

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The April 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, April 16th, 2009 at 7pm at the West Elmira Library, 1231 West Water Street, Elmira, New York 14905.** The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-24)
4. Treasurer's report
 - a) Financial report (document #2009-25)
 - b) Report of unpaid Bills Detail (document #2009-26)
6. Correspondence
7. President's report
 - a) Board retreat update
8. Director's report
 - a) Personnel activities since the March 2009 meeting of the Library Board (document #2009-27)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-28)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-29)
 - 2) 2008 CCLD audit by MM&B (Kathy Stickler)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-30)
10. Old business
11. New business
 - a) Consideration of a Memorandum of Agreement between CCLD and Management staff (personnel documents to be distributed at meeting)
 - b) Request to declare items as "surplus" and "junk" (document #2009-31)
12. Period for public expression
13. Adjournment

(Minutes of the March 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-24)

Minutes of the March 2009 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, March 19, 2009 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused: Judy Sell. Absent: Sandra Dicinti. Also present were Al Venette, the Facilitator that CCLD will be using at its upcoming board retreat; Southern Tier Library System (STLS) representatives, Sherry Collins and Martin Green; Smitty Paulison, the liaison with the Public Library Foundation of Chemung County, Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Minutes. The minutes of the February 2009 meeting (Document #2009-16) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The February 28, 2009 Financial Report (Document #2009-17) was presented for board review. By unanimous consent the February 28, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-18), Ms. Fitzgerald noted that there is an addition to the bill list, a \$250 charge for the New York State Archives Census materials. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/3/09 and 3/11/09 as amended.

Correspondence. The items in the Correspondence file relate to the STLS documentation that was included in the board packet to be discussed later during the meeting.

President's report. President Smith turned the meeting over to Al Venette to discuss the upcoming board retreat. The purpose of a board retreat is to improve overall board effectiveness, to determine CCLD strengths and to find things that need improvement. Mr. Venette stated that the first thing that is necessary prior to the board getting together for a retreat is for the board to complete a self-assessment survey, to be returned no later than March 30, 2009. The survey will compare the CCLD board to other boards on a few different dimensions. Mr. Venette will then meet with President Smith and Director Sleeth to look at the results of the surveys. He will review the results of the surveys with the full board at its May meeting. At the retreat, the CCLD board will talk about the survey results and use them to improve the way the CCLD board does business. The retreat was scheduled for Saturday, May 30, 2009 with the time to be announced.

Director's Report. The Director's report concerning personnel activities since the February 2009 meeting was presented in writing to the board (Document #2009-19). Mr. Sleeth reported that two part time Library Pages at the Steele Library have resigned their positions. An extensive orientation for the new Youth Services Librarian 1 is underway.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-20). President Smith stated that many of the items in the report have been covered already. Mr. Sleeth briefly discussed the second year of Gates Foundation funding for which an amount of \$15,600 is anticipated to be matched by the Steele Memorial Library Foundation.

Mr. Smith then opened the meeting up to Southern Tier Library System representatives Sherry Collins and Martin Green to allow them time to discuss the letter sent to STLS regarding Chemung County representatives on the proposed Director's Advisory Council (Document #2009-21). The crux of the issue is to what degree the Library District will have representation on the newly formed Director's Advisory Council. The present proposal gives 1 vote to the Central Library and none to the remaining libraries in the Library District. Since the Library District contains 32% of the population served by STLS, it seems logical that it should have more than one representative in an 11 member Advisory Council. Ms. Collins distributed a revised copy of the "Purpose" of the Director's Advisory Council. She explained that there was an error in excluding CCLD in the list of libraries chartered to serve 15,000 and over population. This is an advisory committee, not a voting board. The Advisory Council was formed to encourage smaller libraries to have a say regarding decisions of the STLS board of trustees. With the revised list of membership and governance of the Advisory Council, it is feasible that Chemung County could have up to 3 members – one representing the Central Library (Steele), one representing the 15,000 and over population, and appointed as the "at-large" representative. Mr. Sleeth will send a follow-up email to Ristiina Wigg, Director of STLS, to list the 3 members that CCLD would like to serve on this Committee.

Mr. Smith asked board members to pull out their calendars so a final date for the board retreat can be set. It was determined that May 30, 2009 is the date that most of the board members will be free to attend. The time of the retreat will be announced at a later date.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-22). Ms. Fitzgerald stated she, Ms. Santulli and Mr. Sleeth have met with representatives of Chemung Canal and have invested the Library District funds into their CDARs program. This program will protect CCLD's funding with 100% FDIC protection. Investments have been made in 30 day, 3 month, 6 month and 9 month instruments. Ms. Santulli informed the committee that CCLD has received notification from the State that all four of the construction projects applied for in 2008 have been approved for funding at the 50% level.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-23). Mr. Schwesinger reported that the exterior lighting repairs at the Big Flats Library have been completed and have been inspected and approved by the Big Flats Code Department. He will next have the electrician install the wireless connection in the café area of the Steele Library and then move to West Elmira where repairs to the exterior lights will begin. Mr. Schwesinger will be contacting a painting company to paint doors at Steele, paint some walls at Big Flats, and to do some staining which is required at the West Elmira Library.

Mr. Schwesinger reported that the Horseheads Library's roof had a leak in the Utility Room. He expects the contractor to repair the leak and finish the roofing job this week. He has informed Al's Construction that final payment will not be approved until he meets with both the Library District and representatives from the Chemung County Buildings & Grounds Department.

Regarding the water / sewage problem at the Big Flats Library, Mr. Schwesinger reported that they have found raw sewage in the dry well and the well needs to be abandoned. The library will be required to hook up to the Big Flats water supply within 60 days. He has been working with Elmira Structures to determine the best solution to this problem. Both of these projects may be able to be completed at the same time.

Mr. Schwesinger reported that he has contacted Foor & Associates regarding the 2008 State Construction projects and they are willing to give the Library District cost estimates on all four of the projects. He has also asked them to design bid documents for the roof repair at the Steele Memorial Library.

Old Business. Mr. Sleeth reported on a recent meeting he had with a representative from the Community Foundation regarding their possible funding of a new Bookmobile. The meeting was very positive and optimistic. CCLD has submitted a grant application for a new Bookmobile in the amount of \$35,000 to the Community Foundation. Other grant requests have been sent out to the Anderson-Evans Foundation, the Anderson Foundation, the Tripp Foundation, the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation. The next step will be to start a "Friend of the Bookmobile" campaign to allow patrons and friends of the Bookmobile to make small individual contributions for the purchase of a new vehicle.

Ms. Santulli noted that the CCLD / CSEA agreement has been approved and signed by all necessary parties. The Agreement will cover the years 2009, 2010 and 2011. While the negotiating process was long, both sides are happy with the final document.

Ms. Santulli also reported that Mengel, Metzger and Barr have completed the 2008 audit of CCLD accounts. Kathy Stickler will present the final 2008 audit to the Budget & Finance Committee on April 6th, 2009 and to the full board at its regular meeting in April.

New Business. Mr. Harmon stated that his 5-year old now has his own library card and was so excited to receive it and begin using the library.

Public Expression. None.

The meeting was adjourned at 8:15pm. The next regular meeting of the board will be on Thursday, April 16th, 2009 at 7pm at the West Elmira Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2009-25)	
Financial Report - MARCH 31, 2009					
Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 25,641	\$ 82,659	24%	
Grants (other than N.Y.S.)	20,000	2,730	17,270	14%	
Foundation Contributions	160,000	10,168	149,832	6%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	3,052	46,948	6%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700		41,700	0%	
Other State Aid	134,162	20,847	113,315	16%	
TOTAL INCOME	\$ 3,027,267	\$ 2,399,043	\$ 628,224	79%	25%
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 254,517	\$ 964,127	21%	
Sunday & Holiday Salaries	58,317	18,747	39,570	32%	
Employee Benefits	550,602	115,641	434,961	21%	
Subtotal - Personnel Expenses	1,827,563	388,905	1,438,658	21%	
Contractual					
Equipment	34,140	3,851	30,289	11%	
Telephone	11,200	2,641	8,559	24%	
Supplies	35,100	12,511	22,589	36%	
Travel & Continuing Education	21,565	1,996	19,569	9%	
Repairs & Maintenance	32,780	17,257	15,523	53%	
Postage	9,400	847	8,553	9%	
Education - Tuition Assistance	3,850	0	3,850	0%	
Library Materials (books, video, etc.)	302,000	82,059	219,941	27%	
Utilities	96,350	13,663	82,687	14%	
Building Cleaning Supplies	7,000	2,267	4,733	32%	
Fuel, Gas & Oil	4,200	409	3,791	10%	
Insurance	32,266	4,852	27,414	15%	
Rent	5,150	2,083	3,067	40%	
Vehicle Operation / Lease	5,000	1,113	3,887	22%	
Professional Fees (audit, engineer/legal fees)	90,050	9,450	80,600	10%	
Data Processing Expenses	44,767	10,795	33,972	24%	
Payment of Taxes	4,845	2,077	2,768	43%	
Library Programming	20,300	5,134	15,166	25%	
Chemung County costs (B&G, vision)	20,549	34	20,515	0%	
Capital Improvements	308,414	86,659	221,755	28%	
Contingency Fund	59,994	0	59,994	0%	
Debt Service	63,148	15,787	47,361	25%	
TOTAL EXPENSE	\$ 3,039,631	\$ 664,390	\$ 2,375,241	22%	25%
**NOTES TO FINANCIAL REPORT					
INCOME					
Other Grants income is from the 2008 Gates Foundation grant.					
The State Construction funds are for the 2008/09 Horseheads projects.					
EXPENSE					
Repairs & Maintenance includes annual service contracts that are paid at the beginning of the year.					
Capital Improvement includes payments for the exterior doors at Steele & the roof/ADA doors at the Big Flats & West Elmira Libraries					

Unpaid Bills Detail

As of March 30, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Abingdon Press			
	03/30/2009	reference material	45.41
Total Abingdon Press			<u>45.41</u>
Amazon Credit Plan			
	03/30/2009	NonFiction book purchase	91.10
Total Amazon Credit Plan			<u>91.10</u>
Facts On File			
	03/30/2009	Reference Material	52.97
Total Facts On File			<u>52.97</u>
Grey House Publishing			
	03/30/2009	Reference Material	155.00
Total Grey House Publishing			<u>155.00</u>
Ingram Library Services			
	03/30/2009	Non-Fiction book purchases-March	3,825.52
Total Ingram Library Services			<u>3,825.52</u>
TOTAL			<u><u>4,170.00</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 8, 2009

Document #2009-26

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	04/08/2009	Pest Control @ Steele-April 09	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Alicia C. Talvi			
	04/08/2009	patron refund	40.00
Total Alicia C. Talvi			<u>40.00</u>
Alliance Entertainment Corp.			
	04/08/2009	purchases for HFL	99.28
Total Alliance Entertainment Corp.			<u>99.28</u>
Baker & Taylor Books			
	04/08/2009	Book purchase WE/HFL	134.70
Total Baker & Taylor Books			<u>134.70</u>
Barnes & Noble, Inc.			
	04/08/2009	WE purchase	17.54
Total Barnes & Noble, Inc.			<u>17.54</u>
Brodart Co.			
	04/08/2009	labels/tape supplies all libraries	348.17
Total Brodart Co.			<u>348.17</u>
Center Point Large Print			
	04/08/2009	ST large print	164.16
Total Center Point Large Print			<u>164.16</u>
Chemung County Sewer District			
	04/08/2009	annual fee for Steele/HFLWE	436.80
Total Chemung County Sewer District			<u>436.80</u>
Convenient Tape & Supplies			
	04/08/2009	receipt printer tape supply-HFL/ST	280.00
Total Convenient Tape & Supplies			<u>280.00</u>
Deborah L. Brimmer			
	04/08/2009	Mileage reimb - March 09	130.90
Total Deborah L. Brimmer			<u>130.90</u>
Demco, Inc.			
	04/08/2009	BF/HFL supplies	248.33
Total Demco, Inc.			<u>248.33</u>
Dianne Patchett			
	04/08/2009	Bookmobile programming	45.12
Total Dianne Patchett			<u>45.12</u>
EBSCO Subscription Services			
	04/08/2009	magazine subscription renewal - all libraries	187.41
Total EBSCO Subscription Services			<u>187.41</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 8, 2009

Document #2009-26

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Eleanor Shepson			
	04/08/2009	mileage reimb 1/5-3/30	186.50
Total Eleanor Shepson			<u>186.50</u>
First Transit			
	04/08/2009	Bookmobile fuel -March	129.70
Total First Transit			<u>129.70</u>
H. L. Treu Office Supply Corp.			
	04/08/2009	Office supply	36.60
Total H. L. Treu Office Supply Corp.			<u>36.60</u>
Highsmith, Inc.			
	04/08/2009	BF books & programming	90.42
Total Highsmith, Inc.			<u>90.42</u>
Horwitz Supply Company			
	04/08/2009	vacuum repair ST	31.47
Total Horwitz Supply Company			<u>31.47</u>
Howell, Liberatore & Wickham, Inc.			
	04/08/2009	Spring 09 Newsletter production/printing	9,275.00
Total Howell, Liberatore & Wickham, Inc.			<u>9,275.00</u>
Idearc Media Corp.			
	04/08/2009	Phone book ad-monthly fee/09 directories	86.98
Total Idearc Media Corp.			<u>86.98</u>
Jamex, Inc.			
	04/08/2009	vending cards for copy card machines-ST	405.90
Total Jamex, Inc.			<u>405.90</u>
Janus Films			
	04/08/2009	El Norte public perf. license	100.00
Total Janus Films			<u>100.00</u>
Lydia Adams Davis			
	04/08/2009	4/25 program @ Steele	175.00
Total Lydia Adams Davis			<u>175.00</u>
Mid American Specialties			
	04/08/2009	WE programming	53.18
Total Mid American Specialties			<u>53.18</u>
Oriental Trading Company, Inc.			
	04/08/2009	programming supplies-HFL/WE	247.73
Total Oriental Trading Company, Inc.			<u>247.73</u>
Petty Cash-Steele			
	04/08/2009	Steele supply/postage etc	196.58
			<u>196.58</u>

Unpaid Bills Detail

As of April 8, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Petty Cash-Steele			196.58
Phyllis Brendle			
	04/08/2009	patron refund	<u>20.00</u>
Total Phyllis Brendle			20.00
Plan First Technologies, Inc.			
	04/08/2009	Finalize Plan for VPN-entire district-Gates funding	<u>100.00</u>
Total Plan First Technologies, Inc.			100.00
Recorded Books			
	04/08/2009	Steele purchases	<u>577.20</u>
Total Recorded Books			577.20
Rose Woodard			
	04/08/2009	Reimb for Programming/DVD purchases	<u>36.05</u>
Total Rose Woodard			36.05
SKJ Facilities Management, Inc.			
	04/08/2009	HFL Janitor services -March 09	<u>480.00</u>
Total SKJ Facilities Management, Inc.			480.00
Solid Oak Software			
	04/08/2009	Security software ST/HFL Gates funds	<u>50.00</u>
Total Solid Oak Software			50.00
Southern Tier Library System			
	04/08/2009	ILL reimb/Lobby Day expense/book purchase	<u>533.00</u>
Total Southern Tier Library System			533.00
TechSmith			
	04/08/2009	IT software SML/HFL	<u>201.65</u>
Total TechSmith			201.65
The Book Farm, Inc.			
	04/08/2009	books-HFL juv	<u>16.98</u>
Total The Book Farm, Inc.			16.98
The Leader			
	04/08/2009	BF subscription	<u>195.50</u>
Total The Leader			195.50
Thomson Gale			
	04/08/2009	ST fiction purchase	<u>338.91</u>
Total Thomson Gale			338.91
Verizon			
	04/08/2009	phone service-ST/WE	<u>514.45</u>
Total Verizon			<u>514.45</u>
			<u><u>16,236.21</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 30, 2009

Document # 2009-26

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Alliance Entertainment Corp.			
	03/30/2009	purchases for HFL	160.33
Total Alliance Entertainment Corp.			<u>160.33</u>
Amazon Credit Plan			
	03/30/2009	purchases - all libraries	1,069.73
Total Amazon Credit Plan			<u>1,069.73</u>
Chemung Canal Trust Company			
	03/30/2009	misc credit card purchases-March	1,421.75
Total Chemung Canal Trust Company			<u>1,421.75</u>
Chemung County Library District			
	03/30/2009	Petty Cash reimbursement - BF/HFL/WE	537.75
Total Chemung County Library District			<u>537.75</u>
Chris Corter			
	03/30/2009	Mileage reimb to VanEtten Library	52.80
Total Chris Corter			<u>52.80</u>
Dell Business Credit			
	03/30/2009	Administration - docking station for IT laptop	160.95
Total Dell Business Credit			<u>160.95</u>
Dell Marketing L.P.			
	03/30/2009	new computer for Director	609.00
Total Dell Marketing L.P.			<u>609.00</u>
Dianne Patchett			
	03/30/2009	Bookmobile program & supply	32.42
Total Dianne Patchett			<u>32.42</u>
Eleanor Shepson			
	03/30/2009	Insurance Reimbursement-2008/09	195.00
Total Eleanor Shepson			<u>195.00</u>
Elmira Water Board			
	03/30/2009	Water bills-ST/WE	180.70
Total Elmira Water Board			<u>180.70</u>
Ingram Library Services			
	03/30/2009	Library materials- March	7,925.76
Total Ingram Library Services			<u>7,925.76</u>
Janet Ackerman			
	03/30/2009	Mileage reimbursement 3/18 workshop	29.70
Total Janet Ackerman			<u>29.70</u>
Junior Library Guild			
	03/30/2009	Library materials BF	318.00
			<u>318.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 30, 2009

Document # 2009-26

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Junior Library Guild			318.00
Logic Computer Products			
	03/30/2009	Printer supply-all libraries	591.29
Total Logic Computer Products			<u>591.29</u>
Rose Woodard			
	03/30/2009	Reimb for Programming/DVD purchases	218.72
Total Rose Woodard			<u>218.72</u>
RSVP of Chemung County			
	03/30/2009	Volunteer Recognition Ad	50.00
Total RSVP of Chemung County			<u>50.00</u>
Time Warner Cable			
	03/30/2009	VPN service-all libraries-April	200.00
Total Time Warner Cable			<u>200.00</u>
Unique Management Services, Inc.			
	03/30/2009	Collection fees Feb-HFL	176.50
Total Unique Management Services, Inc.			<u>176.50</u>
Verizon			
	03/30/2009	phone service-B.F./HFL	217.10
Total Verizon			<u>217.10</u>
Verizon Wireless			
	03/30/2009	BKM/IT Dept cellular service-March	156.26
Total Verizon Wireless			<u>156.26</u>
Wayland Free Library			
	03/30/2009	Costume Rental - Clifford	10.00
Total Wayland Free Library			<u>10.00</u>
TOTAL			<u><u>14,313.76</u></u>

Document #2009-27

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the March 2009 meeting of the Library Board

Date: April 9, 2009

Recruiting two part-time Library Pages at the Steele Memorial Library is continuing. A notice posting the availability of the positions is posted at the Steele Library's circulation desk and on the CCLD web site.

Document #2009-28

Report of the April 1st, 2009 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 April 1st, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Marleah Denkenberger, Jan Kather and Sue Cook. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Mr. Sleeth passed out an interesting reflection on future library buildings and services entitled “Imagine the Post Kindle Library” dated April 9th, 2009.
- Mr. Sleeth passed out the direct mail piece entitled “Friends of the Bookmobile” designed to be used if and when the Friends of the Steele Memorial Library give their permission to use their membership list.
- Regarding fund raising for a new Bookmobile, Mr. Sleeth announced that the Public Library Foundation of Chemung County has pledged to CCLD \$10,000 for a new Bookmobile.
- Also regarding the Public Library Foundation, Mr. Sleeth stated that CCLD has received \$10,000 as the first payment toward a budgeted amount of \$80,000 for the year.
- Mr. Sleeth discussed in some detail a request to discontinue the staff performance appraisal process. He stated that since it was CCLD policy to conduct annual evaluations, he presented an alternative – goal setting and team achievement – to the existing performance appraisal system, and he expects to be working with the staff committee on this process.
- Mr. Sleeth reviewed recent discussions with an employee of the Chemung County Probation Department regarding use of the Steele Library by an individual on probation. He explained that it is not the role of library staff to investigate whether patrons using the library have broken the law. That is the role of the law enforcement community. He also reviewed his long standing instructions to library staff regarding incidents or confrontations between individuals (either staff or the public): staff are always authorized to contact the law enforcement community to seek their assistance anytime they believe they needed the assistance of those trained in conflict resolution. Discussion ensued on this difficult topic.

- Ms. Santulli distributed the 2008 library labor costs incurred by the Chemung County Building & Grounds Department. The total cost to Chemung County (but not charged the Library District, due to the commitment of the County Executive to share services of that County Department) was nearly \$23,000.
- Mr. Sleeth noted that the Marketing Committee has requested and received quotations for various products that now incorporate the new CCLD logo, including new library cards and a “read” poster. The Marketing Committee will move forward with some of these products, as the priorities are established and the budget allows.
- Mr. Sleeth announced that the Steele Memorial Library Foundation has “agreed to fund the Library District up to \$15,600 in calendar year 2009 to match the Bill & Melinda Gates Foundation grant.”
- Ms. Santulli reviewed two email requests from staff to declare surplus (or junk) various items so that they can be removed from our libraries. She will bring a list of surplus (or junk) items to the April meeting of the CCLD board of trustees for their approval.
- Ms. Santulli and Mr. Sleeth presented to the Executive Committee a proposed agreement between the CCLD Board of Trustees and CCLD Management (currently the Library District Director and its Administrative Assistant) for review. These two employees are not currently covered by the new CSEA contract and they wish to have various policies and practices codified in an agreement with the CCLD Board of Trustees. Mr. Sleeth and Ms. Santulli stated that the proposed agreement follows very closely the policy established by the CSEA contract. Following discussion, Mr. Smith requested that the agreement proposed by the CCLD management employees be reviewed by the CCLD attorney before consideration at an upcoming meeting of the Board of Trustees.
- Ms. Santulli discussed the need for changes to security equipment in place at the Steele Library, since VCR technology is being phased out in favor of DVR. The approximate cost of this change is \$1,400 per floor at the Steele Library.
- Ms. Santulli distributed invoices and Unpaid Bills Detail dated March 30th, 2009. The bills were reviewed and approved for payment by the Executive Committee.

The committee adjourned at 8:05pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on May 6th, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-29

Report of the April 9th, 2009 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 Thursday, April 9th, 2009, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, and Jason Harmon. Kathy Stickler, an auditor from Mengel, Metzger, Barr, attended the meeting to present the annual audit. Also attending were Joan Santulli, CCLD Administrative Assistant, and Jim Sleeth, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Kathy Stickler reviewed the CCLD audited financial statements in some detail. She reviewed the independent auditors' report, balance sheets, statements of activities and changes in net assets, notes to the financial statements (including long-term debt), and the detailed schedule of expenses. Ms. Stickler noted that the report represented a "clean" audit. Ms. Stickler fielded questions from members of the Committee. The audit will be forwarded to the full CCLD board for discussion at its April 16th meeting.
- Kathy Stickler noted that the audit of 2008 accounts represented the third and final year of the agreement between CCLD and Mengel, Metzger, Barr, and she requested consideration for a new three-year agreement between MMB and the Library District.
- Ms Santulli distributed and discussed the March 2009 Financial Report. She noted receipt of the final 10% of the Gates Foundation grant and receipt of 90% of the State portion of a construction grant for the Horseheads Free Library. The report was forwarded to the CCLD board for consideration at its April 16th meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail for April 8th, 2009. The report was forwarded to the CCLD board for consideration at its April 16th meeting.

The meeting adjourned at 9:20am. The next meeting of the Budget & Finance Committee will be held on Thursday, May 14th, 2009 in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-30

Report of the April 8th, 2009 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, April 8th, 2009 beginning at 2pm. Attending the meeting were Karl Schwesinger, Jan Kather, and Denny Smith from the CCLD board of trustees. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 2pm.

The following topics were discussed:

- **Big Flats Library.** Karl Schwesinger discussed how to fix the drainage, drywell, and sewage problem at the Big Flats Library. At the present time, he is working with Elmira Structures to combine a solution of the drainage problem with the hookup to municipal water. Karl expects to have a solution as early as next week. In the meantime, Karl will call Sheesley's Sewer Service to pump out the drywell.
- **Horseheads Free Library.** Karl Schwesinger suggested having a meeting with Foor & Associates next week to go over the State-funded construction project at the Library. The project includes replacement of the clerestory windows and the exterior hollow metal doors and to install ADA compliant entrance and exit doors.
- **Steele Memorial Library.** Regarding the roof project, Karl Schwesinger is getting a price on roof replacement from a structural engineer. Regarding wiring for wireless Internet access, Karl will have a representative from Jim's Electric contact CCLD information technology staff directly to discuss and complete the project.
- **Underspending three projects.** CCLD administration has been contacted by New York State Division of Library Development regarding underspent funds for three projects: (1) Steele chiller -- \$9191; (2) West Elmira roof project -- \$2184; and (3) Horseheads railing and ramp system -- \$5254. The State encouraged CCLD to find and fund other projects at these libraries which could be completed with this funding. The Committee brainstormed projects including (1) Steele: upgrading exterior security lighting and painting the newly installed exterior hollow doors; (2) West Elmira: design and install exterior lighting; and (3) Horseheads: update kitchenette and janitor's closet, replace the front steps to the Library, and add electrical outlets throughout the Library. To expend this funding, CCLD will need to amend the original narrative and other State documents and re-send to the State.
- **Strategic Planning Committee.** Karl Schwesinger suggested that the Building & Grounds Committee was not the right forum for a discussion of long range facility issues. Denny Smith agreed that a separate committee needs to be formed that will include representation from all constituencies of the County to discuss the future facility needs for CCLD.

The meeting adjourned at 3pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, May 13th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.

Document #2009-31

List of items to be declared Surplus OR Junk

Having no further use for these items, we would like the following items to be declared “surplus” by the CCLD board of trustees:

Item for surplus	Condition	Library
5 drawer legal size metal filing cabinet	Old but useful	Horseheads Free Library
Sharp SF-2025 copier with manual / toner	Unknown	Horseheads Free Library
Adler 310 typewriter with bag of supplies	Working condition	Horseheads Free Library
Wooden 6 shelf map case	Nice condition	Horseheads Free Library
Dictionary stand / podium	Good condition	West Elmira Library
Map case	Good condition	West Elmira Library

Having no further use for the following items and believing that they are past their useful life for others as well, we would like the following to be declared “junk” by the CCLD board of trustees:

Items to be “junked”	Condition	Library
Coin machine	Junk	Horseheads Free Library
Old notice printer GSX190 citizen	Junk	Horseheads Free Library
Windows 95 keyboard	Junk	Horseheads Free Library
Tote vision portable VHS player	Junk	Horseheads Free Library
Kodak LC500 video projector	Junk	Horseheads Free Library
Daewoo computer monitor	Junk	Horseheads Free Library
HP computer monitor	Junk	Horseheads Free Library
Tall CD shelving unit	Junk	Horseheads Free Library
Large square CD / paperback unit	Junk	Horseheads Free Library