



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclld.lib.ny.us

Agenda

The September 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 16th, 2010 at **6:30 pm at the SOUTHERN TIER LIBRARY SYSTEM HEADQUARTERS, 9424 SCOTT ROAD, PAINTED POST NY 14870**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2010-55)
4. Treasurer's report
 - a) Financial report (document #2010-56)
 - b) Report of Unpaid Bills Detail (document #2010-57)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2010-58)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-59)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee
 - d) Personnel Committee (Conwell)
 - e) Marketing Committee (Reynolds)
 - f) Ad-hoc Policy Committee (Hager)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the August 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-55)

Minutes of the August 2010 meeting of the Chemung County Library District Board of Trustees. The August meeting was held on Thursday, August 19, 2010 at 6:00pm at the Steele Memorial Library. The meeting was called to order by President Georgia Reynolds. Present were Robin Fitzgerald, Tina Hager, Mary Beth Conwell, Jan Kather, Ann Cady and Jessica Roberts. Excused were Judy Sell, Sue Cook, Karl Schwesinger and Allen C. Smith. Absent: Andrea Ogunwumi. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Reynolds introduced Matthew Hicks of the Morning Times and Marge Kappanadze, Richard Roberts and John Sovash, residents of Districts #4, #8 and #14.

Regarding the current vacancy in the 14th District, Ms. Roberts moved, seconded by Ms. Fitzgerald to appoint Richard Roberts as the board member representing this District, said term to end on December 31, 2010. Motion Carried.

Minutes. The minutes of the July 2010 meeting (Document #2010-50) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The July 31, 2010 Financial Report (Document #2010-51) was presented for board review. Ms. Fitzgerald stated there is nothing unusual on the July report. By unanimous consent the July 31, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-52). Ms. Fitzgerald stated that the bill lists include the quarterly utility payment to Chemung County, the second installment on the new Bookmobile, as well as the first payments to the contractors who are installing the "Green Roof" at the Steele Library. The "Green Roof" invoices were paid after receipt of the funding from the State Environmental Facilities Corporation. By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/4/10 in the amounts of \$33,143.78 (General Fund) and \$2,740.27 (Grant Fund) and the unpaid bill lists dated 8/6/10 as submitted in the amount \$387,651.83 (General Fund) and dated 8/11/10 in the amount of \$105,113.26 (General Fund).

Correspondence. Mr. Shaw passed around an announcement regarding the volunteer recognition at the Horseheads Free Library being held on September 9th and a thank you letter and Certificate of Recognition from the Regional Director of the U.S. Census Bureau for the use of the meeting room at the Steele Memorial Library. He also mentioned that the City of Elmira has offered free parking to library employees during the time that they are working on the railroad viaduct along the Steele Library as part of the City's Promenade Project.

President's Report. President Reynolds stated that the Marketing Committee has reorganized and will be requesting to speak to the board at their September meeting.

- Regarding the September 2010 meeting of the CCLD board, Ms. Reynolds stated that the consensus of the board was to hold the meeting at 6:30pm at the Southern Tier Library System Headquarters in Painted Post, New York.
- Regarding the vacant position on the STLS board of trustees, she stated that Mr. Warren Conklin has expressed an interest in serving on the board as a representative from Chemung County.
- Ms. Reynolds expressed concern regarding a Letter to the Editor in today's edition of the *Star Gazette* about the purchase of a new Bookmobile. She stated that the public may not realize where the funding for the new Bookmobile came from and requested that the Director submit information to the newspaper regarding this issue.

Director's Report. Mr. Shaw reported that at a recent meeting with the Public Library Foundation of Chemung County, the PLF board approved the expenditure of approximately \$12,000 as part of their annual

donation to install shades on the front windows, update the kitchen and install new cabinetry behind the circulation desk at the Horseheads Free Library. They plan to pay for these projects directly.

Other items of interest reported to the board:

Update on Dress Code. A meeting has been scheduled between CCLD management, the CCLD attorney and the CSEA representatives for August 27th.

Signage at CCLD libraries. Calls have been placed to the Code Enforcement Officers of the various municipalities to determine what size signs would be allowed at each library. Mr. Shaw reported that he has only heard back from the Village of Horseheads.

Cleaning at the Horseheads Free Library. There continues to be problems with the company that is currently cleaning the library, SKJ Facilities Management. Mr. Shaw reported that we are looking into contracting with a different company for the remainder of the year.

Fall / Winter Library hours. Mr. Shaw reported that the Fall/Winter hours begin effective September 7th and run until May 22, 2011. The hours at the Van Etten Library will be changing from previous years. As an experiment the library will now offer 4 hours of public service on Saturdays. There was a consensus by the board to approve of these hours.

Continuing Education day. Staff Training day has been scheduled for November 12th. The agenda for the day is still in the planning stage. Some of the workshops that will be offered are MS Word 1 & 2, MS Excel (offered by JET), stress relief, team building and customer service. The safety officer from Chemung County will be workshops on the Right to Know, Fire Extinguisher and Work Place Violence. Mr. Shaw reported that he is attempting to contact Mike Lavin from the University of Buffalo, an expert on Graphic Novels, to have him meet with the Youth Services staff. One change this year from prior years is that supervisors will be assigning their staff to attend certain workshops rather than having a "free choice".

Regarding Personnel issues, Mr. Shaw reported the following:

- A part time Senior Library Clerk assigned to the West Elmira Library resigned effective August 3, 2010. Bookmobile Driver Ms. Jones has been assisting at West Elmira to mitigate staffing problems. After a complete review of West Elmira staffing a decision will be made as to promotion/hiring.
- Senior Library Clerk Zell, assigned to the Horseheads Free Library, has been asked to participate in the panel discussion of "The Role of a Library Assistant" during the Fourth Annual Library Assistants' Day in November. SCRLC (South Central Regional Library Council) is cosponsoring this statewide event. She will be participating with staff from libraries in 2- and 4-year colleges, large public and small public settings in talking about their jobs and library environments.
- Several staff members will be attending the Every Child Ready to Read Literacy training sessions at STLS on September 28th and 29th. The workshop provides training on the Six Skills to Get Ready to Read.
- Ms. Metzger, the Principal Clerk at the Van Etten Library, will attend the New York Library Association conference in November after receiving a scholarship from STLS as part of the Gates Broadband Grant. She will attend workshops on programming, instruction, and marketing and E-Rate.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-53). President Reynolds stated that the Committee discussed staff members use of the new Library District's "facebook" page. She reported that the Library District has on file the paperwork that proves that the District "owns" the logo that was created by Mark Rubin. This logo is expected to be placed on the signage for each library in the District. Regarding the use of library buildings after hours by members of the public, the insurance company that supplies the Library District's liability insurance has been contacted and we are awaiting an answer from them as to their opinion on the liability issues this causes.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-54). Ms. Fitzgerald stated that the August meeting mostly consisted of reviewing the proposed 2011 budget. After suggesting some changes, the proposed budget being submitted to the Library District board of trustees for their approval increases the tax receipts by 1.8%. Ms. Fitzgerald explained that the 2.8% increase to the payroll portion of the budget is due to the fact that the employees of the Library District are afforded a 3% pay increase in 2011 as negotiated in their union contract. The employee

benefits section has increased substantially due to the fact that the percentage of payroll required to be sent to the State Retirement System has increased from 8% to 11% in 2011. She stated that the value of taxable property in Chemung County has increased again this year which will make the overall individual tax bills decrease minimally in spite of the 1.8% increase being proposed in tax revenues.

The Committee reviewed a preliminary (end of 2010) fund balance report that showed an excess of funds needed to meet the District's policy. This was the result of not having a full time Director for the first 4 months of the year and other staff vacancies that were not filled immediately. The Committee recommended that the management use some of the fund balance to pay for some of next year's projects and staff education which helped keep the tax increase to the 1.8%. With the possibility of tenured staff retirements, the Committee suggested keeping some of the remaining fund balance to offset the payouts that will be required when those staff members retire.

Following this discussion, Ms. Kather moved, seconded by Ms. Conwell to adopt the proposed 2011 Library District budget as presented in writing to the board and to present the new dollar amount to be collected in property taxes (\$2,481,966) to the voters at the November 2, 2010 election. Motion Carried.

Buildings & Grounds Committee. There was no meeting of the Buildings & Grounds Committee in August. The "Green Roof" project at the Steele Memorial Library is nearing completion and is ahead of schedule. The estimated completion date for installation of the green material is mid-September.

Personnel Committee. Ms. Roberts reported that the Committee continues to meet with Mr. Shaw. They have discussed his proposed Staff Plan and his performance to date. The Committee is highly satisfied with Mr. Shaw's performance. Their next meeting is scheduled for November.

Ad-Hoc Policy & By-Laws Committee. Ms. Hager reported that the Committee has met and discussed the Internet Policy which had been sent to staff for their input. This policy will be included in the board packet for the September meeting to be discussed and reviewed by the full board.

Ms. Hager stated that the Committee have just started reviewing the Meeting Room Policy. They wish to make it more concise and clear. It will be sent to staff for their input prior to bringing it to the full board. She stated that the Committee is also reviewing a Procurement / Purchasing Policy as presented to them by the Director. This is needed to show the board's responsibility for fiscal oversight. It will be sent to the Library District's attorney for review, and then to the Budget & Finance Committee for suggestions on the correct dollar amounts to be listed in the policy. Their next meeting is scheduled for September 30th at the Horseheads Free Library.

New Business. Mr. Shaw informed the board that he will be out of the office on Monday, August 30th. There is a procedure in place for library staff to follow in his absence. He will continue to notify the Executive Committee anytime that he will be out of the office for a day or more.

Ms. Santulli reminded board members that nominating petitions for individuals running for positions on the Library District board of trustees in the upcoming General Election are due to be received by the Library District by August 30, 2010.

Public Expression. John Sovash of Horseheads, New York requested and received clarification on one of budget lines in the proposed 2011 budget.

The meeting was adjourned at 7:00pm. The next regular meeting of the board will be on Thursday, September 16th, 2010 at 6:30pm at the [Southern Tier Library System Headquarters](#) located at 9424 Scott Road, Painted Post, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - AUGUST 31, 2010

(DOCUMENT #2010-56)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 60,032	\$ 44,218	58%		
Grants (other than N.Y.S.)		417,052	(417,052)	0%		Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500 plus EFC Federal Stimulus Funding in the amount of \$409,992
New Bookmobile fund		8,446	(8,446)			
Foundation Contributions	165,000	21,121	143,879	13%		Incl. funds for West Elmira Library = \$1,011
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	4,296	10,704	29%		
State Aid						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600	10,432	(8,832)	652%		Closeout of all 2007 Projects
TOTAL INCOME	\$ 2,925,052	\$ 2,968,014	\$ (42,962)	101.47%	67%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,226,874	\$ 734,426	\$ 492,448	60%		
Sunday & Holiday Salaries	60,474	22,044	38,430	36%		
Employee Benefits	591,229	293,844	297,385	50%		
Subtotal - Personnel Expenses	1,878,577	1,050,314	828,263	56%	67%	
Contractual						
Equipment	89,855	18,314	71,541	20%		
Telephone	10,800	8,194	2,606	76%		
Supplies	36,100	36,100	0	100%		Includes \$13,841 in Gates Grant exp. plus 4,500 in '09 HFL gifts & \$3,040 WE Foundation '09
Travel & Continuing Education	28,080	6,700	21,380	24%		
Repairs & Maintenance	36,459	21,246	15,213	58%		
Postage	7,600	6,192	1,408	81%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	2,662	5,638	32%		
Library Materials (books, video, etc)	302,000	217,339	84,661	72%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	60,343	37,307	62%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	4,792	3,308	59%		
Fuel, Gas & Oil	2,000	1,321	679	66%		
Insurance	24,390	18,761	5,629	77%		
Vehicle Operation / Maintenance	2,500	2,500	0	100%		
Professional Fees (audit, engineer/le	114,100	90,809	23,291	80%		Incl. \$29,251- Interim Director plus \$23,427 for Green Roof
Data Processing Expenses	46,526	26,155	20,371	56%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	20,500	0	100%		
Chemung County costs (B&G, visio	17,049	7,237	9,812	42%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	618,654	(618,654)			State construction and Green Roof expenses (\$342,130)
Contingency Fund	76,507	13,105	63,402	17%		SUPPLY LINE \$10,953 & VEHICLE MAINTENANCE \$882 & PROGRAMMING \$1,270
Debt Service	63,114	30,756	32,358	49%		

TOTAL EXPENSE	\$ 2,875,052	\$ 2,266,457	\$ 608,595	79%	67%
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Unpaid Bills Detail

As of September 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AVcafe			
	09/09/2010	DVDs for HH	867.59
Total AVcafe			<u>867.59</u>
BBC Audiobooks America			
	09/09/2010	replacement CD for Steele	5.00
Total BBC Audiobooks America			<u>5.00</u>
Caroline Poppendeck			
	09/09/2010	Puppet purchase for ST Juv	57.99
Total Caroline Poppendeck			<u>57.99</u>
Center Point Large Print			
	09/09/2010	BKM & Fiction large print	281.58
Total Center Point Large Print			<u>281.58</u>
Chemung Canal Trust Company			
	09/09/2010	misc credit card purchases-July/Aug	268.62
Total Chemung Canal Trust Company			<u>268.62</u>
Chemung County Chamber of Commerce			
	09/09/2010	Registration-Leadership conf for Director	665.00
Total Chemung County Chamber of Commerce			<u>665.00</u>
Convenient Tape & Supplies			
	09/09/2010	receipt printer tape supply-Steele	293.52
Total Convenient Tape & Supplies			<u>293.52</u>
Costume Specialists, Inc			
	09/09/2010	rental of costume-Oct program	140.00
Total Costume Specialists, Inc			<u>140.00</u>
David Jeffers			
	09/09/2010	October programs-WE/HH	350.00
Total David Jeffers			<u>350.00</u>
Demco, Inc.			
	09/09/2010	supplies -all libraries	214.40
Total Demco, Inc.			<u>214.40</u>
Dianne Patchett			
	09/09/2010	BKM books/reimb for travel expenses	70.13
Total Dianne Patchett			<u>70.13</u>
Earle's Ice Cream			
	09/09/2010	Programming expenses HH/BF/WE	402.00
Total Earle's Ice Cream			<u>402.00</u>
EBSCO Subscription Services			
	09/09/2010	Periodicals-ST	139.95
Total EBSCO Subscription Services			<u>139.95</u>
Envisionware, Inc.			
	09/09/2010	Maintenance renewal-ST/WE/HH/BF	1,563.68

Unpaid Bills Detail

As of September 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Envisionware, Inc.			1,563.68
First Transit			
	09/09/2010	Bookmobile fuel-July 27th	43.86
Total First Transit			43.86
Gale Group, Inc.			
	09/09/2010	ST fiction purchase	526.36
Total Gale Group, Inc.			526.36
Highsmith, Inc.			
	09/09/2010	Supplies ST	3.49
Total Highsmith, Inc.			3.49
Horseheads Do It Center			
	09/09/2010	HFL - supplies	48.78
Total Horseheads Do It Center			48.78
HRATT			
	09/09/2010	Conference registration	125.00
Total HRATT			125.00
J & D Cappy's Ltd.			
	09/09/2010	newspapers for AUG	154.00
Total J & D Cappy's Ltd.			154.00
Kimberly Jones			
	09/09/2010	mileage/meals-OH trip for new BKM	386.70
Total Kimberly Jones			386.70
MCI			
	09/09/2010	Long distance chg-ST/WE	281.60
Total MCI			281.60
MidWest Tape			
	09/09/2010	DVD/Audio purchases-HFL&ST	2,617.76
Total MidWest Tape			2,617.76
Perry & Carroll, Inc.			
	09/09/2010	Insurance policies-payment due	4,906.00
Total Perry & Carroll, Inc.			4,906.00
Petty Cash-Steele			
	09/08/2010	advance for Halloween program expenses	300.00
Total Petty Cash-Steele			300.00
Random House, Inc.			
	09/09/2010	AV purchases-ST	132.00
Total Random House, Inc.			132.00
Recorded Books			
	09/09/2010	Steele & WE purchases	646.35
Total Recorded Books			646.35

Unpaid Bills Detail

As of September 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ronald Shaw			
	09/09/2010	mileage/membership ALA/Conference reg	610.55
Total Ronald Shaw			<u>610.55</u>
SmileMakers			
	09/09/2010	Programming-WE	18.34
Total SmileMakers			<u>18.34</u>
Solid Oak Software			
	09/09/2010	Security software ST/HFL Gates funds	233.10
Total Solid Oak Software			<u>233.10</u>
South Central Regional Library Council			
	09/09/2010	membership dues 2010-2011	1,380.00
Total South Central Regional Library Council			<u>1,380.00</u>
Southern Tier Library System			
	09/09/2010	processing fees-AUG	400.00
Total Southern Tier Library System			<u>400.00</u>
Staples Business Advantage			
	09/09/2010	printer cartridge-ST	97.98
Total Staples Business Advantage			<u>97.98</u>
Tammy Kokot			
	09/09/2010	DVD purchase-Almond Library	5.00
Total Tammy Kokot			<u>5.00</u>
Time Warner Cable			
	09/09/2010	VPN service-BF-Sept/Oct	158.84
Total Time Warner Cable			<u>158.84</u>
Unique Management Services, Inc.			
	09/09/2010	Collection fees - AUG 2010 all libraries	853.31
Total Unique Management Services, Inc.			<u>853.31</u>
Verizon			
	09/09/2010	phone service-ST/WE	528.04
Total Verizon			<u>528.04</u>
Wegmans Food Markets Inc.			
	09/09/2010	Program Supplies-ST	18.17
Total Wegmans Food Markets Inc.			<u>18.17</u>
World Trade Press			
	09/09/2010	Electronic Reference Material	525.00
Total World Trade Press			<u>525.00</u>
			<u><u>20,319.69</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 9, 2010

Document #2010-57

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	09/08/2010	Reference material	345.60
Total ABC-CLIO, Inc.			<u>345.60</u>
Baker & Taylor Books			
	09/08/2010	Reference materials	148.88
Total Baker & Taylor Books			<u>148.88</u>
Donald Carapella, Jr.			
	09/08/2010	Reference/NF purchase	47.50
Total Donald Carapella, Jr.			<u>47.50</u>
Facts On File			
	09/08/2010	Reference Material	262.15
Total Facts On File			<u>262.15</u>
Ingram Library Services			
	09/08/2010	Non-Fiction book purchases-July/Aug 2010	522.02
Total Ingram Library Services			<u>522.02</u>
Matthew Bender & Co., Inc.			
	09/08/2010	Reference Material	595.99
Total Matthew Bender & Co., Inc.			<u>595.99</u>
Salem Press, Inc.			
	09/08/2010	Reference Material	670.00
Total Salem Press, Inc.			<u>670.00</u>
Southern Tier Library System			
	09/08/2010	downloadable audio books/processing fees	1,012.62
Total Southern Tier Library System			<u>1,012.62</u>
			<u><u>3,604.76</u></u>

Unpaid Bills Detail

As of September 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/01/2010	purchases -all libraries	1,718.36
Total Amazon Credit Plan			<u>1,718.36</u>
CBT Direct			
	09/01/2010	Training for IT staff	1,900.00
Total CBT Direct			<u>1,900.00</u>
Chemung County Library District			
	09/01/2010	Petty Cash reimbursement - HFL/WE	303.40
Total Chemung County Library District			<u>303.40</u>
Chris Corter			
	09/01/2010	mileage reimb 7/26-8/26, Programming	593.97
Total Chris Corter			<u>593.97</u>
Criterion			
	09/01/2010	DVD Purchase	75.00
Total Criterion			<u>75.00</u>
Dawn Austin			
	09/01/2010	mileage reimb 5/10-8/20, Insurance Reimb 2010	230.00
Total Dawn Austin			<u>230.00</u>
Deborah L. Brimmer			
	09/01/2010	Programming	50.00
Total Deborah L. Brimmer			<u>50.00</u>
Elizabeth Argentieri			
	09/01/2010	Patron Refund	20.00
Total Elizabeth Argentieri			<u>20.00</u>
Glenice Molter			
	09/01/2010	Programming expense	36.00
Total Glenice Molter			<u>36.00</u>
History Education			
	09/01/2010	AV purchase for Steele	304.00
Total History Education			<u>304.00</u>
Ingram Library Services			
	09/01/2010	Library materials-all libraries	7,112.82
Total Ingram Library Services			<u>7,112.82</u>
InJest.com			
	09/01/2010	Sept program at BF/WE	950.00
Total InJest.com			<u>950.00</u>
Judy Stock			
	09/01/2010	Sept program at HH	150.00
Total Judy Stock			<u>150.00</u>

Unpaid Bills Detail

As of September 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Little Pim			
	09/01/2010	Language DVD's for HH	261.80
Total Little Pim			<u>261.80</u>
MCI			
	09/01/2010	Long distance chg-HH	26.58
Total MCI			<u>26.58</u>
Pitney Bowes			
	09/01/2010	postage-all libraries	6,000.00
Total Pitney Bowes			<u>6,000.00</u>
Reliable Computer Products			
	09/01/2010	Printer cartridges for ST	165.53
Total Reliable Computer Products			<u>165.53</u>
Rose Woodard			
	09/01/2010	reimbursement for program supplies/book purchase	347.85
Total Rose Woodard			<u>347.85</u>
SKJ Facilities Management, Inc.			
	09/01/2010	HFL Janitor services 7/18-8/8	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southeast Steuben County Library			
	09/01/2010	Collection fees belonging to SSL coll at ST	24.30
Total Southeast Steuben County Library			<u>24.30</u>
Southern Tier Library System			
	09/01/2010	payment for damaged book	22.00
Total Southern Tier Library System			<u>22.00</u>
SPCA			
	09/01/2010	donation for program	50.00
Total SPCA			<u>50.00</u>
Staples Credit Plan			
	09/01/2010	Equipment / IT supplies	1,089.83
Total Staples Credit Plan			<u>1,089.83</u>
Star Gazette			
	09/01/2010	annual subscription-ST	391.05
Total Star Gazette			<u>391.05</u>
Time Warner Cable			
	09/01/2010	VPN service-BF-Sept.	168.88
Total Time Warner Cable			<u>168.88</u>
Town of Big Flats			
	09/01/2010	BF water bill 5/14/10-8/4/10	28.75
Total Town of Big Flats			<u>28.75</u>

Unpaid Bills Detail

As of September 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon			
	09/01/2010	phone service-all libraries	<u>166.65</u>
Total Verizon			<u>166.65</u>
Verizon Wireless			
	09/01/2010	BKM/IT Dept cellular service-Aug.	<u>299.06</u>
Total Verizon Wireless			<u>299.06</u>
Village of Horseheads			
	09/01/2010	HFL water bill 4/21-7/13/2010	<u>27.71</u>
Total Village of Horseheads			<u>27.71</u>
			<u><u>22,993.54</u></u>

Report of the September 1st, 2010 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, September 1st, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook, Robin Fitzgerald and Allen C. Smith. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Reynolds reported on an issue regarding the maintenance of the grounds at the Horseheads Free Library. In the past, the Village of Horseheads mowed, trimmed and provided snow removal for the library. They are no longer willing to do so. She also expressed concern about the lack of communication between the Barber Funeral Home and the Library District in regards to any parking lot repairs that the funeral home expects reimbursement from the library. A meeting will be scheduled for the President Reynolds and Director Shaw to meet with representatives of the funeral home regarding this and other possible maintenance issues.

Ms. Reynolds reported that the Marketing Committee has determined that the Library District will no longer mail out the quarterly newsletters as was done in previous years. The Committee has come up with some new marketing ideas and is requesting to be placed on the agenda for the September meeting in order to address the full board.

Mr. Shaw reported that the CCLD management and Library District attorney have met with representatives from the CSEA regarding the "Dress Code Policy". It was not possible to come to an agreement at this time.

Regarding improvements at the Van Etten Library, Mr. Shaw stated that he will request permission from the CCLD board to purchase a new book drop and to install new carpeting and purchase some new furniture. He plans to attend a future meeting of the boards of trustees of both the Town and Village of Van Etten to introduce himself and discuss library services in Van Etten.

The insurance company that provides the Library District's liability insurance has responded to the question raised last month regarding the use of library buildings after hours by members of the public. The Executive Committee requested that this matter be discussed by the full board at their next meeting.

Mr. Shaw also reported the following:

- The preliminary schedule for the November 12th Continuing Ed day for all CCLD staff was reviewed by the Committee. Board members are invited to attend.
- Regarding the expenditure of the excess fund balance, staff members are submitting firm prices on the special equipment requested and orders will be placed next week.

- The Committee approved the Fall/Winter schedule which includes the libraries being open on weekends.
- An update on the construction of the new Bookmobile was given. Staff members are going to Ohio to view the Bookmobile to make sure that all our expectations are being met.

Ms. Fitzgerald reported on the movement of some of the Library District funding from the CDAR's accounts into the Library District's savings account. Two new CD's have been invested on the Library District's behalf by Chemung Canal Trust Company, one of them matures in 4 weeks, the other will mature on December 2, 2010. The CDAR's program spreads out the Library District's funds so that all of the money is protected by FDIC insurance.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated September 1st, 2010. Ms. Fitzgerald moved, seconded by Mr. Smith to approve payment of the General Fund bills (totaling \$22,993.54). Motion carried.

The meeting adjourned at 6:53pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 6th, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.