



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 September 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 20, 2012 at 6:00 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 #2012-49)
4. Treasurer's report
 - a) Financial report (document #2012-50)
 - b) Report of Unpaid Bills Detail (document #2012-51)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-52)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-53)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-54)
 - (d) Personnel Committee (Conwell)
Consent Item Approval of the Agreement between CCLD and Management Staff
RESOLVED to approve the agreement between CCLD and the management staff for a one year period. January 1, 2013-December 31, 2013.
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the August 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-49)

Minutes of the August 2012 meeting of the Chemung County Library District Board of Trustees. The August meeting was held on Thursday, August 16, 2012 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Robin Fitzgerald, Tina Hager, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Allen C. Smith, Karl Schwesinger, Timothy Blandford, Richard Roberts and Jessica Roberts. Excused were Rita Dery, John Savash and Ann Cady. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the July 2012 meeting (Document #2012-43) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The July 31, 2012 Financial Report (Document #2012-44) was presented for board review. Ms. Cook reported that this report shows the receipt of the 2012 Construction funds from New York State. By unanimous consent the July Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-45). By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/1/12 General Fund - \$38,809.08 and the unpaid bills dated 8/7/12 – General Fund - \$24,660.09 and Grant Fund - \$3,498.12 as distributed.

Correspondence. Mr. Shaw passed around a few comments received in our Suggestion Boxes. One in particular stated that the person participated and enjoyed the Adult Summer Reading Club and is looking forward to participating in one this winter.

President's Report. Ms. Reynolds welcomed the guests attending the meeting: Sherry Collins who represents CCLD on the board of the Southern Tier Library System (STLS) and Jim Hare and Raymond Carney.

Ms. Reynolds attended the final party for the Summer Reading Club held at Eldridge Park. It was another successful event and the Library District staff appreciated the board members who attended and assisted with the event.

Mr. Smith moved, seconded by Mr. Roberts to approve the appointment of Cindy Emmer as a CCLD representative to the Southern Tier Library System Board of Trustees for a five year term (2013-1027) effective January 1, 2013. Motion Carried.

Ms. Reynolds stated that board member Robin Fitzgerald has served as the CCLD representative on the Steele Library Foundation board. With her term ending in December of 2012, the board needs to appoint a new representative to serve on the Foundation board. Ms. Fitzgerald moved, seconded by Ms. Conwell to approve the appointment of Marge Kappanadze as the CCLD representative to the Steele Memorial Library Foundation Board of Trustees for a 3 year term effective January 1, 2013. Motion Carried.

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

- **Bookmobile.** Ms. Corter and the Bookmobile staff have been evaluating the current stops and circulation stats to evaluate the current schedule. Routes will be streamlined and the schedule fine-tuned to maximize usage. Board members discussed the overall success of the Bookmobile program and the areas in the County that need to be served. They also discussed the need for continued input from patrons regarding the services of the Bookmobile.
- **Election.** The notice of vacancies on the CCLD board has been submitted to the Star Gazette and posted on the website. Mr. Shaw has received several phone calls from potential candidates.

- Social work visits. Library District staff has worked up new rules for the families who use the library for their supervised visits with children. Expected etiquette for library visits will be handed out to each family using the library.
- Patron Requests. Some recent requests include the Library District offering a fax machine for public use, a new drinking fountain at the Steele Library and better accuracy in shelving materials.
- World Book Night. Ms. Corter has applied for a grant that will allow the Library District to hand out 25 free books in 2013. She will work with the Steele Friends on this project as an Outreach event.
- Adult Programming update. The Summer Reading Club was a success. Prizes were handed out (Kindles) and the final party included an appearance by Amy Dickinson of “Ask Amy” fame. The average attendance to the Concert series was 90 people.
- Outreach Events. The Bookmobile and Library District staff will participate in the “Strong Kids Safe Kids” event being held at the Chemung County Fair Grounds on August 18, 2012.
- Youth Services. There were approximately 350-400 attendees at the final Summer Reading Party at Eldridge Park. The County Headstart office was also represented there and handed out literature and applications for their program. The annual Haunted Library Program for 2012 is scheduled for October 26, 2012. This past Saturday, Library District staff evaluated, organized and moved all the Haunted Library inventory to the new “Haunted Library” storage shed in the Steele Library parking lot.
- A reminder that the September Library District board meeting will be held at the Southern Tier Library System headquarters in Painted Post, NY.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-46). Ms. Reynolds stated that the Friends of the Horseheads Library are attempting to re-organize and find new members for their group.

Ms. Reynolds reported that she has requested that the next orientation for new board members include a more detailed financial section to help new members be more fully educated on where CCLD gets its financing and how we fit into the Library System.

Regarding the Library District’s by-laws, the Executive Committee is responsible for reviewing them annually by October of each year. She requested that board members review the by-laws and suggest any changes prior to the October meeting of the Executive Committee scheduled for October 3, 2012.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-47). Ms. Cook reviewed the proposed 2012 budget and answered questions posed by board members. She stated that while the budget represents a 2% increase over 2011, overall Chemung County residents will see an increase that is less than a half of one percent. Ms. Fitzgerald moved, seconded by Ms. Roberts to approve the CCLD 2013 budget as submitted by the Budget & Finance Committee with the anticipated tax receipts amounting to \$2,578,808 and to submit the proposed 2013 budget to public vote at the General Election in November 2012. Motion Carried.

At the Committee meeting, Mr. Shaw reported on a recent property tax cap webinar that he participated in which was sponsored by New York State. The information given by the State to local governments for items such as the “tax base growth factor” is not released by them until after CCLD has approved its budget for the following year. In effect, CCLD must use their “best guess” for this information when preparing the budget.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-48). It was reported that Sue Oliver, the Project Manager for the 2012 State Construction projects will soon be submitting the preliminary plans for construction at each building and a tentative timeline for completion of the projects. She has visited all the libraries and has spoken to staff to get their input on the projects. The Library District has received the initial payment from the State for these projects in the amount of \$112,785. Regarding the 2013 State Construction project applications,

they have been forwarded to the State Division of Library Development for their review and approval. A decision is expected to be made by the State in the spring of 2013.

Current projects include removing the handicap parking areas on the south side of the Steele Library and to add additional ones (to equal 5 total) on the north side of the entrance. At the West Elmira Library, the handicapped stripping and signage will be re-done.

Regarding the cleaning of the duct work at the West Elmira and Big Flats Libraries, Mr. Schwesinger moved, seconded by Mr. Smith that the work be completed as soon as possible at a cost of approximately \$11,600. Motion Carried.

Personnel Committee. Ms. Conwell reported that the Committee has completed the update to the CCLD Management Agreement. The CCLD attorney is currently reviewing the document. It will be presented to the board at the next meeting for their review and approval.

Strategic Planning Committee. Ms. Kappanadze stated that while the Committee has not met since the last board meeting, they have reviewed the final draft which was sent to them electronically. Revisions will be made and the document will be submitted to the full board for review and approval at its October meeting.

Old Business. None

New Business. None

Public Expression. Sherrill Collins, 784 Breesport-North Chemung Road in Lowman reported that the Southern Tier Library System has hired a Deputy Director, Lauren Moore, who will be starting in September. They also hope to have a new IT person start this week. She asked and was informed that the Steele Library is permanently closed on Sundays.

Ms. Reynolds thanked both Jim Hare and Raymond Carney for attending the board meeting

Ms. Roberts moved, seconded by Ms. Fitzgerald to move into Executive Session to discuss a delicate personnel issue. Mr. Smith moved, seconded by Mr. Schwesinger to come out of Executive Session.

Ms. Kappanadze stated that the flowers that were planted in the newly installed planters at both entrances of the Steele Library look wonderful. Next year the strips of land along the building will be attended to as well.

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on Thursday, September 20th, 2012 at 6:00pm at the headquarters of the Southern Tier Library System located at 9424 Scott Road in Painted Post, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-50)

Financial Report - August 31, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 55,403	\$ 36,972	60%		
Grants (other than N.Y.S.)	\$ -	\$ 36,882				Includes Friends donations - Steele \$17,882 and HH \$19,000
Foundation Contributions	\$ 165,000	\$ 40,000	125,000	24%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 1,476	1,524	49%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 83,954	(3,954)	105%		
Central Book Aid	\$ 54,000	\$ 57,168	(3,168)	106%		
Local Library Services Aid	\$ 37,000	\$ 3,272	33,728	9%		4th Qtr FINAL for LLSA
Other State Aid	\$ 1,600	\$ 150,176	(148,576)	9386%		Final for Green Roof Project \$37,391 / State Const 2012 projects \$112,785
TOTAL INCOME	\$ 2,961,218	\$ 2,958,047	\$ 40,053	100%	67%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 825,030	\$ 395,479	68%		
Sunday & Holiday Salaries	9,342	\$ 3,079	6,263	33%		
Employee Benefits	745,012	\$ 424,057	320,955	57%		
Subtotal - Personnel Expenses	1,974,863	\$ 1,252,166	722,697	63%	67%	
Contractual						
Equipment	14,103	\$ 14,103	0	100%		Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele, \$5,072 (AV equip) paid by Friends of Steele, \$581.46 BF Study Carrols Pd by Friends of Steele
Telephone	10,000	\$ 6,005	3,995	60%		
Supplies	37,400	\$ 37,400	0	100%		\$19,944 Includes Marketing Committee expenses: \$10,144 (pencils, magnets, kindles, Bus Signs etc), purchase of DVD Shelves \$4,839 (pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 paid by Steele Friends)
Travel & Continuing Education	16,100	\$ 8,541	7,559	53%		
Repairs & Maintenance	40,274	\$ 30,723	9,551	76%		
Postage	8,000	\$ 4,414	3,586	55%		
Education - Tuition Assistance	5,200	\$ 2,866	2,334	55%		
Library Materials (books, video, etc.)	313,300	\$ 194,201	119,099	62%		
Utilities	80,000	\$ 52,767	27,233	66%		
Building Cleaning Supplies	13,000	\$ 11,011	1,989	85%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 2,864	736	80%		
Insurance	33,293	\$ 18,893	14,400	57%		
Vehicle Operation / Maintenance	1,000	\$ 152	848	15%		
Professional Fees (audit, engineer/legal fees)	36,900	\$ 24,735	12,165	67%		
Data Processing Expenses (Cost Share)	70,945	\$ 39,568	31,377	56%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 23,000	0	100%		\$3,597 in expenses paid for by Friends of Steele, \$460 in VE special grant funds
Chemung County costs (B&G, vision)	18,021	\$ 8,866	9,155	49%		
Capital Improvements	25,000	\$ 40,479	(15,479)	162%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053	\$ 27,103	83,950	24%		Equipment \$3,751, Supply \$ 16,708, Library Programming \$6,644
Debt Service	\$ 60,028	\$ 31,013	29,015	52%		
TOTAL EXPENSE	\$ 2,899,655	\$ 1,835,387	\$ 1,064,268	63%	67%	

Unpaid Bills Detail

As of September 12, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	09/12/2012	Reference materials	120.67
Total Baker & Taylor Books			<u>120.67</u>
Salem Press, Inc.			
	09/12/2012	Reference Material	396.00
Total Salem Press, Inc.			<u>396.00</u>
Southern Tier Library System			
	09/12/2012	eBook purchases - Fiction & Youth Aug/Sept	4,242.80
Total Southern Tier Library System			<u>4,242.80</u>
			<u><u>4,759.47</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 5, 2012

Document #2012-51

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
WLKY Radio			
	09/05/2012	National Library Month radio spots	280.00
Total WLKY Radio			<u>280.00</u>
TOTAL			<u><u>280.00</u></u>

Approved at Exec Committee meeting

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 10, 2012

Document #2012-51

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
CPE Interlink			
	09/10/2012	ST-down pymt for phone in elevator	108.95
Total CPE Interlink			<u>108.95</u>
			<u>108.95</u>

Unpaid Bills Detail

As of September 5, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/05/2012	Purchases - ST, BF, WE - 7/10/12 - 8/7/12	1,473.05
Total Amazon Credit Plan			<u>1,473.05</u>
AT&T			
	09/05/2012	long dist chg for August - ST	12.14
Total AT&T			<u>12.14</u>
Betty J Horne			
	09/05/2012	Patron refund - ST	15.00
Total Betty J Horne			<u>15.00</u>
Brian Ewanyk			
	09/05/2012	Mileage reimb - August	63.27
Total Brian Ewanyk			<u>63.27</u>
Brian P. Harris			
	09/05/2012	mileage reimb - July/August	65.49
Total Brian P. Harris			<u>65.49</u>
Caroline Poppendeck			
	09/05/2012	Mileage Reimbursement - July & August	44.40
Total Caroline Poppendeck			<u>44.40</u>
Casella Waste Systems, Inc.			
	09/05/2012	Garbage disposal - BF, HFL, & WE	155.54
Total Casella Waste Systems, Inc.			<u>155.54</u>
Cassandra Wright			
	09/05/2012	mileage reimbursement - 1/18/12 - 8/10/12	41.07
Total Cassandra Wright			<u>41.07</u>
CCLD Petty Cash			
	09/05/2012	Petty Cash reimbursement - WE, HFL, & BF	326.16
Total CCLD Petty Cash			<u>326.16</u>
Center Point Large Print			
	09/05/2012	ST Fiction/BKM - large print	296.58
Total Center Point Large Print			<u>296.58</u>
Chemung Canal Trust Company			
	09/05/2012	JULY credit card purchases- ST, Admin., BKM	468.89
Total Chemung Canal Trust Company			<u>468.89</u>
Chris Corter			
	09/05/2012	Mileage Reimbursement - 5/23/12 - 8/15/12	290.89
Total Chris Corter			<u>290.89</u>
Coast To Coast Computer Products			
	09/05/2012	Printer cartridges - ST	99.00
Total Coast To Coast Computer Products			<u>99.00</u>

Unpaid Bills Detail

As of September 5, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Cohocton Public Library			
	09/05/2012	Patron refund - WE	8.00
Total Cohocton Public Library			<u>8.00</u>
Deborah L. Brimmer			
	09/05/2012	mileage reimb. for August	209.79
Total Deborah L. Brimmer			<u>209.79</u>
Dell Marketing L.P.			
	09/05/2012	Computers - ST reference/admin/VE	1,946.70
Total Dell Marketing L.P.			<u>1,946.70</u>
Earle's Ice Cream			
	09/05/2012	Summer Reading Club final party	581.00
Total Earle's Ice Cream			<u>581.00</u>
Envisionware, Inc.			
	09/05/2012	Annual Maint. agreement 10/12 - 10/13	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
Glenice Peel			
	09/05/2012	mileage reimb - IT Meeting 8/15/12	47.18
Total Glenice Peel			<u>47.18</u>
Ingram Library Services			
	09/05/2012	Library materials - All	12,266.05
Total Ingram Library Services			<u>12,266.05</u>
Mike Burrell			
	09/05/2012	SRC final party - paid for by Friends of Steele	93.75
Total Mike Burrell			<u>93.75</u>
Motion Picture Licensing Corporation			
	09/05/2012	MPLC License to use for Haunted Library	220.00
Total Motion Picture Licensing Corporation			<u>220.00</u>
Petty Cash-Steele			
	09/05/2012	Supplies, Postage, programming, & Other	502.01
Total Petty Cash-Steele			<u>502.01</u>
ProQuest LLC			
	09/05/2012	SG Periodicals - Jan 2012 - Dec 2012	1,603.15
Total ProQuest LLC			<u>1,603.15</u>
Staples Credit Plan			
	09/05/2012	Computer Equip. - VE & Admin., BF Supplies	262.98
Total Staples Credit Plan			<u>262.98</u>
Star Gazette			
	09/05/2012	Annual Subscription 8/12-7/13 - ST	571.41
Total Star Gazette			<u>571.41</u>

Unpaid Bills Detail

As of September 5, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The Leader			
	09/05/2012	ST - 2012 annual subscription	249.48
Total The Leader			<u>249.48</u>
The New York Times			
	09/05/2012	annual subscription for Steele 8/11/12-8/9/13	784.69
Total The New York Times			<u>784.69</u>
Time Warner Cable			
	09/05/2012	VPN/Phone -WE, ST, BF, & HFL	615.41
Total Time Warner Cable			<u>615.41</u>
Town of Big Flats			
	09/05/2012	BF -Water Bill - 2012	28.75
Total Town of Big Flats			<u>28.75</u>
Verizon Wireless			
	09/05/2012	BKM/Admin. cellular service 7/19/12 - 8/18/12	182.94
Total Verizon Wireless			<u>182.94</u>
Village of Horseheads			
	09/05/2012	HFL Water Bill 4/16-7/18/12	27.71
Total Village of Horseheads			<u>27.71</u>
Wegmans Food Markets Inc.			
	09/05/2012	Program Supplies - ST	28.13
Total Wegmans Food Markets Inc.			<u>28.13</u>
			<u><u>25,144.29</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 12, 2012

Document #2012-51

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Capabilities, Inc.			
	09/12/2012	Library Cleaning - HFL, WE, & BF AUGUST 2012	1,100.00
Total Capabilities, Inc.			<u>1,100.00</u>
Casella Waste Systems, Inc.			
	09/12/2012	AUG Garbage disposal - BF, HFL, & WE	155.54
Total Casella Waste Systems, Inc.			<u>155.54</u>
CCLD Petty Cash			
	09/12/2012	Petty Cash reimbursement - WE	71.53
Total CCLD Petty Cash			<u>71.53</u>
Centurion Technologies			
	09/12/2012	Security software-annual maint fee	138.60
Total Centurion Technologies			<u>138.60</u>
Chemung County Treasurer			
	09/12/2012	Debt Service - 3rd qtr payment of 2012	15,506.26
Total Chemung County Treasurer			<u>15,506.26</u>
CHILDREN'S PLUS INC.			
	09/12/2012	Books Purchased - HH/BKM	2,863.97
Total CHILDREN'S PLUS INC.			<u>2,863.97</u>
Convenient Tape & Supplies			
	09/12/2012	receipt printer tape supply - all libraries	206.84
Total Convenient Tape & Supplies			<u>206.84</u>
Elmira Water Board			
	09/12/2012	Water bill - WE 6/27-8/27/12	30.60
Total Elmira Water Board			<u>30.60</u>
Fred Pryor Seminars			
	09/12/2012	Registration-workshop for ST	79.00
Total Fred Pryor Seminars			<u>79.00</u>
Gale Group, Inc.			
	09/12/2012	ST Fiction -AUG Purchases	472.25
Total Gale Group, Inc.			<u>472.25</u>
Horseheads Do It Center			
	09/12/2012	Supplies - HFL	33.98
Total Horseheads Do It Center			<u>33.98</u>
iPROMOTEu			
	09/12/2012	Marketing -CCLD shirts for staff-to be reimb	855.25
Total iPROMOTEu			<u>855.25</u>
JanWay Company USA, Inc.			
	09/12/2012	BKM supplies	68.25
Total JanWay Company USA, Inc.			<u>68.25</u>

Unpaid Bills Detail

As of September 12, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	09/12/2012	DVD/Audio purchases - HFL, & WE	1,232.88
Total MidWest Tape			<u>1,232.88</u>
Oriental Trading Company, Inc.			
	09/12/2012	programming supplies - BKM	181.99
Total Oriental Trading Company, Inc.			<u>181.99</u>
Perry & Carroll, Inc.			
	09/12/2012	Insurance policies- FINAL pymt 2012	4,739.00
Total Perry & Carroll, Inc.			<u>4,739.00</u>
Raco Industries			
	09/12/2012	supply of receipt printers VE/ST	571.50
Total Raco Industries			<u>571.50</u>
Skillpath Seminars			
	09/12/2012	workshop registration fee-ST	149.00
Total Skillpath Seminars			<u>149.00</u>
Southern Tier Library System			
	09/12/2012	AUG Processing fees/Cost Share 3rd qtr-all libraries	18,517.15
Total Southern Tier Library System			<u>18,517.15</u>
Supermedia LLC			
	09/12/2012	Advertising-phone book ad	37.00
Total Supermedia LLC			<u>37.00</u>
Unique Management Services, Inc.			
	09/12/2012	Collection Fees - all libraries	1,019.89
Total Unique Management Services, Inc.			<u>1,019.89</u>
Verizon			
	09/12/2012	Phone - ST/WE	432.11
Total Verizon			<u>432.11</u>
			<u><u>48,462.59</u></u>

Report of the September 5th, 2012 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 5th, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Allen C. Smith, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Reynolds reported that CCLD received three petitions for vacant trustee positions – Districts #7, #12 and #13. Other positions that are vacant in January of 2013 will need to have a representative appointed to the board for a one-year term.

The Committee discussed the “Outstanding Support of Libraries Award” being offered by the Southern Tier Library System.

Director Ron Shaw discussed the following:

- A Disaster Preparedness Committee has been formed with staff members charged with creating a list of information and/or items that will be necessary to have on hand in case of an emergency.
- Construction Grant status. A timeline is expected next week with projects starting with windows at West Elmira and Big Flats (the quote came in lower than the estimate), the quiet room at Steele and the meeting room at the Horseheads Library.
- Staff Training Day. The Fall date for the Continuing Ed day for staff is scheduled for Friday, October 26, 2012. Some proposed subjects to be included are Mental Health and Safety.
- Policies / Procedures – unattended children. Staff are working on policies that will include more specific rules for dealing with children who have been left unattended at our libraries. Also, a policy is being created that will give rules for computer use by children. This policy is expected to be brought to the board in January for their review.
- STLS. Mr. Shaw has requested that Riistina Wigg, the director of the Southern Tier Library System, spend some time at the September meeting of the board to explain “Cost Share” and what it means to CCLD. At tomorrow’s Director’s meeting, he expects that discussion will center around STLS’s ability to meet CCLD requests and needs.
- Budget Public Hearings. It is expected that public hearings will be held at each of our library locations the last week of October. A slide show has been prepared that will be posted on CCLD’s website as well.
- September is “Library Card signup Month” and the Marketing Committee has approved paying for two weeks of radio spots on 94Rock.
- Summer Reading Club statistics. Final numbers for the Adult SRC are 227 registered with 1,409 books being read. Youth Club stats include 65 programs with 2,624 kids in attendance.
- Bookmobile Fall Schedule. Changes have been made to the fall schedule that include eliminating one stop and adding several others. The updated schedule can be found on the CCLD website.

- Unique Management. The recent report from the collection agency states that in the first 7 months of this year, they were able to recover \$336,000 in lost or missing library materials.
- Mr. Shaw passed around several thank you cards received from kids who attend Summer Cohesion and were served by the Bookmobile staff at their locations.
- Central Library Development / Central Book Aid. The Library District has received the 2012 funding from STLS in the following amounts: CLD \$83,954 and CBA \$57,168. The majority of CLD funding is used to reimburse the Library District for payroll expenses used for reference staff. CBA funds are only able to be expended for non-fiction and reference materials.

Ms. Santulli presented and discussed the two September 5th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$25,424.29. Mr. Smith moved, seconded by Mr. Roberts to pay the bills as listed above. Motion Carried.

It was noted that the September board meeting will be held at the headquarters of the Southern Tier Library District in Painted Post.

The Friends of the Horseheads Free Library are holding their annual book sale the week of September 18th – September 22nd.

Ms. Santulli noted that she received a notice from the CCLD insurance agent that the insurance company who carried our Worker's Compensation insurance has notified them that they will not renew the policy at the end of the year. Our agent will be requesting new quotes from other insurance companies in November.

The Committee reviewed proposed changes to the Library District's By-Laws. One major change is to include the Personnel Committee as a standing committee of the board. The Personnel Committee's duties will be spelled out in the by-laws. These proposed changes will be submitted to the board for their review and the vote for approval of the changes will be included on the agenda for the October board meeting.

The meeting adjourned at 6:48pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 3rd, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-53

Report of the September 12th, 2012 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, September 12th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze, Robin Fitzgerald and Denny Smith. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the August 31st, 2012 Financial Report.. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the September 12th, 2012 Unpaid Bills Detail. The list includes the final payment to Perry & Carroll for CCLD insurance policies and the 3rd quarter payments to both the Southern Tier Library System (for Cost Share) and the Chemung County Treasurer (for Debt Service). The General Fund bills total \$48,462.59 and \$4,759.47 total for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Mr. Shaw reported that the Library District has received from STLS the 90% payment for Local Library Aid and the 2012 distribution for Central Library Development and Central Book Aid in the amount of \$141,000. CCLD has received information concerning the 2013 Cost Share charges that will be discussed by the director of STLS at the September board meeting.
- The New York State Retirement System has supplied CCLD with 2013 (\$215,000) and 2014 (\$236,000) estimates of our employer contribution to be paid to them.
- It was reported that CCLD has received a notice from our insurance agent that the insurance company who carried our Worker's Compensation insurance has notified them that they will not renew the policy at the end of the year. Our agent will be requesting new quotes from other insurance companies in November.
- Regarding the 2012 Construction Grants, Mr. Shaw reported that the actual cost of replacing the windows at the Big Flats & West Elmira Libraries has come in much lower than expected. Those funds may need to be used to replace carpets and paint the walls at those libraries during the duct cleaning project. Mr. Shaw and CCLD's IT Specialist, Deb Brimmer, are visiting computer labs at local schools to get a better idea of what is needed in the new computer room at the Steele Library. Some issues with the Quiet Room at the Steele Library also need to be addressed, such as lighting and electrical access in the room itself.

- As Committee members and the administration have received no questions from board members regarding their review of the proposed 2013 Library District budget, Ms. Fitzgerald moved, seconded by Ms. Reynolds to include a vote on the budget on the agenda for the August meeting of the full board.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 10th, 2012 in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-54

Report of the September 12th, 2012 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, September 12th, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds, John Savash, Karl Schwesinger and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger stated that representatives from the Rural Stormwater Coalition will be touring the Green Roof at the Steele Library on September 24, 2012. He has also prepared a power point presentation to show them regarding the project.
- Mr. Shaw stated that a stop-gap measure to upgrade the existing elevator in the Steele Library is expected to be completed this month. The project includes installing an emergency phone line inside the elevator and upgrading the mechanism that operates the doors. He hopes to include the replacement of the elevator in the grant requests for fiscal year 2014.
- Sue Oliver has met with all the Department Heads regarding the projects that concern their buildings/departments. The estimate for the window replacement at both the Big Flats and West Elmira Libraries came in lower than expected and the funds that are saved on that project can be utilized for other projects at those libraries (i.e. carpet and painting at West Elmira). Initial plans have been received for the quiet room at Steele and the enlargement of the meeting room at the Horseheads Library. All 2012 State Construction projects are moving forward.

The meeting adjourned at 3:42pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, October 10th, 2012 at 3pm in the Director's Office at the Steele Memorial Library.