



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

Agenda

The July 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, July 16th, 2009 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845.** The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-50)
4. Treasurer's report
 - a) Financial report (document #2009-51)
 - b) Report of unpaid Bills Detail (document #2009-52)
6. Correspondence
7. President's report
8. Director's report
 - a) Personnel activities since the June 2009 meeting of the Library Board (document #2009-53)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-54)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-55)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-56)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

The August 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, August 20th, 2009 at the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901.**

***Minutes of the June 2009 meeting of the Chemung County Library District Board of Trustees.
Document #2009-50***

Minutes of the June 2009 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 18, 2009 at 7:00pm at the Van Etten Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Susan Cook, Mary Beth Conwell, Jan Kather, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused were Marleah Denkenberger, Andrea Ogunwumi, and Sandra Dicinti. Absent was Tina Hager. Also present was Maureen Ferrell, liaison with the Public Library Foundation of Chemung County, Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Minutes. The minutes of the May 2009 meeting (Document #2009-41) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial report. The May 31, 2009 Financial Report (Document #2009-42) was presented for board review. By unanimous consent the May 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Report of unpaid bills. Mr. Schwesinger requested that two invoices be added to the list of Unpaid Bills (Document #2009-43) for approval of payment: (1) \$10,683 for Wenzel Contractors for work to be completed in the Steele Library rear parking lot and being paid under the 2006 Steele Library State Construction project; and (2) \$16,390 for Jim's Electric for work completed at the Big Flats Library to remove and re-wire the interior and exterior lights. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/5/09 and 5/13/09 as amended.

President's report. Reflections on the board retreat (Document #2009-44). President Smith stated that he was well pleased with the attendance and participation at the recent board retreat, held on Saturday, May 30, 2009. Board members have received a copy of the meeting summary from Mr. Al Venette. Mr. Smith requested that under "New Member Guidance", current board members consider becoming a mentor to a new board member. It was stated that the plan needs some sort of development and also there needs to be a succession plan for board members who have served their term limits and will leave the board. Mr. Smith requested input from board members on how to go about implementing the improvements listed in the Meeting Summary. He stated that Mr. Venette has offered to assist the board in developing creative solutions to the areas needing improvement. It was stated that it is a good idea to hold a board retreat every two years.

Correspondence. All current correspondence was listed in the June Executive Committee report.

Director's report. The Director's report concerning personnel activities since the May 2009 meeting was presented in writing to the board (Document #2009-45). Mr. Sleeth reported on meetings he attended this month with several officials from the Town of Van Etten (Document

#2009-46). He met with Town Supervisor George Keturi and reassured him that the Van Etten Library is as important to the Library District today as it was when the District was formed in 2006. He and Mr. Keturi came to an informal agreement about what will happen when the current Van Etten Library employee retires. The responsibility for the Van Etten Library will fall to the Chemung County Library District. The Town will forego the monthly rent currently paid by CCLD in order for the Library District to pay for a new part time employee. CCLD will plan to make improvements at the library to include weeding the collection and creating more programming opportunities for young children. The informal agreement was put in writing and sent to Mr. Keturi, who will most likely share it with members of the Town Board of Trustees.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-47). President Smith stated the Committee reviewed and evaluation of the program of service at the Horseheads Free Library submitted by Chris Corter, the Librarian in charge. There are areas for improvement in the services, procedures and surroundings. Mr. Smith stated that Library District Management will begin to implement the changes at the Horseheads Free Library.

Mr. Sleeth reported on the funding for a new Bookmobile. Besides the \$140,000+ amount listed in the Executive Committee's June 3, 2009 report, the Community Foundation has informed the District that it will approve a request for \$35,000 toward the purchase of a new Bookmobile. At a meeting of Library District staff yesterday, the advisability of hiring a consultant who specializes in writing and evaluating specifications for a new Bookmobiles was discussed. Mr. Sleeth announced that staff members Dianne Patchett and Lynn Shepson will attend "Bookmobile Sunday," a pre-conference to the annual meeting of the American Library Association where many issues relating to new vehicles and bookmobile services will be discussed. A full report of their attendance at Bookmobile Sunday will be provided the Library District board.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-48). Ms. Fitzgerald stated that the Committee instructed CCLD management to include a 3% inflation cost in all areas of the 2010 proposed budget. A preliminary budget will be reviewed by the Committee at its July meeting.

Building & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-49). Mr. Schwesinger reported that since the Committee's June meeting, the problem with locking the doors at the Horseheads Free Library have been resolved. The architects are working on future State Construction projects, and the septic system at the Big Flats Library will be fixed next week. He stated that the Library District will know soon whether or not the application to install a green roof at the Steele Library has been approved.

Personnel Committee. Regarding the evaluation of the Library District Director, Ms. Conwell reported that all the staff and trustee evaluations have been received and are currently being reviewed. A final summary of the evaluations will be available at their next meeting.

Old Business. None.

New Business. On behalf of the Steele Memorial Library Foundation, Ms. Fitzgerald moved, seconded by Ms. Kather that Sam Castellino be appointed to fill the vacancy on the board.
Motion Carried.

Public Expression. None.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be on Thursday, July 16th, 2009 at 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JUNE 30, 2009

(DOCUMENT #2009-51)

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 47,676	\$ 60,624	44%	
Grants (other than N.Y.S.)	20,000	7,730	12,270	39%	
New Bookmobile fund	0	33,365			
Foundation Contributions	160,000	10,777	149,223	7%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	6,228	43,772	12%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	3,739	37,961	9%	
Other State Aid	134,162	130,297	3,865	97%	
TOTAL INCOME	\$ 3,027,267	\$ 2,576,417	\$ 484,215	85%	50%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 539,947	\$ 678,697	44%	
Sunday & Holiday Salaries	58,317	23,844	34,473	41%	
Employee Benefits	550,602	235,564	315,038	43%	
Subtotal - Personnel Expenses	1,827,563	799,355	1,028,208	44%	50%
Contractual					
Equipment	34,140	7,521	26,619	22%	
Telephone	11,200	5,314	5,886	47%	
Supplies	35,100	26,657	8,443	76%	
Travel & Continuing Education	21,565	5,182	16,383	24%	
Repairs & Maintenance	32,780	21,521	11,259	66%	
Postage	9,400	3,929	5,471	42%	
Education - Tuition Assistance	3,850	860	2,990	22%	
Library Materials (books, video, etc.)	302,000	156,948	145,052	52%	
Utilities	96,350	27,149	69,201	28%	
Building Cleaning Supplies	7,000	3,652	3,348	52%	
Fuel, Gas & Oil	4,200	756	3,444	18%	
Insurance	32,266	15,491	16,775	48%	
Rent	5,150	2,083	3,067	40%	
Vehicle Operation / Lease	5,000	1,245	3,755	25%	
Professional Fees (audit, engineer/legal fees)	90,050	31,557	58,493	35%	
Data Processing Expenses	44,767	11,395	33,372	25%	
Payment of Taxes	4,845	4,500	345	93%	
Library Programming	20,300	11,421	8,879	56%	
Chemung County costs (B&G, vision)	20,549	2,353	18,196	11%	
Capital Improvements	308,414	120,580	187,834	39%	
Contingency Fund	59,994		59,994	0%	
Debt Service	63,148	15,787	47,361	25%	
TOTAL EXPENSE	\$ 3,039,631	\$ 1,275,256	\$ 1,764,375	42%	50%

****NOTES TO FINANCIAL REPORT**

INCOME

Other Grants income includes 2008 Gates Foundation grant plus \$5,000 from HFL Friends.
The State Construction funds include final payments for 06/07 projects plus funding for the 2008/09 projects.
Funding for a new Bookmobile has a separate income line

EXPENSE

Repairs & Maintenance includes annual service contracts that are paid at the beginning of the year.
Capital Improvement includes payments for prior year projects (doors at Steele & the roof/ADA doors at the Big Flats & West Elmira)

Document #2009-53

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: July 9th, 2009

Following authorization to fill the new part time position of Library Page at the Horseheads Free Library, current employees were polled to determine if there was an interest in a transfer. Two employees were interviewed and Sue Schoeffler was selected for the transfer, effective in mid-July.

Following her resignation from the position of full time Library Clerk, Nancy Bird indicated an interest in being considered for a part time Library Page position. She was quickly chosen to fill the vacancy created by the transfer of a part time Library Page to the Horseheads Free Library. This leaves vacant a temporary position of Library Page, occasioned by the disability of Kate Dreifuss. Interviews have been scheduled and a selection will be made soon.

Chemung County Library District Director announced his intention to retire from his position effective December 18th, 2009.

Unpaid Bills Detail

As of July 8, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Almont J. Venette			
	07/08/2009	Consulting/facilitation @ board retreat	3,500.00
Total Almont J. Venette			<u>3,500.00</u>
Association of Bookmobile & Outreach Svc.			
	07/08/2009	membership fee 2009	39.00
Total Association of Bookmobile & Outreach Svc.			<u>39.00</u>
Audio Editions			
	07/08/2009	CD/Audio purchases for Steele	16.00
Total Audio Editions			<u>16.00</u>
AudioFile			
	07/08/2009	annual subscription	19.95
Total AudioFile			<u>19.95</u>
BBC Audiobooks America			
	07/08/2009	Audio purchases for Steele	511.72
Total BBC Audiobooks America			<u>511.72</u>
Blackbourn Media Packaging			
	07/08/2009	AV supplies for WE	82.38
Total Blackbourn Media Packaging			<u>82.38</u>
Center Point Large Print			
	07/08/2009	BKM/ST Fiction large print	274.38
Total Center Point Large Print			<u>274.38</u>
Centurion Technologies			
	07/08/2009	Renewal Security software- Gates grant	136.80
Total Centurion Technologies			<u>136.80</u>
Chemung County Library District			
	07/08/2009	Petty Cash reimbursement - BF	75.19
Total Chemung County Library District			<u>75.19</u>
Chemung County Treasurer			
	07/08/2009	Debt Service 2nd qtr 09 payment	15,787.00
Total Chemung County Treasurer			<u>15,787.00</u>
Creative Data Products			
	07/08/2009	Overdue mailers-all libraries	466.40
Total Creative Data Products			<u>466.40</u>
David Moreland			
	07/08/2009	Program at VE on 7/31	320.00
Total David Moreland			<u>320.00</u>
Demco, Inc.			
	07/08/2009	supplies BF	14.76
Total Demco, Inc.			<u>14.76</u>

Unpaid Bills Detail

As of July 8, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Eastern Copy Products			
	07/08/2009	Maint Contract- public photocopiers @ ST	319.90
Total Eastern Copy Products			<u>319.90</u>
Elmira Business Machines			
	07/08/2009	cash register purchase for HFL	516.98
Total Elmira Business Machines			<u>516.98</u>
Endeavor Entertainment			
	07/08/2009	8/7 program at HFL	300.00
Total Endeavor Entertainment			<u>300.00</u>
Fire Alarm Service Technology, Inc.			
	07/08/2009	DVR installation-fire alarm/securirty monitoring-Ste	3,520.00
Total Fire Alarm Service Technology, Inc.			<u>3,520.00</u>
First Transit			
	07/08/2009	Bookmobile fuel May/June	136.27
Total First Transit			<u>136.27</u>
H. L. Treu Office Supply Corp.			
	07/08/2009	Office supply-Steele	432.90
Total H. L. Treu Office Supply Corp.			<u>432.90</u>
Holiday Inn Express			
	07/08/2009	hotel expense-July program	120.00
Total Holiday Inn Express			<u>120.00</u>
Horseheads Do It Center			
	07/08/2009	HFL - supplies	28.06
Total Horseheads Do It Center			<u>28.06</u>
Horwitz Supply Company			
	07/08/2009	paper/cleaning supply-all libraries	658.06
Total Horwitz Supply Company			<u>658.06</u>
Howell, Liberatore & Wickham, Inc.			
	07/08/2009	Summer 09 Newsletter production/printing	9,555.00
Total Howell, Liberatore & Wickham, Inc.			<u>9,555.00</u>
Idearc Media Corp.			
	07/08/2009	Phone book ad-monthly fee/phone books	175.76
Total Idearc Media Corp.			<u>175.76</u>
Image Integrator			
	07/08/2009	spools for MF machines-ST	30.50
Total Image Integrator			<u>30.50</u>
Ingram Library Services			
	07/08/2009	Library materials-June	2,311.30
Total Ingram Library Services			<u>2,311.30</u>

Unpaid Bills Detail

As of July 8, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Instructional Video			
	07/08/2009	DVD purchases	795.67
Total Instructional Video			<u>795.67</u>
J & D Cappy's Ltd.			
	07/08/2009	newspapers for ST -June	145.00
Total J & D Cappy's Ltd.			<u>145.00</u>
Lisa Wray			
	07/08/2009	Patron Refund	15.00
Total Lisa Wray			<u>15.00</u>
Marc Rubin Associates, Inc.			
	07/08/2009	Mkting Committee expense for design	4,000.00
Total Marc Rubin Associates, Inc.			<u>4,000.00</u>
MidWest Tape			
	07/08/2009	DVD/Audio purchases- Steele/HF/WE	4,083.15
Total MidWest Tape			<u>4,083.15</u>
Pal's Sports Center			
	07/08/2009	T-shirts for SRC	42.00
Total Pal's Sports Center			<u>42.00</u>
ProQuest LLC			
	07/08/2009	microfilm-Star Gazette April 09	13.56
Total ProQuest LLC			<u>13.56</u>
Raco Industries			
	07/08/2009	supply of scanners-all libraries	962.10
Total Raco Industries			<u>962.10</u>
Random House, Inc.			
	07/08/2009	AV purchases-ST	719.90
Total Random House, Inc.			<u>719.90</u>
Recorded Books			
	07/08/2009	Steele purchases	782.82
Total Recorded Books			<u>782.82</u>
Seneca Data			
	07/08/2009	Monitors ST	525.00
Total Seneca Data			<u>525.00</u>
Sheesleys Sewer Service			
	07/08/2009	Dig & repair inlet pipe to septic-BF	890.00
Total Sheesleys Sewer Service			<u>890.00</u>
SKJ Facilities Management, Inc.			
	07/08/2009	HFL Janitor services -6/7 & 6/14	240.00
Total SKJ Facilities Management, Inc.			<u>240.00</u>

Unpaid Bills Detail

As of July 8, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	07/08/2009	Data processing - 2nd qtr	10,573.75
Total Southern Tier Library System			<u>10,573.75</u>
Spoon Man, Inc.			
	07/08/2009	balance due on August program at BF/WE	850.00
Total Spoon Man, Inc.			<u>850.00</u>
Swift Office Equipment, Inc.			
	07/08/2009	Quarterly Maintenance contracts on HFL/ST copier	1,153.70
Total Swift Office Equipment, Inc.			<u>1,153.70</u>
The Penworthy Company			
	07/08/2009	books for Steele Juv	976.70
Total The Penworthy Company			<u>976.70</u>
Thomson Gale			
	07/08/2009	ST fiction purchase	484.46
Total Thomson Gale			<u>484.46</u>
Town of VanEtten			
	07/08/2009	Building rental-balance due for 2009	2,083.30
Total Town of VanEtten			<u>2,083.30</u>
U. S. Postal Service			
	07/08/2009	refill mail machine with postage-all libraries	4,000.00
Total U. S. Postal Service			<u>4,000.00</u>
Verizon			
	07/08/2009	phone service-ST/WE	526.85
Total Verizon			<u>526.85</u>
Video Librarian			
	07/08/2009	annual subscription	64.00
Total Video Librarian			<u>64.00</u>
Wegmans Food Markets Inc.			
	07/08/2009	Prog. supply SML	66.61
Total Wegmans Food Markets Inc.			<u>66.61</u>
WLVY Radio			
	07/08/2009	Programming @ HFL 6/30	110.00
Total WLVY Radio			<u>110.00</u>
			<u><u>73,451.88</u></u>

Document #2009-53

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: July 9th, 2009

Following authorization to fill the new part time position of Library Page at the Horseheads Free Library, current employees were polled to determine if there was an interest in a transfer. Two employees were interviewed and Sue Schoeffler was selected for the transfer, effective in mid-July.

Following her resignation from the position of full time Library Clerk, Nancy Bird indicated an interest in being considered for a part time Library Page position. She was quickly chosen to fill the vacancy created by the transfer of a part time Library Page to the Horseheads Free Library. This leaves vacant a temporary position of Library Page, occasioned by the disability of Kate Dreifuss. Interviews have been scheduled and a selection will be made soon.

Chemung County Library District Director announced his intention to retire from his position effective December 18th, 2009.

Document #2009-54

Report of the July 1st, 2009 meeting of the Executive Committee of the Chemung County Library District.

A meeting of the Executive Committee of the Chemung County Library District was held on July 1st, 2009 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Jan Kather, Marleah Denkenberger, and Robin Fitzgerald. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Unpaid bills detail dated July 1st, 2009. The bills were reviewed and approved for payment.
- Mr. Sleeth passed out a new flyer featuring the Elmira Promenade. The focus of this work is to make the viaduct a “clean, bright, and safe” area in downtown Elmira. While there have been some delays, the Steering Committee promises to begin the project this year.
- Correspondence with the Public Library Foundation dated June 25th, 2009. The Executive Committee noted that the Foundation delivered its second quarter 2009 contribution, repeated the Foundation’s request that these funds be used for materials, lobbying efforts, and the balance to be deposited in the Library District’s capital fund for Horseheads. The Foundation reiterated its intention to contribute \$10,000 for a new Library District bookmobile.
- Correspondence with the Public Library Foundation dated June 30th, 2009. The Executive Committee noted that the Foundation anticipates transferring \$85,000 to the Library District in 2010, to be used for the benefit of the Horseheads Free Library. Among the items eligible for Foundation funding in 2010 include new library materials, and lobbying efforts with the balance of unexpended funds to be added to the Library District’s capital fund for Horseheads. It was noted that an additional part time Library Page will be assigned to the Horseheads Library in mid-July.
- Mr. Sleeth discussed in general terms a June 17th report on the future of Bookmobile services. Mr. Sleeth noted that two staff members – Shepson and Patchett – will be attending “Bookmobile Sunday” in Chicago to see new bookmobiles, seek specifications for those bookmobiles we find appropriate for our community, and to generally catch up on how Bookmobiles are used in public libraries across the country. A report will be written and presented to an upcoming meeting of the Executive Committee.
- Mr. Sleeth distributed a letter to CCLD President Allen C. Smith announcing his retirement effective December 18th, 2009. He noted that he would send an email notice to the CCLD board and staff making the announcement, at the end of the Executive Committee meeting.

The committee adjourned at 8:10pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on August 5th, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-55

Report of the July 9th, 2009 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, July 9th, 2009 beginning at 8:15am. Attending the meeting were CCLD board members Robin Fitzgerald, Sue Cook, Jason Harmon, Andrea Ogunwumi, 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:

- Ms. Santulli distributed the Unpaid Bills Detail dated July 8th, 2009. Following review, the Committee asked that the detail be sent to the CCLD board for consideration at its July 16th, 2009 meeting.
- Ms. Santulli and Mr. Sleeth distributed and reviewed the first draft of the CCLD 2010 proposed budget. Many details regarding revenues and expenditures were discussed and the Committee made several requests for modification of the first draft of the 2010 budget.

The meeting adjourned at 10:30am. The next meeting of the Budget & Finance Committee will be held on Thursday, August 13th, 2009 in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-56

Report of the July 8, 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 Thursday, July 8th, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, and Marleah Denkenberger. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 3pm.

The following topics were discussed:

- Mr. Schwesinger discussed the status of several projects at CCLD libraries. At Horseheads, following discovery of a leak in the new roof, a meeting was held with Al's Construction. The contractor inspected the installation and determined that the source of the leak was the drain pipes and committed to re-sealing the drain pipes that day. Mr. Schwesinger informed the contractor that he would ask Hale Roofing to evaluate the installation of the new roof and noted that the contractor has not provided a warranty for roofing materials or workmanship, and that CCLD is holding back 10% of project costs until warranties are provided.
- Ms. Santulli brought to the Committee's attention a problem with the new HVAC system at the Horseheads Library, noting that she had called the contractor, John O'Connor, and requested that he speak with the staff of the Chemung County Building & Grounds who have inspected the HVAC system and its installation.
- Mr. Schwesinger reported that Jim's Electric, the contractor who installed a solution to electrical issues at the Big Flats Library, will be putting together a plan for the installation of exterior lighting at the West Elmira Library. Mr. Sleeth suggested this solution be reviewed with West Elmira Library staff prior to being approved.
- Mr. Schwesinger reported on progress for the installation of municipal water at the Big Flats Library. He is working with County officials, Town of Big Flats officials, and the contractor (Elmira Structures) to review installation plans. A quote, in the amount of \$4,500, has been received from the contractor. Also related to Big Flats, a quotation in the amount of \$5,500 was received to fix the problem with the drywell. Both these projects and their costs will be submitted for consideration to the CCLD board at its upcoming meeting.
- Mr. Schwesinger noted that the small parking lot project to improve access through the removal of curbing at the Steele Memorial Library was complete. Ms. Santulli noted that the final grant documents had been filed with the State.

- Mr. Sleeth reported that a phone call was received from the New York State Environmental Facilities Corporation regarding the Library District's GIGP application for a green roof retrofit at the Steele Memorial Library. Additional information was requested regarding historic buildings (SHPPPO) and environmental impact (SEQR) and verification of the availability of matching funds for the project. Mr. Schwesinger stated that the Library District can be considered the lead agency for this project, and that a resolution to that effect will be presented to the July 16th CCLD board meeting. Mr. Schwesinger noted that the State has changed the date for the completion of this project, but the contract will need to be awarded by January 1st, 2010.
- Members of the Building & Grounds Committee has met with local contractors with an interest in converting a portion of the Steele Memorial Library to a café. Proposals are due July 20th, 2009.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 12th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.