

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The February 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 19<sup>th</sup>, 2009 at 7pm in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. 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).

***Please note: Dianne Patchett and Kim Jones will park the CCLD Bookmobile in the Steele Memorial Library parking lot beginning at 6:30pm on the 19<sup>th</sup> of February. They look forward to giving a tour and discussing Bookmobile services with interested CCLD Board members before the regular meeting begins at 7pm.***

1. Call to order
2. Pledge of allegiance
3. Marketing Committee presentation of the new CCLD logo
4. Approval of minutes (document #2009-08)
5. Treasurer's report
  - a) Financial report (document #2009-09)
  - b) Report of unpaid Bills Detail (document #2009-10)
6. Correspondence
7. President's report
  - a) 2/11/09 letter to the Public Library Foundation (document #2009-11)
8. Director's report
  - a) Personnel activities since the January 2009 meeting of the Library Board (document #2009-12)
  - b) Discussion of the future of outreach services from the CCLD Bookmobile.
9. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2009-13)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2009-14)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2009-15)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*Minutes of the January 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-08*

**Minutes of the January 2009 meeting of the Chemung County Library District Board of Trustees.** The January meeting was held on Thursday, January 15, 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, Judy Sell, Tina Hager, Susan Cook, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Sandra Dicinti. Excused: Mary Beth Conwell. Also present were Jim Sleeth, the Library's Director, Joan Santulli, the Library's Administrative Assistant and Sherrill Collins, acting as Notary Public for the oaths of office of new board members.

President Smith welcomed the elected and appointed members to the board. Elected board members were Marleah Denkenberger – District 1; Susan Cook – District 6; and Andrea Ogunwumi – District 9.

Appointed board members who will serve a one year term were Tina Hager – District 5; Mary Beth Conwell – District 7; Jason Harmon – District 10 and Sandra DeCinti – District 13. The elected and returning board members then took their oath of office, administered by the notary Sherrill Collins.

President Smith then thanked Ms. Collins for her years of service on the CCLD board of trustees. Her experience as a library employee, her service on the CCLD Board of Trustees, and her membership on and position with the Southern Tier Library System Board of Trustees were very useful to the CCLD board.

**Minutes.** The minutes of the December 2008 meeting (Document #2009-1) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The December 31, 2008 Financial Report (Document #2009-2) was presented for the board to review. Ms. Fitzgerald noted that the actual amounts received and disbursed throughout the year were very close to the budget amounts. She explained that there are two reasons for the salary line to be over-spent in 2008. First, the Library District reports on a cash basis, and there were 27 payroll periods recorded in 2008 instead of the usual 26. Second, a long-tenured Library District employee retired at the end of 2008 and there was a significant payout of sick leave and vacation accruals. By unanimous consent the December 31, 2008 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-3). Ms. Fitzgerald requested that an additional invoice be added to the list of Unpaid Bills: Jim's Electric has completed his research on the proper way to complete the re-installation of outside lighting at the Big Flats Library and has requested to be paid \$440. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/31/08 and 1/7/09 as amended.

**Correspondence:** The correspondence folder contained the following items of interest:

- The 2009 roster of CCLD Board of Trustees was passed around so members could update their contact information.
- A copy of a letter sent to Chemung County Executive Tom Santulli, which thanked him for his continuing emphasis on shared services, particularly with regard to sharing the skills of the County Buildings & Grounds Department with the Library District.
- A copy of the January 2009 STLS newsletter which delineates New York State's expected 18% reduction of aid to libraries and library systems.

**President's report.** President Smith submitted a slate of officers for consideration by the board. Ms. Reynolds moved, seconded by Mr. Harmon, to approve the following slate of officers for calendar year 2009: President – Allen (Denny) Smith, Vice-President – Marleah Denkenberger, Secretary – Susan Cook, Treasurer – Robin Fitzgerald and Jan Kather as the member-at-large to the Executive Committee. Motion Carried. The board then reviewed the 2009 Meeting Schedule for board and committee meetings (Document #2009-4).

President Smith then encouraged new members of the board to give careful consideration to which committee they would be available to serve on during the current year. He requested that members contact either him or Ms. Santulli with their choices. Committee assignments will be made at the February 2009 meeting of the board. He then explained that if board members are not able to attend a meeting, they need to contact the Library District prior to the meeting in order to be excused. The CCLD by-laws state that if a member has three unexcused absences, they are removed from their position on the board.

Board orientation will be scheduled for later this month. This gives members an opportunity to learn about the organization. Mr. Smith invited all board members to attend.

**Director's Report.** The Director's report concerning personnel activities since the November 2008 meeting was presented in writing to the board (Document #2009-5). Mr. Sleeth reported on the procedure he has taken in order to recruit a Youth Services Librarian at the Steele Memorial Library. He expects to make a selection from the three candidates this week. He also reported that the vacancy of a part-time Library Clerk at the Big Flats Library has been filled.

Mr. Sleeth stated that he was off on medical leave from December 2, 2008 until January 5, 2009. During that time he kept in touch with Ms. Santulli and checked his email regularly. He also came in to work during that time to conduct interviews with the candidates for the Librarian 1 position. He was back to a full work schedule beginning January 12, 2009.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2009-6). President Smith stated the committee talked at some length regarding Phase 2 of the redesign of the Steele Memorial Library. The committee decided to continue to proceed with the acquisition of furniture for the children's department and to begin requesting design ideas for the café area from local interior design firms. Further action was referred to the Building & Grounds Committee.

It was reported that Mr. Schwesinger and Ms. Santulli provided, at the request of the Southern Tier Library District, a list of “shovel ready” construction projects for the library system to present to New York State for funding through a prospective federal economic stimulus package. The three projects submitted were repair of the drywell at the Big Flats Library parking lot, replacement of the roof of the Steele Memorial Library and purchase of a new CCLD Bookmobile.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-7). Ms. Fitzgerald stated that the committee reviewed the final 2008 fund balance report of the Public Library Foundation funds. She will review this report with Judy Sell, the CCLD liaison to the PLF board.

Ms. Santulli displayed a fistful of coupons for \$10 off of library fines offered to library patrons. Mr. Sleeth said this was an experiment designed to assist our patrons keep their accounts up to date.

Ms. Ogunwumi reported on her attempts to get a facilitator for a CCLD Board retreat. It is expected that the Executive Committee will meet with this person at its February 2009 meeting.

Ms. Santulli submitted in writing the final Library District / CSEA memorandum of agreement dated January 12, 2009 which was agreed to after meeting with a mediator. After review by the board, Ms. Fitzgerald moved, seconded by Ms. Denkenberger, to accept the items agreed upon during the contract negotiations as listed on the memorandum of agreement dated 1/12/09. Motion Carried. The proposal will now be voted on by Library District employees.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was submitted in writing at the meeting. Mr. Schwesinger reported on the following:

- A short-term solution to the drainage problem at the Big Flats Library is to have the parking lot and dry well pumped out as needed. Sheesley’s Sewer Service has agreed to do this. The long-term solution, which will begin in the spring, is to install a larger and deeper drywell.
- The committee discussed the question of whether to sell food and drinks in the café area of the Steele Memorial Library, since Health Department rules for serving food are complicated. It was suggested to have a trial run – not to sell food or drinks but to allow our patrons to bring in drinks only into the café area of the Steele Library – and only after the renovations to the café area of the Steele Library are complete.
- A belt broke on the new HVAC system at the Horseheads Free Library and staff called the Chemung County Buildings & Grounds Department for the repair. There is a 5 year warranty on the system and O’Connor Plumbing & Heating, the contractor who installed the system should be called regarding repairs.
- Regarding the 2007 State Construction Projects, (1) the roofing project at the Horseheads Free Library is near completion and (2) the automatic doors at the Big Flats and West Elmira Libraries are almost complete. Regarding the automatic doors, the contractor is awaiting delivery on some molding for installation. Warranty information on these automatic doors from the contractor is expected soon.

- The committee discussed developing specifications for the “shovel ready” projects recently submitted to STLS. A basic preliminary design is what is needed. If it is possible to submit another project for this possible funding, the parking lot at the Steele Memorial Library will be added to the list.

**Old Business.** None.

**New Business.** Ms. Reynolds requested that the Marketing Committee be allocated time at the February 19, 2009 CCLD board meeting to present the new design (logo) that the committee has agreed could represent the Library District. The design was developed by Mark Rubin. If approved by the full CCLD board, the logo will be used on letterhead, news releases, flyers, and as appropriate on other items.

Mr. Sleeth reported that he expects to have copies of the Library District’s annual report from all departments for review at the February 2009 meeting of the board.

**Public Expression.** Jessica Roberts of 814 Adams Street and Jennifer Thomas of 820 Mt. Zoar Street were present to discuss the “Lapsit” program at the Steele Memorial Library. They decided not to speak because this matter was taken care of prior to the board meeting. President Smith thanked both of them for attending the meeting.

The meeting was adjourned at 8:15pm. The next regular meeting of the board will be on Thursday, February 19, 2008 at 7pm at the Steele Memorial Library.



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of February 11, 2009**

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	02/11/2009	Pest Control @ Steele-February 09	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
<b>Alliance Entertainment Corp.</b>			
	02/11/2009	purchases for HFL	287.38
Total Alliance Entertainment Corp.			<u>287.38</u>
<b>AT&amp;T</b>			
	02/11/2009	long dist chg-SML-Feb	9.86
Total AT&T			<u>9.86</u>
<b>Audio Adventures</b>			
	02/11/2009	Steele AV purchases	45.00
Total Audio Adventures			<u>45.00</u>
<b>Audio Editions</b>			
	02/11/2009	CD/Audio purchases for Steele	8.00
Total Audio Editions			<u>8.00</u>
<b>Baker &amp; Taylor Books</b>			
	02/11/2009	HFL book purchases	660.64
Total Baker & Taylor Books			<u>660.64</u>
<b>BBC Audiobooks America</b>			
	02/11/2009	Audio purchases for Steele	149.88
Total BBC Audiobooks America			<u>149.88</u>
<b>Blackbourn Media Packaging</b>			
	02/11/2009	AV supplies for B.F. / Steele / W.E.	564.37
Total Blackbourn Media Packaging			<u>564.37</u>
<b>Brodart Co.</b>			
	02/11/2009	new sign-HFL	224.04
Total Brodart Co.			<u>224.04</u>
<b>Center Point Large Print</b>			
	02/11/2009	ST / BKM large print	439.14
Total Center Point Large Print			<u>439.14</u>
<b>Deborah L. Brimmer</b>			
	02/11/2009	Mileage reimb - January	143.91
Total Deborah L. Brimmer			<u>143.91</u>

**Chemung County Library District General Fund**  
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**As of February 11, 2009**

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Demco, Inc.</b>			
	02/11/2009	Patron Counters-all libraries	2,617.91
Total Demco, Inc.			<u>2,617.91</u>
<b>Elmira Structures, Inc.</b>			
	02/11/2009	Final Payment-2007 NYS Const Proj. @ BF & WE	73,171.00
Total Elmira Structures, Inc.			<u>73,171.00</u>
<b>Fagan Engineers</b>			
	02/11/2009	Prof. Svc-2007 State Const. projects 11/8-1/16/09	3,351.84
Total Fagan Engineers			<u>3,351.84</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	02/11/2009	reinstall door contact-State Const project	111.00
Total Fire Alarm Service Technology, Inc.			<u>111.00</u>
<b>First Transit</b>			
	02/11/2009	Bookmobile fuel / repair January 09	1,233.95
Total First Transit			<u>1,233.95</u>
<b>Gressco LTD.</b>			
	02/11/2009	DVD security cases for ST	1,810.98
Total Gressco LTD.			<u>1,810.98</u>
<b>H. L. Treu Office Supply Corp.</b>			
	02/11/2009	Office supply	10.55
Total H. L. Treu Office Supply Corp.			<u>10.55</u>
<b>Highsmith, Inc.</b>			
	02/11/2009	print protectors/jewel case trays	107.26
Total Highsmith, Inc.			<u>107.26</u>
<b>Idearc Media Corp.</b>			
	02/11/2009	Phone book ad-monthly fee/09 directories	98.03
Total Idearc Media Corp.			<u>98.03</u>
<b>Image Integrator</b>			
	02/11/2009	2009 service agreements for all Microfilm machines	4,065.00
Total Image Integrator			<u>4,065.00</u>
<b>Library Video Company</b>			
	02/11/2009	DVD purchase HFL	277.88
Total Library Video Company			<u>277.88</u>



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Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Logic Computer Products</b>			
	02/11/2009	Printer supply-all libraries	208.75
Total Logic Computer Products			<u>208.75</u>
<b>Martha Stewart Living</b>			
	02/11/2009	magazine subscription W.E.	19.95
Total Martha Stewart Living			<u>19.95</u>
<b>Mid American Specialties</b>			
	02/11/2009	WE programming	130.22
Total Mid American Specialties			<u>130.22</u>
<b>MidWest Tape</b>			
	02/11/2009	DVD/Audio purchases- Steele/HFL/W.E.	2,861.72
Total MidWest Tape			<u>2,861.72</u>
<b>New York Library Association (NYLA)</b>			
	02/11/2009	NYLA membership-District Director	465.00
Total New York Library Association (NYLA)			<u>465.00</u>
<b>Oriental Trading Company, Inc.</b>			
	02/11/2009	programming supplies-HFL	72.91
Total Oriental Trading Company, Inc.			<u>72.91</u>
<b>Raco Industries</b>			
	02/11/2009	Receipt Printer for ST / HFL	489.71
Total Raco Industries			<u>489.71</u>
<b>Random House, Inc.</b>			
	02/11/2009	AV purchases-ST	177.15
Total Random House, Inc.			<u>177.15</u>
<b>Recorded Books</b>			
	02/11/2009	Steele purchases	173.20
Total Recorded Books			<u>173.20</u>
<b>Research Technology International</b>			
	02/11/2009	supplies for disc cleaning machine-HFL	199.95
Total Research Technology International			<u>199.95</u>
<b>Rivershore Reading Store</b>			
	02/11/2009	library stickers-all libraries	187.00
Total Rivershore Reading Store			<u>187.00</u>

**Chemung County Library District General Fund**  
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**As of February 11, 2009**

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Scholastic, Inc.</b>			
	02/11/2009	Roar Purchase	4,274.42
Total Scholastic, Inc.			<u>4,274.42</u>
<b>SDS of NY</b>			
	02/11/2009	garbage disposal-BF,WE,HFL for Jan	135.96
Total SDS of NY			<u>135.96</u>
<b>Seedlings Braille Books for Children</b>			
	02/11/2009	Braille books-W.E.	81.25
Total Seedlings Braille Books for Children			<u>81.25</u>
<b>Seneca Data</b>			
	02/11/2009	Monitors & Filters BF / ST	733.00
Total Seneca Data			<u>733.00</u>
<b>SKJ Facilities Management, Inc.</b>			
	02/11/2009	HFL Janitor services -Jan	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Southern Tier Library System</b>			
	02/11/2009	processing fees/tattle tape/reimb lost book	1,126.50
Total Southern Tier Library System			<u>1,126.50</u>
<b>Spoon Man, Inc.</b>			
	02/11/2009	deposit on August program at W.E.	50.00
Total Spoon Man, Inc.			<u>50.00</u>
<b>The Binghamton Zoo</b>			
	02/11/2009	April program at B.F.	120.00
Total The Binghamton Zoo			<u>120.00</u>
<b>The Penworthy Company</b>			
	02/11/2009	library materials for HFL / W.E.	2,057.51
Total The Penworthy Company			<u>2,057.51</u>
<b>Thomson Gale</b>			
	02/11/2009	ST fiction purchase	833.65
Total Thomson Gale			<u>833.65</u>
<b>Time Warner Cable</b>			
	02/11/2009	VPN service-BF-Feb	21.67
Total Time Warner Cable			<u>21.67</u>

**Chemung County Library District General Fund**  
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As of February 11, 2009

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Tom Rasely</b>			
	02/11/2009	March program at BF	300.00
Total Tom Rasely			<u>300.00</u>
<b>Town of Big Flats</b>			
	02/11/2009	2009 water district tax	19.63
Total Town of Big Flats			<u>19.63</u>
<b>Town of VanEtten</b>			
	02/11/2009	Building rental-FEB-JUNE	2,083.30
Total Town of VanEtten			<u>2,083.30</u>
<b>Unique Management Services, Inc.</b>			
	02/11/2009	Collection fees January	712.46
Total Unique Management Services, Inc.			<u>712.46</u>
<b>Upstart</b>			
	02/11/2009	programming supplies B.F.	45.26
Total Upstart			<u>45.26</u>
<b>Vanessa L. Miller</b>			
	02/11/2009	Patron Refund	20.00
Total Vanessa L. Miller			<u>20.00</u>
<b>Verizon</b>			
	02/11/2009	phone service-W.E./ST	517.69
Total Verizon			<u>517.69</u>
			<u><u>108,010.48</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of February 11, 2009

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Grey House Publishing</b>			
	02/11/2009	Reference Material	184.00
Total Grey House Publishing			<u>184.00</u>
<b>Harris Infosource</b>			
	02/11/2009	Reference material	190.00
Total Harris Infosource			<u>190.00</u>
<b>INFOUSA-City Directories</b>			
	02/11/2009	reference materials	227.00
Total INFOUSA-City Directories			<u>227.00</u>
<b>Southern Tier Library System</b>			
	02/11/2009	processing fees-NonF & Ref -January	106.00
Total Southern Tier Library System			<u>106.00</u>
<b>The Central library Association of NYS</b>			
	02/11/2009	membership dues	100.00
Total The Central library Association of NYS			<u>100.00</u>
			<u><u>807.00</u></u>

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of February 3, 2009**

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	02/03/2009	purchases - all libraries	<u>528.58</u>
Total Amazon Credit Plan			528.58
<b>American Library Association</b>			
	02/03/2009	prog supplies-W.E.	<u>33.50</u>
Total American Library Association			33.50
<b>AT&amp;T</b>			
	02/03/2009	long dist chg-SML-Jan	<u>12.43</u>
Total AT&T			12.43
<b>Avoca Free Library</b>			
	02/03/2009	payment for lost book	<u>25.00</u>
Total Avoca Free Library			25.00
<b>Chemung Canal Trust Company</b>			
	02/03/2009	misc credit card purchases-Jan	<u>955.27</u>
Total Chemung Canal Trust Company			955.27
<b>Chemung County Library District</b>			
	02/03/2009	Petty Cash reimbursement - BF	<u>93.88</u>
Total Chemung County Library District			93.88
<b>Craig Classen</b>			
	02/03/2009	Patron Refund	<u>4.25</u>
Total Craig Classen			4.25
<b>David A. Howe Public Library</b>			
	02/03/2009	Payment for book-ST patron	<u>20.00</u>
Total David A. Howe Public Library			20.00
<b>Demco, Inc.</b>			
	02/03/2009	DVD cases-ST	<u>535.05</u>
Total Demco, Inc.			535.05
<b>EBSCO Subscription Services</b>			
	02/03/2009	magazine subscription renewal - all librariesl	<u>9,661.82</u>
Total EBSCO Subscription Services			9,661.82
<b>Eleanor Shepson</b>			
	02/03/2009	Reimbursement-Librarian 1 recruitment	<u>42.69</u>
Total Eleanor Shepson			42.69
<b>Elmira Water Board</b>			
	02/03/2009	Water bills-ST/WE	<u>167.31</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of February 3, 2009

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Elmira Water Board			167.31
<b>Franklin L. Clark, Sr.</b>			
	02/03/2009	Crinkleroot program supplies-BF	150.00
Total Franklin L. Clark, Sr.			<u>150.00</u>
<b>Horseheads Do It Center</b>			
	02/03/2009	HFL - supplies	19.42
Total Horseheads Do It Center			<u>19.42</u>
<b>HRATT</b>			
	02/03/2009	H.R. membership dues 2009	40.00
Total HRATT			<u>40.00</u>
<b>Ingram Library Services</b>			
	02/03/2009	Library materials- January	3,949.43
Total Ingram Library Services			<u>3,949.43</u>
<b>Karen A. Romen</b>			
	02/03/2009	Patron Refund	10.00
Total Karen A. Romen			<u>10.00</u>
<b>New York State Assoc. of Library Boards</b>			
	02/03/2009	membership dues for district-2009	225.00
Total New York State Assoc. of Library Boards			<u>225.00</u>
<b>Petty Cash-Steele</b>			
	02/03/2009	Steele supply/postage etc	174.69
Total Petty Cash-Steele			<u>174.69</u>
<b>Pitney Bowes</b>			
	02/03/2009	mail machine lease-1st qtr 09	675.00
Total Pitney Bowes			<u>675.00</u>
<b>Purchase Power</b>			
	02/03/2009	postage due	18.99
Total Purchase Power			<u>18.99</u>
<b>Rose Woodard</b>			
	02/03/2009	Reimb for books/programming supplies WE	406.97
Total Rose Woodard			<u>406.97</u>
<b>SDS of NY</b>			
	02/03/2009	garbage disposal-BF,WE,HFL for Aug &	269.18
Total SDS of NY			<u>269.18</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of February 3, 2009

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Staples Business Advantage</b>			
	02/03/2009	office supplies-all libraries	330.41
Total Staples Business Advantage			<u>330.41</u>
<b>Staples Credit Plan</b>			
	02/03/2009	Office supplies BF/HFL/Admin	170.92
Total Staples Credit Plan			<u>170.92</u>
<b>Star Gazette</b>			
	02/03/2009	WE annual subscription	183.02
Total Star Gazette			<u>183.02</u>
<b>The Post-Standard</b>			
	02/03/2009	annual subscription 2009	476.32
Total The Post-Standard			<u>476.32</u>
<b>Unique Books, Inc.</b>			
	02/03/2009	HFL purchases	23.58
Total Unique Books, Inc.			<u>23.58</u>
<b>Unique Management Services, Inc.</b>			
	02/03/2009	Collection fees December-all libraries	1,125.81
Total Unique Management Services, Inc.			<u>1,125.81</u>
<b>Verizon</b>			
	02/03/2009	phone service-HFL/WE/ST	656.37
Total Verizon			<u>656.37</u>
<b>Verizon Wireless</b>			
	02/03/2009	BKM/IT Dept cellular service-Jan	156.26
Total Verizon Wireless			<u>156.26</u>
<b>World Book, Inc.</b>			
	02/03/2009	encyclopedia-HFL	869.00
Total World Book, Inc.			<u>869.00</u>
<b>TOTAL</b>			<u><u>22,010.15</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of February 3, 2009

Document #2009-10

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	02/03/2009	NonFiction book purchase	10.36
Total Amazon Credit Plan			<u>10.36</u>
<b>Baker &amp; Taylor Books</b>			
	02/03/2009	Reference materials	1,829.23
Total Baker & Taylor Books			<u>1,829.23</u>
<b>Ingram Library Services</b>			
	02/03/2009	Non-Fiction book purchases	1,928.44
Total Ingram Library Services			<u>1,928.44</u>
<b>Southern Tier Library System</b>			
	02/03/2009	processing fees-NonF & Ref -Dec	64.50
Total Southern Tier Library System			<u>64.50</u>
<b>World Almanac Education</b>			
	02/03/2009	Reference material	32.90
Total World Almanac Education			<u>32.90</u>
<b>TOTAL</b>			<u><u>3,865.43</u></u>



Document # 2009-11

CHEMUNG COUNTY  
LIBRARY DISTRICT

101 East Church Street  
Elmira, NY 14901  
607-733-9173

February 11, 2009

Richard Pirozzolo  
Public Library Foundation of Chemung County  
405 South Main Street  
Horseheads, NY 14845

Dear Dick,

Enclosed please find the Financial Report of the contributions from the Public Library Foundation to the Chemung County Library District, as per your request. Please direct any questions to Joan Santulli, CCLD Administrative Assistant.

Speaking for the Board of Trustees of the CCLD, please accept our sincere gratitude for the significant contributions to the Library District, with specific designation for the CCLD Horseheads Library. Libraries have been hit hard by the various economic factors that have reduced government and foundation financial support. The ability of the Public Library Foundation, to dramatically increase the 2008 contribution, is indicative of your sincere commitment to the intellectual health our community and the institution that sustains it.

We trust that your investment success will continue to grow as the needs of the Library District do as well. We look forward to our futures together. We appreciate your advocacy and your financial assistance.

Sincerely,



Allen C. Smith, President  
Chemung County Library District

**Document #2009-12**

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: February 12, 2009

**Civil Service Commission extends probation periods.** A call to the Regional Civil Service Commission yielded new information regarding the length of probationary periods. Effective February 2008, the Civil Service Commission extended probationary periods for new employees from 26 weeks to 52 weeks.

**Personnel changes at the Steele Memorial Library.** A part time Library Page (Wheeler) resigned her position during the month of January and was replaced by a new part time Library Page (Menchini). Since Sarah Menchini had previously worked at the Steele Library, training time was minimal. Nevertheless, Ms. Menchini's probationary period will extend to January 22<sup>nd</sup>, 2010.

Part time Library Page Beth Morrell successfully passed her probationary period and is now a permanent CCLD employee, effective 2/11/09.

Once the new Steele Memorial Library Youth Services Librarian 1 arrives in late February, the Library District will be at full staff.

## **Document #2009-13**

### **Report of the February 4, 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 Wednesday, February 4, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Susan Cook, and Robin Fitzgerald. Staff present were Joan Santulli, Administrative Assistant and Jim Sleeth, Library Director. Also present was A.J. Venette.

The following topics were discussed:

- Mr. Smith introduced Al Venette, a facilitator the Library District is considering for a proposed board retreat. Mr. Venette reviewed his proposal, including objectives, proposed approach, and scope of work. The members of the Executive Committee reacted positively to Mr. Venette's proposal for a board retreat, and the proposal will be brought to the CCLD board for review, discussion, and decision.
- Bookmobile grant request to the Community Foundation. Mr. Sleeth reviewed a grant request that he proposed to present to the Community Foundation, reviewing the program description, the estimated project timeframe, external community support, key board members and library staff involved in the project, target audience and special populations to be served, a description of how the project will be announced to the community, evidence the program will be evaluated, and project budget. Mr. Sleeth recounted conversations with several Chemung County foundation principals and gave his opinion that, in order for the project to be funded, the Library District needed to commit \$100,000 of its funds. Discussion ensued, and the proposal was referred to the full CCLD board for consideration.
- Mr. Sleeth passed around the table the newest newsletters from the Friends of the Steele Memorial Library and the Friends of the Horseheads Free Library. Also distributed was the NYSALB Winter 2009 issue.
- Mr. Sleeth passed around the table the recent publicity in the Star-Gazette regarding the \$30,000 donation for new library materials and programming for the Big Flats, West Elmira, Steele youth services, and Steele adult services departments.
- Ms. Santulli reviewed the annual letter to the Southern Tier Library System (STLS) verifying purchases and payments made with 2008 Central Book Aid (CBA) funds.

- Mr. Sleeth passed around the table a memo from STLS restating the 18% proposed reduction in State Aid currently in the Governor's 2009 – 2010 budget. Included in this reduction is an estimated loss of \$30,000 in central library funding. Mr. Sleeth suggested that interested board members should consider attending the March 10<sup>th</sup> STLS-sponsored trip to Albany for Library Lobby Day.
- Mr. Sleeth discussed various issues related to the Van Etten Library. Mr. Sleeth suggested that several items needed attention, including (1) resolving the issue of who oversees the program of service at Van Etten; (2) the full implementation of the STLS automated library system to manage the collection and implement CCLD circulation policies at Van Etten; (3) better space utilization at the Van Etten Library; (4) improve the print and non-print collection by weeding out the old and under-used items, replacing them with current materials of greater value; (5) provide training for and improved communication with the individual in charge of library service at Van Etten; and (6) improved use of the Van Etten Library through better marketing. Discussion ensued. It was suggested that Mr. Sleeth contact the Town of Van Etten Supervisor to discuss these items.
- Personnel issue: the cost of health care for CCLD administrative staff. Mr. Sleeth and Ms. Santulli discussed the differences between their health care coverage offered to CCLD staff and CCLD administration. This matter will be taken to the full board for discussion.
- Mr. Smith stated that he has found an interested individual willing to represent the Library District's 15<sup>th</sup> District. This individual will be nominated at the next board meeting.
- Ms. Santulli reviewed the 2/3/2009 Unpaid Bill Detail. Ms. Fitzgerald moved, seconded by Ms. Cook, to approve payment of these bills. Motion carried.

The committee adjourned at 9:20pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, March 4<sup>th</sup>, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2009-14**

### **Report of the February 12<sup>th</sup>, 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, February 12<sup>th</sup>, 2009, beginning at 8:15am. Attending the meeting were Jason Harmon, Sue Cook, and Denny Smith. Also attending were Joan Santulli, CCLD Administrative Assistant and Jim Sleeth, CCLD Director.

The meeting opened at 8:15am.

The following topics were discussed:

- Financial Report dated 1/31/09 was discussed. Among the details reviewed was the practice of using contingency line when the annual budgeted line reached 100% spent. Also discussed was the timing of construction revenues and expenditures, where project revenues may be received in one fiscal year but project expenditures are made in a different fiscal year. The practice of paying the data processing consultant for a full year's expenses in order to receive a 15% discount on costs was reviewed. It was noted that some expenses – notably payment of taxes – that are paid in January cover the full year's costs. The January Financial Report was referred to the full CCLD Board for review.
- The 12/31/08 Fund Balance Report was discussed. The policy was reviewed, the 12/31/08 cash balance was given, various restricted funds were detailed and explained, revealing the actual fund balance.
- The Unpaid Bills Detail for both the General Fund and the Grant Fund dated 2/11/09 were provided to the Committee. Several items were highlighted, including final payment to Elmira Structures for construction projects at West Elmira and Big Flats libraries.

The meeting adjourned at 9:20am. The next meeting of the Budget & Finance Committee will be held on Thursday, March 12<sup>th</sup>, 2009 in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2009-15**

### **Report of the February 11<sup>th</sup>, 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, February 11<sup>th</sup>, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, Joan Santulli, and Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

- Karl Schwesinger stated that the committee could use an additional CCLD Board member.
- The closeout package and warranty information for the West Elmira and Big Flats Library ADA projects – ADA accessible restroom and entrance renovation project – from Elmira Structures, Inc., were received. Final inspection has been made and certifications are included. Karl Schwesinger concludes that full payment (\$35,316 for West Elmira; \$37,855 for Big Flats) is now warranted. He will request approval at the next CCLD Board meeting.
- Report on a meeting with the County. A meeting with Gary Morenus and Bob Dierele from the Chemung County Building & Grounds staff was held on February 10<sup>th</sup>, 2009. Suggestions were made on a more close working arrangement between the Chemung County Building & Grounds Department and the Library District on future projects.
- Ms. Santulli notified the Building & Grounds Committee that the State Education Department has notified the Library District of final grant approval for the 2008 project at the Horseheads Free Library. The title of this project is Windows / front entrance doors / metal doors at the Horseheads Free Library. The next step is to work with an engineering firm to create bid specifications for the project.
- Ms. Santulli submitted an invoice from Fagan Engineers dated January 22<sup>nd</sup>, 2009 for work performed on the 2007 State construction projects (November 8<sup>th</sup>, 2008 – January 16<sup>th</sup>, 2009) in the amount of \$3,351.84. The Committee approved this invoice to be presented to the next CCLD Board meeting.
- The 2007 roof project at the Horseheads Free Library. Mr. Schwesinger stated that there will be a meeting with the contractor and the County before final payment is authorized.

The meeting adjourned at 3:20pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, March 11<sup>th</sup>, 2009 at 3pm in the Director's Office at the Steele Memorial Library.