

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The April 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 19th, at 7pm in 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).

A tour of the West Elmira Library, starting at 6:30pm, will be given by Principal Library Clerk Rose Woodard. Please do your best to attend this tour prior to the start of the regular board meeting.

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2007-28)
4. Treasurer's report
 - a) Financial report (document #2007-29)
 - b) Report of unpaid Bills Detail (document #2007-30)
5. Correspondence
6. President's report:
 - a) Report of the ad hoc Nominating Committee
7. Director's report
 - a) Personnel activities since the March 2007 meeting of the Library Board (document #2007-31)
 - b) Strengths & Weaknesses of the West Elmira Library (document #2007-32)
 - c) Spring issue of Foreword, the CCLD newsletter, published & distributed
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2007-33)
 - 2) March 20, 2007 correspondence with Attorney Young regarding meeting room policy (document #2007-34)
 - 3) Current *Policy for use of the Chemung County Library District meeting rooms* (document #2007-35)
 - 4) Revised *By-Laws of the Chemung County Library District* (document #2007-36)
 - b) Budget & Finance Committee (Pirozzolo)
 - 1) Report of the Committee meeting (document #2007-37)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2007-38)
 - d) Strategic Planning Committee (Richards)
 - 1) Report of the Committee meeting (document #2007-39)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the March 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-28)

Minutes of the March 2007 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, March 15, 2007 at 7:00 pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were: Karl Schwesinger, Robin Fitzgerald, Richard Pirozzolo, Ed Marosek, Claudia Radin, Jan Kather, Joan Hurley, Kristen Meyer, Kimberly Richards and Sherrill Collins. Excused were: Matt Grier, Marleah Denkenberger and Andrea Ogunwumi. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Prior to the meeting, board members took a tour of the Bookmobile given by Bill Knapp.

Minutes. (Document #2007-21) The board reviewed the minutes of the February 2007 meeting. The minutes were approved as distributed by unanimous consent.

Financial Report. (Document #2007-22) Mr. Pirozzolo noted that the Library District has received a check for the full Library District tax amount collected by Chemung County. Regarding the Financial Report, he noted that everything is in order. A question was raised as to what taxes the Library District is paying. The District pays a sewer use tax in each municipality plus the Elmira Downtown Development District tax. By unanimous consent, the February 28, 2007 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills. (Document #2007-23) By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Correspondence. The correspondence / items of interest folder was passed around the table for Board members to review. The folder contained the following items:

- A thank you note from Maureen Ferrell for her CCLD service pin received;
- An E-vanced Solutions flyer describing meeting room and events management software reviewed positively by library department heads;
- A memo from the Chemung County Buildings & Grounds Department specifying labor costs incurred by the County to maintain CCLD buildings. This is an example of how the County and the Library District are working together to save taxpayer money;
- An example of a marketing flyer entitled "Six reasons to use the CCLD web page" that could be mailed to library borrowers;
- A copy of a letter from City Councilman Jim Hare regarding a March 12, 2007 meeting to discuss the possibility of a "south county" public library;
- A program from a very successful library program entitled "Kickoff to Irish Heritage Month" where there were in excess of 400 individuals at the library;

- The announcement of the Friends of the Steele Memorial Library's annual Poetry Contest being held this month;
- The report of Fagan Engineers to President Smith regarding their review of the project manual and drawings from Hunt Engineers for the Big Flats Roof and the West Elmira Roof and Roof Beam Renovation Projects; and
- A handout received at NYLA to the Central Library Directors that reviewed the New York Knowledge Initiative and Novel NY, a New York online virtual electronic library.

President's report. President Smith reported on his trip to Albany on March 13, 2007 to attend Library Lobby Day. According to NYLA, Lobby Day was a success and our advocacy efforts were very timely in the state budget negotiations process. There were over 800 advocates who attended Lobby Day.

Director's Report. Mr. Sleeth submitted in writing his quarterly progress report (Document #2007-24) that details his progress on reaching his 2006/07 objectives.

Mr. Sleeth submitted a request along with justification to hire a 6-month temporary, full-time Library Clerk at the Steele Memorial Library (Document #2007-24a). This request was discussed at both the Executive Committee and Budget & Finance Committee. Following discussion, Ms. Radin moved, seconded by Ms. Collins, to approve of the hiring of a 6-month temporary, full-time Library Clerk. Motion carried unanimously.

Mr. Sleeth reviewed the Document #2007-25 entitled "Strengths and Weaknesses of the CCLD Bookmobile. Bill Knapp, present for this discussion, contributed to the review and answered questions from the Library Board. Among other observations, Mr. Knapp stated that a new bookmobile would likely cost in the range of \$180,000.

Mr. Sleeth reviewed the Library's accomplishments as illustrated in the 2006 annual reports of library department heads. The highlights of this 30-page report:

- The Big Flats Library increased its public service hours;
- Circulation at the Bookmobile in 2005 and 2006 were comparable and no days were lost due to disrepair;
- Circulation at the Horseheads Free Library show that it is the second busiest library in the Library District and that administrative duties have been handed off to the CCLD administrative offices;
- The hiring and training of two new Library Clerks was highlighted by the Steele Memorial Library's Youth Services Department;
- The Steele Memorial Library's Circulation Department continues to be the busiest of the Library District;
- The Reference & Adult Services Department held continuing education workshops for STLS libraries, and reference statistics show that genealogical research continues to be very popular;

- Statistics also reveal that we have a ratio of 1 DVD for every 3 VHS titles in the collection audio video collection.
- The Van Etten Library continues to pride itself on the personal service it provides its readers; and
- The West Elmira Library reports that the new CCLD newsletter is important in attracting new customers to the Library.

Executive Committee. The report of the Executive Committee meeting was presented in writing to the board (Document #2007-26). President Smith stated that the Committee reviewed several items already discussed - the meeting room software from E-vanced Solutions, the "6 Reasons" flyer, and the staffing shortages at the Steele Memorial Library. The Committee also discussed the upcoming NYSALB trustee institute. It will be held on May 3-4 in Queens, New York. CCLD Trustees who wish to attend will have their expenses paid by the Library District. Ms Collins noted that the Southern Tier Library System is also planning 4 local workshops for library board/trustee development. The report also noted that Ms. Collins would be taking a test to renew her Notary Public license.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-27). Mr. Pirozzolo reported that besides the regular business of approving the financial report and unpaid bill lists, the Committee confirmed that letters of gratitude for contributions from the Friends of SML had been sent by staff members. The financial issues regarding the staffing shortages at the Steele Library were discussed and the Committee recommended the hiring of a temporary Library Clerk at the Steele Memorial Library.

Regarding the first annual audit of the Library District, Mr. Pirozzolo reported that Kathy Stickler of Mengel Metzger and Barr will be attending the April Committee meeting to give her report. As part of listing the assets for the Library District, Ms. Stickler has informed the Library District that she needs a document showing the market value of the Steele Memorial Library, the Big Flats Library and the West Elmira Library. Mr. Pirozzolo has contacted three appraisers for a quotation of costs for such a report. Ms. Collins moved, seconded by Ms. Fitzgerald to hire Dan Bizell to appraise the Steele, Big Flats and West Elmira Libraries in a manner that is acceptable to what the auditor needs to complete her audit of the Library District. Motion carried.

Mr. Pirozzolo reported that the Library District now has a second Certificate of Deposit at Chemung Canal Trust Company in the amount of \$2,000,000. This CD will generate an approximate \$25,000 in interest revenue in the first quarter. The other CD now has a balance of approximately \$370,000 and will most likely be sufficient operating funds to get the District through the first renewal of the second CD.

Buildings & Grounds Committee. Mr. Schwesinger reported that his Committee met with Sue Oliver of Fagan Engineers. Ms. Oliver gave them a complete report of her

review of Hunt Engineer's Project Manual and Drawing Review for the roofing projects at the Big Flats and West Elmira Libraries. The conclusion was that Fagan Engineers and CCLD officials should meet with Hunt Engineers to expedite design development stage and ensure that the design options comply with the initial RFP.

Mr. Schwesinger reported that O'Connor Plumbing & Heating has reviewed the paperwork from DCP Engineers regarding the Chiller Replacement project at the Steele Memorial Library. No problems were found. It was suggested that a pre-bid meeting be held with DCP Engineers so that everyone has the same information.

Old Business. Ms. Collins stated that she would send a corrected copy of the CCLD Bylaws to Executive Committee members so that it can be discussed at the next meeting and then be presented to the full board at its April meeting.

Public Expression. None

New Business. Board members who attended the March 12, 2007 meeting with City Councilman Jim Hare regarding the possibility of adding a library outlet in the south county area reported their views of the meeting. Attending that meeting were CCLD representatives, those from the Elmira City School District, the City of Elmira, the Town of Ashland and the Town of Southport. The possibility of surveying residents to determine their need for and willingness to pay for a library was discussed. CCLD board members suggested that the idea of a south county public library should be considered as part of the CCLD's new strategic planning committee.

Mr. Pirozzolo reported that the Wine & Roses affair sponsored by the Friends of the Horseheads Free Library was a success and that the Library District was well represented at the event.

Ms. Collins moved, seconded by Ms. Fitzgerald to move into Executive Session in order to discuss a legal matter.

Ms. Radin moved, seconded by Ms. Fitzgerald, to return to regular proceedings.

Ms. Collins moved, seconded by Mr. Schwesinger, to adjourn the regular meeting.

The regular meeting was adjourned at 8:45pm. The next regular meeting of the CCLD Board of Trustees will be on Thursday, April 19, 2007 at 7pm at the West Elmira Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - MARCH 31, 2007

(DOCUMENT #2007-29)

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 101,110	\$ 24,584	\$ 76,526	24%	
Grants (other than N.Y.S.)	28,750	100	28,650	0%	
Foundation Contributions	160,000	0	160,000	0%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	9,170			
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	41,700	0	41,700	0%	
Other State Aid	1,600	0	1,600	0%	
TOTAL INCOME	\$ 2,679,661	\$ 2,173,855	\$ 484,976	81%	25%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,102,746	\$ 252,624	\$ 850,122	23%	
Sunday & Holiday Salaries	55,404	12,562	42,842	23%	
Employee Benefits	509,337	109,375	399,962	21%	
Contractual					
Equipment	29,780	10,211	19,569	34%	
Telephone	10,330	1,472	8,858	14%	
Supplies	26,114	5,550	20,564	21%	
Travel & Continuing Education	19,155	1,309	17,846	7%	
Repairs & Maintenance	95,599	5,706	89,893	6%	
Postage	7,839	1,811	6,028	23%	
Library Materials (books, video, etc.)	258,430	67,796	190,634	26%	
Utilities	92,000	9,103	82,897	10%	
Building Cleaning Supplies	4,760	1,127	3,633	24%	
Fuel, Gas & Oil	2,000	429	1,571	21%	
Insurance	27,199	13,433	13,766	49%	
Rent	5,150	833	4,317	16%	
Vehicle Operation / Lease	7,000	44	6,956	1%	
Professional Fees (audit, membership)	50,246	9,625	40,621	19%	
Data Processing Expenses	38,231	9,714	28,517	25%	
Payment of Taxes	4,897	2,175	2,722	44%	
Library Programming	11,588	2,096	9,492	18%	
Chemung County costs (B&G, vision)	17,085	4,389	12,696	26%	
Capital Improvements	45,000	0	45,000	0%	
Contingency Fund	56,254	0	56,254	0%	
Debt Service	208,517	0	208,517	0%	
TOTAL EXPENSE	\$ 2,684,661	\$ 521,384	\$ 2,163,277	19%	25%

	Date	Memo	Open Balance
Acme Pest Control, Inc.			
	04/09/2007	Pest Control @ Steele	42.00
Total Acme Pest Control, Inc.			42.00
Aldeberan Teleservices Corporation			
	04/09/2007	IT consulting services-2007 All Libraries	7,225.00
Total Aldeberan Teleservices Corporation			7,225.00
Amazon Credit Plan			
	04/09/2007	HFL purchases	127.86
Total Amazon Credit Plan			127.86
AT&T			
	04/09/2007	long dist chg-SML & BF	23.10
Total AT&T			23.10
Baker & Taylor Books			
	04/09/2007	HFL book purchases	101.72
Total Baker & Taylor Books			101.72
Center Point Large Print			
	04/09/2007	ST large print	156.36
Total Center Point Large Print			156.36
Charthouse Learning			
	04/09/2007	Continuing Ed material for Staff	899.00
Total Charthouse Learning			899.00
Chemung County Buildings & Grounds Dept.			
	04/09/2007	Utility & Building Maintenance charges	11,499.28
Total Chemung County Buildings & Grounds Dept.			11,499.28
Chemung County Sewer District			
	04/09/2007	annual fee for Steele, West Elmira, HFL	436.68
Total Chemung County Sewer District			436.68
City of Elmira			
	04/09/2007	Downtown Development taxes-ST	2,341.50
Total City of Elmira			2,341.50
Compumentor			
	04/11/2007	Office 2007 software-all libraries	720.00
Total Compumentor			720.00
CyberDark Computing			
	04/09/2007	computer equipment ST/HFL	215.00
Total CyberDark Computing			215.00
Dan Bizzell			
	04/09/2007	Building appraisals-ST,BF,WE	600.00
Total Dan Bizzell			600.00
David A. Howe Public Library			
	04/09/2007	Payment for damaged book-ST patron	25.00
Total David A. Howe Public Library			25.00
DCP Engineering, P.C.			
	04/11/2007	Design Svc-construction documents for ST cooling tower repl.	10,500.00
Total DCP Engineering, P.C.			10,500.00
Demco, Inc.			
	04/09/2007	Supplies ST/BF	205.52
Total Demco, Inc.			205.52
Educational Directories, Inc.			
	04/10/2007	HFL Library materials	22.00
Total Educational Directories, Inc.			22.00
Exeter Trust Company			
	04/09/2007	Donation for SML Foundation-per donor instructions for West Elmira	100.00
Total Exeter Trust Company			100.00
Fagan Engineers			
	04/11/2007	Professional Services-review of CCLD roof projects	1,230.00
Total Fagan Engineers			1,230.00
First Transit			
	04/09/2007	Bookmobile fuel - March	210.56

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total First Transit			210.56
Fortres Grand Corporation			
	04/11/2007	Security software licences-all libraries	995.00
Total Fortres Grand Corporation			995.00
Horseheads Do It Center			
	04/09/2007	HFL -building supplies	64.53
Total Horseheads Do It Center			64.53
Horwitz Supply Company			
	04/09/2007	Paper supplies-HFL	216.16
Total Horwitz Supply Company			216.16
Idearc Media Corp.			
	04/09/2007	Phone book ad-monthly fee/ Pitts directory	69.86
Total Idearc Media Corp.			69.86
Image Integrator			
	04/09/2007	toner for MF machine/2007 maint agreements	3,986.00
Total Image Integrator			3,986.00
Ingram Library Services			
	04/10/2007	Library materials-all libraries	1,689.37
Total Ingram Library Services			1,689.37
Jeannie M. Estrada			
	04/09/2007	Patron Refund	45.00
Total Jeannie M. Estrada			45.00
Junior Library Guild			
	04/11/2007	Library materials BF	300.00
Total Junior Library Guild			300.00
Logic Computer Products			
	04/10/2007	Printer cartridge supplies-HFL/ST	173.94
Total Logic Computer Products			173.94
Mengel Metzger & Barr			
	04/10/2007	Progress billing for auditor	4,000.00
Total Mengel Metzger & Barr			4,000.00
Michael Thaler			
	04/10/2007	Programming expense-all libraries	1,612.36
Total Michael Thaler			1,612.36
MidWest Tape			
	04/10/2007	DVD/Audio purchases-SML/HFL	2,395.65
Total MidWest Tape			2,395.65
Noreen Dieg			
	04/10/2007	Patron Refund	20.00
Total Noreen Dieg			20.00
ProQuest Information & Learning			
	04/10/2007	Microfilm S-G for February	17.45
Total ProQuest Information & Learning			17.45
Purchase Power			
	04/10/2007	postage meter supplies	267.96
Total Purchase Power			267.96
Raco Industries			
	04/10/2007	Receipt Printer for ST	245.45
Total Raco Industries			245.45
Rem-Southern Office Products, Inc.			
	04/10/2007	PCU for ST copier/maint agmt ST-2 public	1,452.04
Total Rem-Southern Office Products, Inc.			1,452.04
Scholastic Library Publishing			
	04/10/2007	ST/HFL book purchases	280.80
Total Scholastic Library Publishing			280.80
SDS of NY			
	04/10/2007	garbage disposal-BF,WE,HFL for March	124.15
Total SDS of NY			124.15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Seneca Data			
	04/10/2007	Printer/ink for C3 at ST	235.91
Total Seneca Data			<u>235.91</u>
Shanna Swartwood			
	04/10/2007	Patron refund	3.00
Total Shanna Swartwood			<u>3.00</u>
SKJ Facilities Management, Inc.			
	04/10/2007	HFL Janitor services 2/18-3/25	720.00
Total SKJ Facilities Management, Inc.			<u>720.00</u>
Southern Tier Library System			
	04/10/2007	Processing fees 1st Qtr - all libraries	1,550.00
Total Southern Tier Library System			<u>1,550.00</u>
The Leader			
	04/10/2007	Big Flats subscription	183.60
Total The Leader			<u>183.60</u>
Thomson Gale			
	04/10/2007	SML fiction purchase	530.21
Total Thomson Gale			<u>530.21</u>
Unique Management Services, Inc.			
	04/10/2007	collection agency fees-all libraries-Feb/March	1,104.16
Total Unique Management Services, Inc.			<u>1,104.16</u>
Upstart			
	04/10/2007	Prog Supply HFL/BF & Books Plus HFL	204.61
Total Upstart			<u>204.61</u>
Verizon			
	04/10/2007	phone service-ST/WE	513.66
Total Verizon			<u>513.66</u>
Wegmans Food Markets Inc.			
	04/10/2007	Prog. supply SML Juvenile	73.59
Total Wegmans Food Markets Inc.			<u>73.59</u>
TOTAL			<u><u>59,755.04</u></u>

**Chemung County Library District
Grant Fund
Executive Committee
4/4/07**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	04/04/2007	Non-Fiction/Reference book purchases	2,599.06
Total Ingram Library Services			<u>2,599.06</u>
TOTAL			<u><u>2,599.06</u></u>

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

Executive Committee

4/4/07

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Agostino Arts			
	04/04/2007	April program @ WE	700.00
Total Agostino Arts			<u>700.00</u>
Amazon Credit Plan			
	04/04/2007	ST/WE & RoaR purchases	302.49
Total Amazon Credit Plan			<u>302.49</u>
Amsterdam Printing			
	04/04/2007	Gifts-Volunteer Recognition	312.04
Total Amsterdam Printing			<u>312.04</u>
Audio Adventures			
	04/04/2007	Steele AV purchases	281.90
Total Audio Adventures			<u>281.90</u>
Baker & Taylor Books			
	04/04/2007	HFL/WE book purchases	289.80
Total Baker & Taylor Books			<u>289.80</u>
Big Flats Library			
	04/04/2007	Advance needed for special programming supplies	200.00
Total Big Flats Library			<u>200.00</u>
Brian P. Harris			
	04/04/2007	Reimb for program supply-BF	26.85
Total Brian P. Harris			<u>26.85</u>
Chemung County Library District			
	04/04/2007	Petty Cash reimbursement - BF,HFL,WE	555.53
Total Chemung County Library District			<u>555.53</u>
Chris Corter			
	04/04/2007	SML-juv programming supplies	43.68
Total Chris Corter			<u>43.68</u>
Deborah L. Brimmer			
	04/04/2007	Mileage reimbursement-March	88.27
Total Deborah L. Brimmer			<u>88.27</u>
Dianne Patchett			
	04/04/2007	WE mileage-workshop	118.04
Total Dianne Patchett			<u>118.04</u>
Donna Hubbard			
	04/04/2007	Mileage Reimb-HFL	40.74
Total Donna Hubbard			<u>40.74</u>
Elizabeth McMahon			

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

Executive Committee

4/4/07

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	04/04/2007	Mrs. McPuppet-program at ST,HFL,BF	1,050.00
Total Elizabeth McMahon			<u>1,050.00</u>
Elmira Water Board			
	04/04/2007	SML & WE water	123.28
Total Elmira Water Board			<u>123.28</u>
Hawk Frame & Axle			
	04/04/2007	Bookmobile body repair	8,509.00
Total Hawk Frame & Axle			<u>8,509.00</u>
Highsmith, Inc.			
	04/04/2007	Book purchase ST/WE	194.61
Total Highsmith, Inc.			<u>194.61</u>
Ingram Library Services			
	04/04/2007	Library materials-all libraries	9,536.48
Total Ingram Library Services			<u>9,536.48</u>
JanWay Company USA, Inc.			
	04/04/2007	Summer Reading Club supply ST/WE	394.37
Total JanWay Company USA, Inc.			<u>394.37</u>
Kirkus Reviews			
	04/04/2007	annual subscription - HFL	435.00
Total Kirkus Reviews			<u>435.00</u>
NYSLAA			
	04/04/2007	HFL staff-conference registration	222.00
Total NYSLAA			<u>222.00</u>
Oriental Trading Company, Inc.			
	04/04/2007	programming supplies-ST	134.41
Total Oriental Trading Company, Inc.			<u>134.41</u>
Paul Shepson			
	04/04/2007	Travel costs for April program-ST	440.90
Total Paul Shepson			<u>440.90</u>
Petty Cash-Steele			
	04/04/2007	reimburse PC expenses-SML	251.27
Total Petty Cash-Steele			<u>251.27</u>
Random House, Inc.			
	04/04/2007	AV purchases-WE	253.80
Total Random House, Inc.			<u>253.80</u>
Rose Woodard			
	04/04/2007	Reimb for Programming expenses-WE	376.56
			<u>376.56</u>

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

Executive Committee

4/4/07

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Rose Woodard			376.56
 SDS of NY			
	04/04/2007	garbage disposal-BF,WE,HFL for Feb	123.56
Total SDS of NY			<u>123.56</u>
 Staples Business Advantage			
	04/04/2007	Office supplies-all libraries	351.81
Total Staples Business Advantage			<u>351.81</u>
 Staples Credit Plan			
	04/04/2007	Local Store purchases-BF	39.38
Total Staples Credit Plan			<u>39.38</u>
 Time Warner Cable			
	04/04/2007	VPN Service	180.00
Total Time Warner Cable			<u>180.00</u>
 Town of VanEtten			
	04/04/2007	Building rental-March & April	833.32
Total Town of VanEtten			<u>833.32</u>
 Verizon			
	04/04/2007	phone service-all libraries	843.99
Total Verizon			<u>843.99</u>
 Waytek, Inc			
	04/04/2007	AVG licenses - all libraries	725.00
Total Waytek, Inc			<u>725.00</u>
 William Knapp			
	04/04/2007	mileage reimb-pick up BKM	126.10
Total William Knapp			<u>126.10</u>
 TOTAL			 <u><u>28,104.18</u></u>

(Document #2007- 31: Personnel activities since the March 2007 meeting of the Library Board)

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the March 2007 meeting of the Library Board

Date: April 11, 2007

March 19, 2007. Following CCLD board approval of the request to create one temporary, full-time position of Library Clerk at the Steele Memorial Library, Joan Santulli approached Civil Service for a list of candidates eligible for appointment to that 6-month position. Believing that Nancy Bird would be on that list and believing (from her work experience at the Steele Memorial Library) that she would be perfect for the appointment, I approached her to determine her interest in the position. She stated that she was interested in the position. On Monday, March 19, 2007, appropriate papers were filed, and it is anticipated that Nancy Bird will begin her 6-month temporary, full-time position of Library Clerk effective on Friday, March 23rd, 2007. Her appointment is scheduled to end September 22nd, 2007.

March 19, 2007 – April 11, 2007. Due to Nancy Bird's temporary appointment and to Ruth Stemmerman's departure from the staff, we now have two positions (one permanent, one a six-month temporary) of library Page available. The library Page applications on file were reviewed with the Steele Library management team (Corter, Frank, Thayer). Interviews were conducted and one person, Beverly Knapp, was selected to fill the permanent (contingent upon successfully completing the six-month probationary period) position. Beverly's first day on the job was March 26th, 2007. While candidate interviews have taken place, the search for a suitable six-month temporary library Page continues.

April 11, 2007. Bill Knapp, the long-tenured CCLD Bookmobile driver, announced his intention to retire no later than April 2008.

Strengths and Weaknesses of the West Elmira Library

By Lynn Shepson, Rose Woodard, Jim Sleeth, & Owen Frank – April 2007
(Document #2007-32)

Strengths of the West Elmira Library

- **Library staff and programming:**

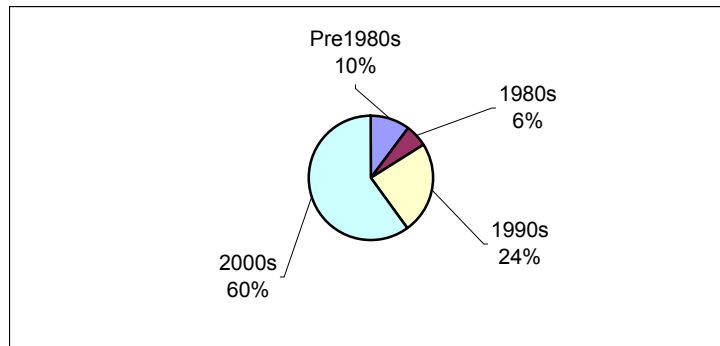
- The outstanding strength of the West Elmira Library is the creativity and theatrical daring of their programming team. Every staff member is a programmer, who plans with and supports the team's efforts. The team also includes some 30 active volunteers, without which a staff of 3 FTEs could not support the current level of programming. No program is too daunting for the Library staff, from inviting a live llama into the Library to having our mascot Booker carved from a log by a chain saw artist. Our most recent effort – called *That 60's Show* – called for staff and volunteers to transform themselves into celebrities such as Bob Dylan, Sonny and Cher, The Supremes, Mama Cass, and Nancy Sinatra. Performances are to be held in April and May of 2007 and July 2008. Adults flock into the West Elmira Library as well, for programs such as Bridge, an adult Book Club, a crafters club known as Westcraft, and a Knitters Club. Traditional library programs – story hours, monthly class visits from Hendy Avenue School, the winter and summer reading programs – are also produced. The heart of the West Elmira Library is its programming effort.

- **Location, Location, Location:**

- The West Elmira Library is in an ideal location for a neighborhood library. It is only a block from Hendy Avenue School, which has enabled us to form a partnership with the Hendy teachers in grades K through 2. As a result of their support, we have 13 class visits a month from the school. Hendy Avenue School children walk to the West Elmira Library, making expensive bus visits unnecessary. Being in a neighborhood also means that children and young adults of all ages stop by the library on their way home from school in order to get books and participate in after school programs.
- We know our local patrons well enough that we are comfortable giving them a key to the library to hold their programs after hours when appropriate. A good example are our evening bridge clubs, who lock up after themselves in the evening. Other groups such as Westcraft, a painting group, and a knitting group meet comfortably at tables in the library, even amongst the laughter and hubbub of children's programs.
- There's no shortage of parking along the neighboring streets, as long as patrons don't mind getting a little exercise. In order for the building to be in keeping with the neighborhood, we are content to keep our backyard as a place to hold big spring, summer, and fall programs instead of paving paradise right next door to a resident's home.

- **Use of the library collection:**

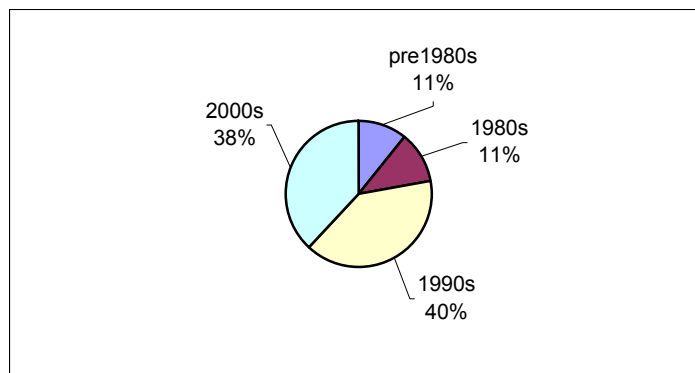
Total circulation of library materials from the West Elmira Library is nearly 39,000. As is the case with other neighborhood libraries, patrons borrow newer materials:



Publication date	2006 circulation
Pre-1980s*	3,986
1980s	2,283
1990s	9,301
2000s	23,370

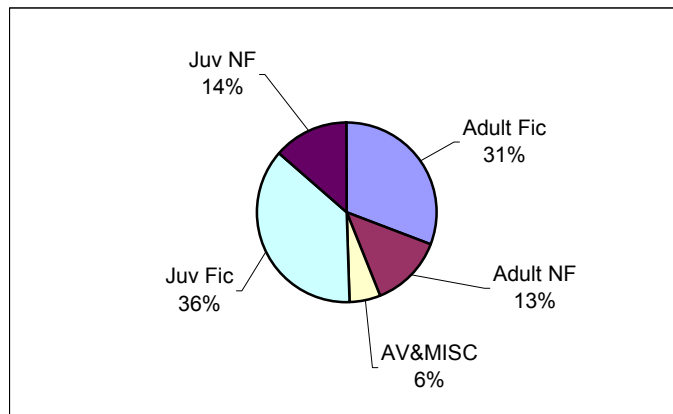
*Note 2,741 circulation transactions were for items with no publication date in the bibliographic record.

The age of the West Elmira Library collection is described in the following chart:



Publication date	Items in collection
Pre-1980's	3,237
1980s	3,337
1990s	11,869
2000s	11,275
Total	29,718

A different profile of the collection:



Type of material	Number of items
Adult fiction	9,165
Adult non-fiction	3,871
Audio video & misc	1,674
Juvenile fiction	10,946
Juvenile non-fiction	4,062
Total items	29,718

- **Community support:**

- Support from the Town of Elmira. For some 15 years, the Town of Elmira has made a significant in-kind contribution to the West Elmira Library by continuing to care for the grounds by mowing, plowing, taking care of leaves and other debris, and salting the sidewalks in order to keep local residents on their feet. Whenever we have concerns about the property, the Town offers their assistance at no charge to the Library District. The Town of Elmira has treated the West Elmira Library as an important part of the Town complex despite its ownership by the County and now the Library District. If we have problems with our grounds, we can call the Town offices and they come right over to assist us.
- In both 2005 and 2006 elections, 78% of the Town of Elmira electorate voted in favor of the Library District, indicating broad based community support for the library services West Elmira residents receive.

- **Facility:**

- The interior of the West Elmira Library is attractive and well maintained. An interior redesign completed in 1989 still looks extraordinarily good. We anticipate the installation of a new roof in the summer of 2007.

Weaknesses of the West Elmira Library

- **Limitations to collection size and material type**
 - A number of years ago, we decided that our smaller libraries would not carry music CDs and DVDs because of the inadequacy of materials budgets and the size of the shelving units necessary to house the collection. Nevertheless, there can be no doubt that our annual circulation would increase substantially if we carried these popular materials. It is a balancing act, weighing the pros and cons, since what we would have to give up to have DVDs is books, probably adult non-fiction. DVDs would constitute an expensive new collection for the Library, and since we don't have a security system, the DVDs would be vulnerable to theft. Standard shelving isn't the best way to house DVDs, but we don't have room in our study areas, storytelling areas, or lounges for more freestanding racks. In the end, keeping our browsing areas free from overcrowding has won out.
 - While the West Elmira Library is a nice size, as a small neighborhood library we must weed out at least an equal number of books to those that are added to the collection, always a frustration to book-loving library staff and volunteers, but necessary to keep our collections new and fresh.
- **Lack of full handicapped access**
 - When we redesigned the library's interior in 1989, we were very conscious of handicapped access between shelving and other interior spaces. Since then, we have added handicapped parking spaces on Westmont Avenue. We have a fairly spacious staff room for a library of our size, and it doubles as the public access to the bathroom, since the bathroom was built to be for staff only. It would be optimal if we were to have a wheelchair accessible bathroom, but to be honest, we have had no demand for one, so that can remain as a relatively low priority possibility for the future.
- **No janitorial assistance**
 - Staff at West Elmira and Big Flats have no janitorial help. What happens in these cases is that either the building is not as clean as it should be, or the staff is spending time cleaning rather than spending that time providing direct patron services. For instance, between parents with toddlers, preschoolers, school groups, 75 bridge players a week, and people just walking by to use the bathroom, our one toilet gets such a workout that a staff member has to clean it nearly every morning. Staff also vacuum, pick up trash outside the building, wash the windows in between window paintings, clean the computer screens, mop the bathroom floor, and clean muddy boot prints and refreshment spills from the carpets. On the upside, West Elmira has some volunteer help with

vacuuming and dusting shelves, and when the Kiwanis Club washed our clerestory windows, that helped a lot. On the downside, the cutbacks previous to the passing of the Library District necessitated having our carpets professionally cleaned only once a year. It's not enough. We should return to having the West Elmira carpet cleaned twice a year if we want it to look as good as it did before we cut back the cleaning schedule.

Conclusion:

The West Elmira Library is a highly functioning library which requires fine tuning rather than large projects. A new roof, is already being addressed. We are receiving new computers for both staff and public, and a work order has been placed for sidewalk repair. If we were to receive a new paint job (in the same colors,) it would make the library look new again. Staff are very conscious of the cleanliness and general appearance of the library and they are still able to keep a phenomenal programming machine cranking out new ideas every season. We are very satisfied with the performance of the West Elmira Library.

(Document #2007-33)

Report of the April 4th, 2007 meeting of the Executive Committee of the Chemung County Library District.

The following members of the Executive Committee of the Chemung County Library District attended this meeting: Allen C. Smith, Richard Pirozzolo, Robin Fitzgerald, Sherrill Collins, Marleah Denkenberger, Joan Santulli, and Jim Sleeth.

Allen C. Smith, Chair of the Committee, opened the meeting:

The following topics were discussed:

- Meeting room policy regarding “for religious services” was reviewed, in light of CCLD attorney’s opinion, and will be referred to the board for action
- Revision of the By-Laws of the Library District was discussed and will be referred to the board for action
- Distribution of the CCLD newsletter to about 11,250 Chemung County households was reviewed
- STLS continuing education opportunity for trustees was promoted
- Bill sheets dated April 4, 2007 were reviewed and approved as distributed
- The possibility of the Friends of the Library working with a commercial firm to provide plastic bags for annual book sale buyers was discussed briefly
- The Upstate Historical Alliance’s “Get Ready!” planning grant was applied for
- The best way to inform the Big Flats Library Advocates of the needs of the Big Flats Library was discussed
- It was noted that the County had informed the Library District that annual debt service totaling \$398,735 for various capital projects was now due
- The progress on finding an appraiser (for the CCLD auditor’s purposes) of CCLD buildings was noted
- Progress of the ad hoc Committee on selecting a new trustee for the 10th Library District was noted and will be presented to the board for action

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CONRAD R. WOLAN

CAITLIN E. WADE
ANTHONY F. PAGANO
JOSEPH W. WHEELER
SETH T. HILAND

March 20, 2007

Re: Policy for use of CCLD Meeting Rooms

Jim Sleeth
Director
Chemung County Library District
101 East Church Street
Elmira, NY 14901

Dear Jim:

I have reviewed the "*Policy for use of the Chemung County Library District meeting rooms*" and have one concern. The policy prohibits religious services.

Until very recently, we believed that use of public facilities for religious services would be unconstitutional as creating excessive entanglement between church and state. That had consistently been the position of the federal courts, including the Second Circuit Court of Appeals which controls New York. Litigation generally involves use of school buildings.

The Bronx House of Worship case specifically held that the school didn't have to allow the Bronx House of Worship use of its buildings for church services but the decision has been changed in light of recent Supreme Court decisions.

Under the present decision in Bronx House of Worship, should a religious organization want to use your building, when it was open, for a religious service, I believe that constitutionally the Library District would have to allow it under the same circumstances as other not-for-profits. I would recommend that you delete "for religious services" from your policy but, of course, none of your buildings are open on Sunday morning.

If I can be of further assistance, please let me know.

Very truly yours,

A handwritten signature in blue ink that reads "James F. Young". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

James F. Young

CHEMUNG COUNTY LIBRARY DISTRICT

Policy for use of the Chemung County Library District meeting rooms (document #2007-35)

Three meeting rooms of the Chemung County Library District – the Johnson Room at the Horseheads Free Library, the Steele Memorial Library auditorium, and the Petrie Conference Room at the Steele Memorial Library – are available for use by not-for-profit community groups. The library's meeting rooms may not be used for individual or private social gatherings, for partisan political gatherings, *for religious services*, or for events intended to generate a profit for private enterprise or meetings for commercial / business purposes. Meeting room reservations may be made for no more than six months in advance, and the meeting rooms may not be reserved into the indefinite future for repeated use. All meeting rooms and kitchens should be left as clean as found, and groups not complying with this request may be denied future use of the meeting rooms. The Library has preference in the reserving use of the meeting rooms for its programs and events, and the Library reserves the right to re-assign meetings between the Steele Library's Petrie conference room and auditorium when the Library deems it necessary.

Those using the meeting rooms must comply with the following rules:

- Setup is the sole responsibility of the group using the meeting room.
- Cleanup, including vacuuming the carpet, is the responsibility of the group.
- Meeting rooms are available from the time the library opens to 15 minutes prior to the library's closing. The Johnson Room at the Horseheads Free Library and the auditorium of the Steele Memorial Library may, at the discretion of the library director or his designee, be used when these libraries are not open to the public, if acceptable accommodation between the organization and the librarian can be made.
- While no food or drink is allowed in the Steele Memorial Library's Petrie Conference Room, kitchen privileges in the auditorium may be requested.
- The individual whose name appears on the Meeting Room Reservation Form will be held responsible for compliance with these rules.
- The consumption of alcoholic beverages on Chemung County Library District property is prohibited.
- Exceptions to these rules may be made at the discretion of the Chemung County Library District Director or his designee.

Proposed to the Policies & Bylaws Committee of the Chemung County Library District on Wednesday, December 6th, 2006. Approved by the Chemung County Library District Board of Trustees on Thursday, December 21st, 2006.

CHEMUNG COUNTY LIBRARY DISTRICT

BYLAWS (document #2007-36)

ARTICLE I

NAME

This corporation, created by Absolute Charter No. 24086 by the Regents of the University of the State of New York under Section 255 of the New York State Education Law shall be known as the Chemung County Library District.

ARTICLE II

PURPOSE

The purpose of the Chemung County Library District shall be severalfold:

- 1.) To adhere to all laws of the State of New York applicable to public libraries including Open Meetings Law and Section 18 of the New York State Public Officers Law;
- 2.) To maintain facilities located throughout Chemung County.

ARTICLE III

BOARD OF TRUSTEES

Section 1. The property, affairs and concerns of the Corporation shall be vested in a Board of Trustees, as dictated by Legislative Act 5321-A/8116-A of the State of New York. The Board shall consist of fifteen (15) residents of Chemung County duly elected by a public ballot, one from each of the fifteen (15) Chemung County Legislative Districts.

Section 2. The Board of Trustees shall be responsible for developing policies, assuring adequate financing and money management, improving public relations and planning and evaluating programs toward established goals.

Section 3. The Board of Trustees shall be responsible for hiring a competent, professional and responsible Library Director in conjunction with Civil Service Regulations, ALA Certification, and NYS Licensing Rules.

Section 4. As set out in Leg. Act 5321-A/8116-A, five Trustees shall be elected by public ballot each year to serve a three-year term, commencing on January 1st of that year and ending December 31st of the third year served. Only qualified voters of the district shall be eligible for election to the Board of Trustees.

Section 5. Candidates for the office of member of the Board of Trustees of the Chemung County Library District shall be nominated by petition. A separate petition shall be required to nominate each candidate for a vacancy on the Board. The candidate receiving the largest number of votes in an election district shall be elected to fill the vacancy on the Board occurring in such election district. In the event there are no candidates from an election district, the Board of Trustees may appoint a qualified voter from the election district to serve on the Board until the next annual district election.

Section 6. If a Trustee doesn't complete his/her term, a qualified resident of that election district may be appointed by majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee

election. Any Trustee can resign at any time and any such resignation shall be effective upon delivery thereof in writing to the Corporation without necessity for acceptance by the Board. Any Trustee who is absent for three consecutive meetings without excuse accepted as satisfactory by the trustees shall be deemed to have resigned and the vacancy shall be filled.

Section 7. As set out in Leg. Act 5321-A/8116-A, no trustee shall serve more than nine consecutive years.

Section 8. The Board of Trustees shall determine a proposed budget to submit to the voters annually. All future budgets that increase or decrease the appropriation last approved by the voters shall be submitted by the Board of Trustees to the residents of the library district for approval by a majority of those residents voting at the annual election. The Board of Trustees shall annually file with the Clerk of the County of Chemung an estimate of the budget to be raised by levy for the library district for the following fiscal year. The Board of Trustees of the Chemung County Library District may accept on behalf of the district any absolute gift, devise or bequest of real or personal property and such conditional gifts, devises or bequests as it shall approve by resolution.

ARTICLE IV

MEETINGS

Section 1. Meetings of the Board of Trustees shall be held on the third Thursday of each month 12 times per annum at times to be established by the Board. All Board meetings will be publicized and are open to the public.

Section 2. A special meeting may be called by the President or by any eight Trustees. A public notice will be given for any special meeting.

Section 3. A quorum consisting of eight Trustees must be present in order to conduct a meeting.

Section 4. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting and all other supporting documents. The following agenda shall take precedence at regular meetings:

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Treasurer's Report
 - Report of receipts and disbursements
- Warrants
- Correspondence
- President's Report
- Director's Report
- Committee Reports
- Old Business
- New Business
- Period for Public Expression
- Adjournment

Section 5. An Executive Session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or executive Session. As directed by the New York State Public Officers Law, Section 105 (1), the motion must identify the "general area or areas of the subject or subjects to be considered."

Section 6. As required by Section 105 of the New York State Public Officers Law, attendance at an executive session shall be permitted to all Trustees and to any other persons approved by the Board, unless a trustee is the subject of the executive session, in which case the trustee could be excluded.

ARTICLE V

OFFICERS

Section 1. Legislative Act 5321-A/8116-A states that the Board of Trustees, at its first meeting each fiscal year shall elect or appoint a President, and Vice President, who shall be members of the Board and a Secretary, Treasurer and such other officers as they deem necessary. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees, and in that event, such officer may, if the Board so determines, receive compensation as fixed by resolution of the Board.

Section 2. The President shall preside at meetings of the Board. The President shall execute all documents approved by the Board. The President shall appoint members of all committees and shall be ex-officio member of all committees, shall authorize calls for special meetings, shall sign official documents and shall perform all other duties of a presiding officer.

Section 3. The Vice President shall, in the absence of the President, perform the functions and have the powers and duties of the President.

Section 4. The Secretary shall assure the maintenance of all the records of the Board, including the minutes of all Board meetings. The Secretary shall also handle all Board correspondence, gather Trustees Handbooks from retiring Board members and update said handbooks for new members by the annual organizational meeting. The Secretary shall be responsible for the collection and filing of all nominating petitions for election to the Board with the County Board of Elections not later than the thirty-sixth day preceding the election at which time the candidates nominated are to be elected.

Section 5. The Treasurer of the Chemung County Library District shall be custodian of all funds of the library district including gifts and trust funds paid over to the Trustees. The Treasurer shall, if required by the Board of Trustees, give the Board such security bond for the faithful discharge of his/her duties as the Board may direct. Any premiums incurred for such a Bond shall be paid by the District. The Board of Trustees may authorize the investment of funds in the custody of the Treasurer. No moneys shall be disbursed by the Treasurer of the Library District except after review and approval by the Board of Trustees. The Treasurer shall keep such records in such manner as the Board of Trustees may require. The Treasurer shall serve as the Chairperson of the Budget and Finance Committee.

ARTICLE VI

COMMITTEES

Section 1. The President may appoint special committees at any time from among the Trustees, and the President shall appoint all committee Chairpersons from among their number.

Section 2. All committee appointments expire with the call to order of the January organizational meeting.

Section 3. There shall be four Standing Committees: Executive Committee, Personnel Committee; Budget and Finance Committee, and Buildings and Grounds Committee. The functions of the standing committees, in addition to matters that may be referred to them by the Board from time to Time are as follows:

a. The Executive Committee shall consist of the Officers of the District and the immediate Past President, if such person is otherwise eligible and serving as a Trustee on the Board. This Committee

shall perform the functions of the Board of Trustees in the management of the affairs of the District during the intervals between meetings of the Board. All actions of the Executive Committee shall be reported at the next meeting of the Board. The Executive Committee shall annually review the current Bylaws. The Executive Committee shall not have authority as to the following matters:

- (1) Any action specifically required by the Certificate of Incorporation, the Bylaws, or the Not-For-Profit Corporation Law to be taken by the full Board of Trustees;
- (2) The filling of vacancies on the Board of Trustees or in any committee;
- (3) The amendment or repeal of the Bylaws or the adoption of new Bylaws;
- (4) The amendment or repeal of any resolution of the Board by which the terms shall not be amendable or repealable.

b. The Personnel Committee shall from time to time recommend to the Board, after consulting with the Library Director to the extent appropriate, policies and practices regarding staff, including without limitation, salaries, fringe benefits, job descriptions, leaves and terminations. This Committee shall receive at the annual organizational meeting and shall review an annual report from the Library Director on staff performance. This Committee shall review the performance as well as the compensation and employee benefits of the Library Director on at least an annual basis and submit a report to the Board prior to the preparation of the annual Budget. Such policies shall be implemented by the Library Director.

c. The Budget and Finance Committee shall work with the Library Director in preparing an annual budget and submitting the budget estimate to be raised by levy to the County Clerk annually as well as to the voters for approval at the annual election. Expenditures not provided for in the annual Budget shall not be made without Board approval. Profit and loss statements for the preceding month shall be contained in monthly reports to the Board. This Committee shall work with the auditors for the District in preparing annual financial reports. In general the financial status of the District shall be monitored by this Committee and recommendations made to the Board after consideration of, among other matters, the proposed budget of the Director and recommendations of other committees.

d. The Buildings and Grounds Committee shall submit a recommendation based on facility evaluation, for capital improvement funds to be established by the Budget and Finance Committee and the Board of Trustees. This Committee shall also review, oversee and make recommendations concerning matters pertaining to the various facilities and properties owned by the District.

Section 4. All formal recommendations of a committee shall be in a report to the Board. All committees, except the Executive Committee, are advisory only, and may proceed in carrying out any recommended action only in accordance with a resolution of the Board.

Section 5. Each committee shall have at least three members.

Section 6. The Library Director shall be notified of all committee meetings and given an opportunity to attend, unless otherwise provided by the Board. Subject to a Board request to consider a matter, each committee shall set its own schedule and meet according to its needs.

ARTICLE VII

MISCELLANEOUS

Section 1. The fiscal year of the Library District shall be January 1 through December 31.

Section 2. *Robert's Rules of Order* shall prevail in the event of procedural disputes.

Section 3. As required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the Trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.:

Section 4. Every Trustee, Officer, Director of the District shall be indemnified by the Library District to the fullest extent provided by New York State Law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

ARTICLE VIII

AMENDMENTS

Section 1. An amendment to the Bylaws may be proposed by any Trustee. Such an amendment shall be valid after a majority vote at a regular Board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the Agenda for the meeting when the vote is to take place.

These Bylaws supersede those approved December 1, 2005, revised and approved by vote on

(Document #2007-37)

Report of the April 12th, 2007 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 12th, 2007, beginning at 8:15am. Attending the meeting were Richard Pirozzolo, Kathy Stickler (MMB auditor), Andrea Ogunwumi, Joan Santulli, and Jim Sleeth.

Richard Pirozzolo, chair of the Committee, opened the meeting at 8:15am.

The following topics were discussed:

- Kathy Stickler, the Library District's auditor from the firm of Mengel Metzger Barr, reviewed her audit of the Library District's first year of operation, making observations and answering committee questions. Ms. Stickler agreed to attend the May 17th meeting of the board of the Chemung County Library District to present the audit.
- Richard Pirozzolo presented the assessor's report to Ms. Stickler, who indicated that she would update the property assessment figures in the audit.
- The March 31st, 2007 CCLD financial report was distributed and approved for submission to the CCLD board.
- The April 11th, 2007 unpaid bills detail for the grant and general fund budget was reviewed and approved for submission to the CCLD board.
- The 2008 budget timeline, as submitted by the administration, was approved.

The meeting adjourned at 9:45am.

The next meeting of the Budget & Finance Committee will be held on Thursday, May 10th, 2007, in the Petrie Conference Room of the Steele Memorial Library.

(Document #2007-38)

Report of the April 11, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District)

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, April 11, 2007, beginning at 3pm. Attending the meeting were Claudia Radin, Jan Kather, Karl Schwesinger, Jim Sleeth, and Joan Santulli.

Karl Schwesinger, chair of the Committee, opened the meeting at 3pm.

The following topics were discussed:

- It was recommended that the Library District pay an invoice from DPC Engineering as their work is complete.
- It was recommended that the Library District hold off on paying Hunt Engineers until after an April 26, 2007 meeting to review design specifications for roofing projects at Big Flats and West Elmira. Karl Schwesinger, Sue Oliver, & Jan Kather are all tentatively scheduled to attend this meeting.
- It was recommended that the Library District pay an invoice from Fagan Engineers for work on projects that are complete.
- Karl Schwesinger reported that DPC Engineering is working on bid documents for the Steele Library chiller. Once the documents are ready and approved by Library District attorney Young, the project will be advertised. It is most likely that the installation will be scheduled for late summer or early fall.
- The 2008 Budget timetable for input by the Building & Grounds Committee was briefly noted. The Committee will wait on Sue Oliver's update of CCLD facilities before deciding upon 2008 projects.
- A brief discussion of the question of what funds may be used as matching funds for library construction projects. Mention of possible Federal EPA-administered grant funds (for a green roof at the Steele Library) was made, with the possibility that obtaining these funds might be a more complex and lengthy process than STLS-administered New York State construction funds.

The meeting adjourned at 3:30pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, May 9, 2007, in the Library Director's office of the Steele Memorial Library.

Document # 2007-39

Report of the ad hoc Committee on Strategic Planning held on March 22nd, 2007 in the Petrie Conference Room of the Steele Memorial Library.

Attending the meeting were CCLD board members Joan Hurley, Kristen Meyer, Richard Pirozzolo, Kim Richards, Allen C. Smith, and Library Director Jim Sleeth.

Topics discussed:

- Kim Richards agreed to chair the ad hoc Committee on Strategic Planning.
- The Upstate History Alliance “Get Ready!” grants program.
- It was agreed that staff should complete and submit the Get Ready! Grant application.
- The difference between past plans, which have been operational plans, and strategic plans.
- The possible role that consultants to the CCLD planning process might take was briefly discussed.
- The possibility of issuing an RFP for a planning consultant was briefly discussed.
- It was agreed that meetings of the ad hoc Committee on Strategic Planning should be held on the 4th Thursday of each month at 7pm.

The next scheduled meeting of the ad hoc Committee on Strategic Planning is Thursday, April 26, 2007.