b>TOTAL EXPENSES</b>		<b>\$ 2,474,654</b>				

**Unpaid Bills Detail**

As of October 2, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	10/02/2013	Reference materials	140.20
Total Baker & Taylor Books			<u>140.20</u>
<b>Ingram Library Services</b>			
	10/02/2013	NonFiction purchases 10/1/13 statement	1,366.93
Total Ingram Library Services			<u>1,366.93</u>
<b>Southern Tier Library System</b>			
	10/02/2013	Processing fees-SEPT/eBooks FIC	1,560.12
Total Southern Tier Library System			<u>1,560.12</u>
			<u><b>3,067.25</b></u>

**Unpaid Bills Detail**

As of October 2, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	10/02/2013	Purchases - all libraries	2,574.63
Total Amazon Credit Plan			<u>2,574.63</u>
<b>Belmont Free Library</b>			
	10/02/2013	Payment for Lost Book	25.00
Total Belmont Free Library			<u>25.00</u>
<b>Blackstone Audio</b>			
	10/02/2013	DVD purchases	250.00
Total Blackstone Audio			<u>250.00</u>
<b>Buffalo Heritage Unlimited</b>			
	10/02/2013	HH Library Materials	129.74
Total Buffalo Heritage Unlimited			<u>129.74</u>
<b>Caroline Poppendeck</b>			
	10/02/2013	mileage reimbursement 8/28-9/25	85.24
Total Caroline Poppendeck			<u>85.24</u>
<b>Casella Waste Systems, Inc.</b>			
	10/02/2013	Dumpster @ Central-BF/WE/HH monthly invoice	624.23
Total Casella Waste Systems, Inc.			<u>624.23</u>
<b>CCLD Petty Cash</b>			
	10/02/2013	Petty Cash reimbursement - HH/WE	400.28
Total CCLD Petty Cash			<u>400.28</u>
<b>Cengage Learning, Inc.</b>			
	10/02/2013	Central Fiction - Purchases-AUG	320.06
Total Cengage Learning, Inc.			<u>320.06</u>
<b>Center Point Large Print</b>			
	10/02/2013	BKM/Central Fiction large print	339.12
Total Center Point Large Print			<u>339.12</u>
<b>Chris Corter</b>			
	10/02/2013	Mileage Reimb 6/24-9/21	251.99
Total Chris Corter			<u>251.99</u>
<b>Creative Library Concepts, Inc.</b>			
	10/02/2013	Furniture for Central JUV area	3,923.52
Total Creative Library Concepts, Inc.			<u>3,923.52</u>
<b>Deborah L. Brimmer</b>			
	10/02/2013	mileage reimb SEPT	292.67
Total Deborah L. Brimmer			<u>292.67</u>
<b>Economic Opportunity Program (EOP)</b>			
	10/02/2013	Registration Autism Awareness BKM participation	15.00
Total Economic Opportunity Program (EOP)			<u>15.00</u>

**Unpaid Bills Detail**

As of October 2, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Elizabeth B. Pert Reading Center</b>			
	10/02/2013	Lost book paid by Patron	20.00
Total Elizabeth B. Pert Reading Center			<u>20.00</u>
<b>Elmira Water Board</b>			
	10/02/2013	Water bill - ST/WE July/Aug	358.82
Total Elmira Water Board			<u>358.82</u>
<b>First Transit</b>			
	10/02/2013	Bookmobile fuel - JULY	388.79
Total First Transit			<u>388.79</u>
<b>Ingram Library Services</b>			
	10/02/2013	All Library materials - Statements 10/1/13	10,788.76
Total Ingram Library Services			<u>10,788.76</u>
<b>Jennie Lewis</b>			
	10/02/2013	reimb for Geek supplies pd by Marketing	38.31
Total Jennie Lewis			<u>38.31</u>
<b>Melanie Cassarly</b>			
	10/02/2013	Mileage reimb 9/19 meeting	12.43
Total Melanie Cassarly			<u>12.43</u>
<b>MidWest Tape</b>			
	10/02/2013	DVD/Audio purchases - WE/HH/Central	4,067.55
Total MidWest Tape			<u>4,067.55</u>
<b>Office Equipment Source, Inc.</b>			
	10/02/2013	Annual billing BF copier maint agreement	193.00
Total Office Equipment Source, Inc.			<u>193.00</u>
<b>Oriental Trading Company, Inc.</b>			
	10/02/2013	programming supplies - BKM/Central	832.19
Total Oriental Trading Company, Inc.			<u>832.19</u>
<b>Petty Cash-Central</b>			
	10/02/2013	Postage/programming/mileage/Marketing baskets	343.65
Total Petty Cash-Central			<u>343.65</u>
<b>Random House, LLC</b>			
	10/02/2013	AV purchases - Central	90.00
Total Random House, LLC			<u>90.00</u>
<b>Recorded Books</b>			
	10/02/2013	AV purchases - Central	417.40
Total Recorded Books			<u>417.40</u>
<b>Ronald Shaw</b>			
	10/02/2013	Mileage Reimb.- 6/6/13-9/18/13	460.51
Total Ronald Shaw			<u>460.51</u>



**Unpaid Bills Detail**

As of October 2, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Scholastic Library Publishing</b>			
	10/02/2013	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
<b>Sherry Nichols</b>			
	10/02/2013	mileage for 9/19/13 workshop	62.33
Total Sherry Nichols			<u>62.33</u>
<b>SmileMakers</b>			
	10/02/2013	Program supplies - WE	93.45
Total SmileMakers			<u>93.45</u>
<b>Southern Tier Library System</b>			
	10/02/2013	Processing Fees-Sept	855.50
	10/02/2013	eBooks NF	1,194.58
Total Southern Tier Library System			<u>2,050.08</u>
<b>Staples Credit Plan</b>			
	10/02/2013	Admin/Central/BF supplies	297.20
Total Staples Credit Plan			<u>297.20</u>
<b>Time Warner Cable</b>			
	10/02/2013	VPN/Cable -Central	62.78
Total Time Warner Cable			<u>62.78</u>
<b>USA TODAY</b>			
	10/02/2013	interim billing-Central	46.10
Total USA TODAY			<u>46.10</u>
<b>Verizon</b>			
	10/02/2013	BF installation	359.66
Total Verizon			<u>359.66</u>
<b>Verizon Wireless</b>			
	10/02/2013	BKM/Admin. cellular service	182.34
Total Verizon Wireless			<u>182.34</u>
			<u><u>30,548.93</u></u>

## Unpaid Bills Detail

As of October 9, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Affordable Library Products</b>			
	10/08/2013	security tags-Central	440.00
Total Affordable Library Products			440.00
<b>American Library Association</b>			
	10/08/2013	Programming-Central JUV	26.15
Total American Library Association			26.15
<b>Capabilities, Inc.</b>			
	10/08/2013	Library Cleaning - HFL, WE, & BF SEPT x 4	840.43
Total Capabilities, Inc.			840.43
<b>Chemung Canal Trust Company</b>			
	10/08/2013	SEPT credit card - IT/Program supplies/constant contact	617.52
Total Chemung Canal Trust Company			617.52
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	10/08/2013	Utility & Bldg Maint. chg- 3rd Qtr 2013	16,964.98
Total Chemung County Buildings & Grounds Dept.			16,964.98
<b>CPE Interlink</b>			
	10/08/2013	Data cables for new fax/printer WE/BF	1,064.34
Total CPE Interlink			1,064.34
<b>Demco, Inc.</b>			
	10/08/2013	supplies-DVD lids/BF book display/CD Albums HH	680.18
Total Demco, Inc.			680.18
<b>EBSCO Subscription Services</b>			
	10/08/2013	annual magazine subscription-Central JUV	169.90
Total EBSCO Subscription Services			169.90
<b>EFA Torch</b>			
	10/08/2013	2013/14 yearbook	40.00
Total EFA Torch			40.00
<b>Faye Crance</b>			
	10/08/2013	Sept/Oct Programming - VE Paid with grant \$	160.00
Total Faye Crance			160.00
<b>Fire Alarm Service Technology, Inc.</b>			
	10/08/2013	trouble calls HH/BF Libraries	330.00
Total Fire Alarm Service Technology, Inc.			330.00
<b>First Transit</b>			
	10/08/2013	Bookmobile fuel - 8/28-9/23	425.41
Total First Transit			425.41
<b>Foor &amp; Associates Architects</b>			
	10/08/2013	Professional Fees State Const Projects	872.68
Total Foor & Associates Architects			872.68

## Unpaid Bills Detail

As of October 9, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Gregg Manos</b>			
	10/08/2013	Vampire Ball 10/25 pd by Friends of CCLD	350.00
Total Gregg Manos			<u>350.00</u>
<b>Imperial Door Controls, Inc.</b>			
	10/08/2013	HH handicap doors-annual Maint agmt.	660.00
Total Imperial Door Controls, Inc.			<u>660.00</u>
<b>Jamex, Inc.</b>			
	10/08/2013	Copy cards for Jamex machines - Central	412.70
Total Jamex, Inc.			<u>412.70</u>
<b>JanWay Company USA, Inc.</b>			
	10/08/2013	red bags - partially funded by MADD grant	600.00
Total JanWay Company USA, Inc.			<u>600.00</u>
<b>JFJ Disc Repair</b>			
	10/08/2013	DVD Repair supplies - Central	60.54
Total JFJ Disc Repair			<u>60.54</u>
<b>Oriental Trading Company, Inc.</b>			
	10/08/2013	programming supplies - BF	41.22
Total Oriental Trading Company, Inc.			<u>41.22</u>
<b>Reliable Computer Products</b>			
	10/08/2013	printer cartridges - Central	201.82
Total Reliable Computer Products			<u>201.82</u>
<b>Rhode Island Novelty</b>			
	10/08/2013	programming supplies-Central pd by Friends of CCLD	121.80
Total Rhode Island Novelty			<u>121.80</u>
<b>SHS Yearbook</b>			
	10/08/2013	2013/14 yearbook	59.40
Total SHS Yearbook			<u>59.40</u>
<b>Southern Tier Library System</b>			
	10/08/2013	Cisco Switch	608.99
Total Southern Tier Library System			<u>608.99</u>
<b>Supermedia LLC</b>			
	10/08/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC			<u>37.35</u>
<b>Swift Office Equipment, Inc.</b>			
	10/08/2013	Maint. Contract-HH copier 6/26-9/30	332.11
Total Swift Office Equipment, Inc.			<u>332.11</u>
<b>Time Warner Cable</b>			
	10/08/2013	VPN service WE	150.17
Total Time Warner Cable			<u>150.17</u>

**Unpaid Bills Detail**

As of October 9, 2013

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Unique Management Services, Inc.</b>		
10/08/2013	SEPT placements	1,273.04
Total Unique Management Services, Inc.		<u>1,273.04</u>
<b>Vasco Brands, Inc.</b>		
10/08/2013	cleaning/paper supplies all libraries	1,212.30
Total Vasco Brands, Inc.		<u>1,212.30</u>
<b>Verizon</b>		
10/08/2013	WE/Central monthly invoice-OCT	604.98
Total Verizon		<u>604.98</u>
<b>Wegmans Food Markets Inc.</b>		
10/08/2013	Program Supplies -HH	12.48
Total Wegmans Food Markets Inc.		<u>12.48</u>
		<u><b>29,370.49</b></u>

## **Document #2013-56**

### **Report of the October 2<sup>nd</sup>, 2013 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 2<sup>nd</sup>, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Sue Cook, Ann Cady, Marge Kappanadze and Georgia Reynolds; and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Roberts stated that he received a phone call from board member Tim Blandford and was informed that the League of Women Voters has included CCLD candidates for election in the forum they have scheduled for October 17, 2013. Ms. Kappanadze confirmed that she also received an invitation to the forum.

Mr. Roberts stated that the invitations to the CCLD board's "Meet-n-Greet" for Foundation and Friends groups are being sent out. He will follow up with an email to those being invited. The event is for board members only – CCLD staff and administration are not required to attend.

In Director Shaw's absence, Ms. Santulli discussed the following:

- Regarding the roof at the Horseheads Library, the Supervisor of the Chemung County Buildings & Grounds will be inspecting the roof and will determine which company to hire to do the repairs. The leaks are not in the section covered under warranty.
- 2013 State Construction Projects. The parking lot at the Big Flats Library was started today and will be closed to the public for the rest of the week. The project manager, Bob Butcher, determined that it is best to wait until spring to do the parking lot at the Horseheads Library.
- Make A Difference Day. The Library District and the staff of the Star Gazette are partnering up for this event being called "Reading Makes a Difference". The Library District will receive a \$5,000 grant to utilize for any plans/programs/give-aways for the event being held on October 26<sup>th</sup>. Tentative plans include visits to both the Ernie Davis Community Center and the Southport Community Center. Library card applications will be given to attendees. The Star Gazette is supplying publicity for the event.
- A reminder for CCLD trustees that they are invited to attend the STLS annual meeting on October 22<sup>nd</sup> and their meal will be paid by the Library District. The guest speaker will be Emily Bazelon, the author of "Sticks and Stones: Defeating the Culture of Bullying and Rediscovering the Power of Character and Empathy." Registration is required.
- A reminder of the webinar that is being held for Library trustees on November 8<sup>th</sup>. The webinar covers Basic Library Law for Trustees. Board members are encouraged to participate – registration is not required.

Ms. Cady stated that it is not possible for there to be a link on the CCLD website that trustees can access. She suggested that there be one notebook with paper copies of all policies, By-Laws and the Legislation that formed the District and that the notebook is

brought to each board meeting. All board members should have an electronic copy of these items and they should be reviewed with new members at their orientation. She stated that it is the current board members responsibility to review these items with new members.

Ms. Santulli presented the Unpaid Bills Detail dated 10/2/13 for the General Fund in the amount of 30,548.93 and for the Grant Fund - \$3,067.25. Mr. Roberts moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:32pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 6<sup>th</sup>, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2013-57**

**Report of the October 9<sup>th</sup>, 2013 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 9<sup>th</sup>, 2013. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Georgia Reynolds and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:05am.

Ms. Santulli presented the September 30, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that he and Ms. Santulli will be meeting with John Holleran of Perry & Carroll Insurance this week to iron out exactly which health insurance plans will be submitted to the board for review and approval at their October meeting.

Requests for Proposals (RFP's) have been sent out to 4 insurance companies to quote on the General Liability, etc coverage for the Library District. Two companies have declined to quote. The current coverage will be sent to Sprague Insurance and to Perry & Carroll for them to go out to the marketplace and receive quotes for coverage beginning in 2014. CCLD is currently in the 3<sup>rd</sup> year of a 3 year contract with Cincinnati Insurance. The deadline for receipt of quotes will be December 1<sup>st</sup>.

Mr. Shaw stated receipt of a check from the Southern Tier Library System (STLS) in the amount of \$148,044. The check represents \$88,072 in Central Library Development funds and \$59,972 in Central Book Aid funds for fiscal year 2013.

Mr. Shaw has been in discussion with Brian Hildreth, Director of STLS, regarding the possibility of offering Freegal music which allows patrons to download music from the library website.

Ms. Santulli presented and discussed the October 9<sup>th</sup> Unpaid Bills Detail for the General Fund bills totaling \$29,370.49. This list includes the 3<sup>rd</sup> Quarter invoice from Chemung County for Utility bills at all branches. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 13<sup>th</sup>, 2013 in the Petrie Conference Room of the Steele Memorial Library.

**Report of the October 9<sup>th</sup>, 2013 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 9<sup>th</sup>, 2013. Board members attending the meeting were John Savash (by phone conference) and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:08pm.

Mr. Savash discussed recent information received regarding funds received from the Public Library Foundation of Chemung County (Horseheads) and expenditures being made at the Horseheads Library for maintenance of the building and grounds. He reiterated that the Library District must follow the procedures as set forth in our Procurement Policy and that companies contracted for work to be performed will be selected in accordance with CCLD policy.

Mr. Shaw discussed the following:

- 2013 State Construction Projects.

Administration. CCLD received an invoice from Foor & Associates which represents the first payment in the contract for Project Management. The invoice in the amount of \$872.68 was included in the Unpaid Bill List submitted to the Budget & Finance Committee. The Buildings & Grounds Committee has no problem with the payment of this invoice. It was noted at this time that while CCLD had requested an RFP from Fagan Engineers for Project Management, they chose not to submit a proposal for these projects.

Big Flats Library. CCLD received an invoice from Nelson & Streeter Construction Company in the amount of \$15,300 for the paving of the Big Flats Library parking lot and the relocation of their shed. The shed will not be moved back to the parking lot but will remain in the grass. The Committee approved the invoice and requested that it be brought to the full board at its October meeting for their review and approval.

Horseheads & Central (Steele) Libraries. Samples of the caulk have been taken to check for PCB's and asbestos at both locations. The results will be received within two weeks. After the results have been received the power washing of the Horseheads Library will take place. The power washing of the Central (Steele) Library may wait until spring due to the need to put the project out for bid.

- Other projects – Horseheads Library.

Roof. Inspection of the roof showed that it was leaking near the mount for the air conditioning unit, which was not under warranty. The staff of the County Buildings & Grounds Department has made the repairs. Their supervisor, Bob Dieterle, stated that if the roof leaks again, it will not be caused by the area near the air conditioning unit.

Front Steps. Mr. Shaw is in the process of getting quotes for the repair. To date the quotes received have ranged from \$10,000 to \$16,966.

Painting and new carpeting. CCLD has not yet received any quotes.

Refurbishment of the top frieze. This is a maintenance issue that has not been done in several years. CCLD has received one quote to date in the amount of \$3,500 which includes sealing, caulking, repainting and resealing.

- Carpenter's Union request. This group had requested information regarding wages paid by contractors who completed the 2012 State Construction Projects. Their question pertained to whether or not prevailing wages were needed to be paid. Mr. Shaw had sent the requested information in March 2013, with a followup in July 2013. After the request received on October 7<sup>th</sup>, Mr. Shaw contacted the Ms. Jamie McCarthy, Northeast Regional Council of Carpenters and resent his original emails. She has replied by email that the information has been received and the request has been closed.



The meeting adjourned at 3:35pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, November 13<sup>th</sup>, 2013 at 3pm in the Director's Office at the Steele Memorial Library.