



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 June 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, June 18th, 2009 7pm at the Van Etten Memorial Library, 83 Main Street, Van Etten, New York 14889.** 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 #2009-41)
4. Treasurer's report
 - a) Financial report (document #2009-42)
 - b) Report of unpaid Bills Detail (document #2009-43)
6. Correspondence
7. President's report
 - a) Reflections on the CCLD board retreat (document #2009-44)
8. Director's report
 - a) Personnel activities since the May 2009 meeting of the Library Board (document #2009-45)
 - b) Notes on the June 9, 2009 meeting with Town Supervisor George Keturi (document #2009-46)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-47)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-48)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-49)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

The July 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, July 16th, 2009 at the Horseheads Library, 405 South Main Street, Horseheads, New York 14845.**

(Minutes of the May 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-41)

Minutes of the May 2009 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, May 21, 2009 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Jason Harmon and Karl Schwesinger. Excused: Marleah Denkenberger, Andrea Ogunwumi, Sandra Dicinti and Jessica Roberts. Also present were Al Venette, the Facilitator that CCLD will be using at its upcoming board retreat, 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 April 2009 meeting (Document #2009-32) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The April 30, 2009 Financial Report (Document #2009-33) was presented for board review. By unanimous consent the April 30, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-34). By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/5/09 and 5/13/09 as submitted.

President's report. President Smith turned the meeting over to Al Venette to discuss the upcoming board retreat. Mr. Venette reviewed the following:

- Why we set out to have a board retreat;
- What is hoped to be accomplished;
- The summary of survey results from the board self-assessment; and
- The agenda for the board retreat.

The retreat is scheduled for Saturday, May 30, 2009 from 8am to 12:00 Noon. Mr. Venette requested that board members review the survey results prior to the retreat.

President Smith then turned the meeting over to Georgia Reynolds and members of the Marketing Committee to discuss the final draft of the CCLD Marketing Plan (Document #2009-40). Ms. Reynolds reported that some of the Committee recommendations will begin being implemented immediately, for example, new library cards with the new logo, applying the new graphic identity to the CCLD website, putting the logo on all paper correspondence and even how CCLD staff will answer the phones at the various libraries. President Smith thanked the Marketing Committee and Ms. Reynolds, in particular, for leading the Committee.

Correspondence. The following items in the Correspondence file were passed around for the board to review during the meeting:

- Newsletters from the New York State Association of Library Boards, the Friends of the Steele Memorial Library and the Friends of the Horseheads Free Library;
- The Library District's schedule of summer hours; and
- A \$20,000 check was received from the Friends of the Steele Memorial Library in support of a new Bookmobile.

Also handed out at the meeting were the following items:

- The Southern Tier Library System's 2009/2010 schedule of seminars for trustees, directors and staff;
- The newest listing of CCLD board members with their addresses, phone numbers and e-mail addresses;
- The final draft of CCLD's summer newsletter; and
- A printed copy of communication which was read at the April meeting's "Hearing of the Public."

Director's Report. The Director's report concerning personnel activities since the February 2009 meeting was presented in writing to the board (Document #2009-35).

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-36). Among the items of the committee report, President Smith stated there was some discussion whether or not the District should employ a consultant who specializes in the procurement of bookmobiles. Mr. Smith also distributed the communication from patron Ms. Gloria Raven.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-37). Ms. Fitzgerald stated that the CCLD funds that are currently being held in CDAR's accounts through the Chemung Canal Trust Company will need to be reviewed and then renewed every couple of months. The CCLD 2010 Budget Timeline (Document #2009-38) was included in the board packet and Ms. Fitzgerald reminded all Committee chairs that if they require any funding in 2010, their requests need to be received by the Budget & Finance Committee by June 11, 2009. The goal is to present the proposed 2010 CCLD budget to the full board at its August 20th, 2009 meeting at the Steele Memorial Library.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-39). Mr. Schwesinger stated that since the last board meeting the Committee has met with Foor & Associates and has received a fee proposal from them for the 2008/2009 renovations to CCLD libraries. He recommends approval of this proposal. Ms. Kather moved, seconded by Ms. Conwell to hire Foor & Associates as the engineer in charge of the 2008/09 State Construction projects at a cost of \$43,300. Motion carried. Mr. Schwesinger also stated that the Building & Grounds Committee recommends that CCLD does not apply for any new State Construction funding in 2009.

Concerning the 2006 and 2007 State Construction projects which have been completed but have funds remaining, Mr. Schwesinger reported that New York State would like the Library District

to expend all the funds for those projects. It will require sending in an amendment to the description of the projects. The Steele Library “Chiller” project has \$9,191 left to spend by a June 30th, 2009 deadline. The Committee discussed and decided to expend the funds on repairs to the back parking area of the Steele Library, where a curb still exists from when this area was part of First Street, inhibiting access to the library. The Library District has requested an extension until 12/31/09 for the expenditure of the extra funds from the West Elmira restroom/door project (\$2,184) and the Horseheads handicap ramp project (\$5,254). The Committee will look at these libraries and suggest ways that the projects can be amended to expend the entire amounts approved by the State.

Concerning the roof at the Steele Memorial Library, staff from Fagan Engineers is working on a grant application to install a green roof at a \$1 million dollar cost estimate. The grant, if approved, will supply up to 90% of the funding for this new roof.

Old Business. A copy of a proposed Memorandum of Agreement between CCLD and Management staff was distributed at the April board meeting. This is a contract for management staff who are not part of CSEA. The MOA has been reviewed by the Library District’s Attorney who stated in writing that there are no legal issues concerning the Agreement that should prevent adoption by the board if the benefits are agreeable to the Library District. Mr. Schwesinger moved, seconded by Ms. Kather, to accept the Memorandum of Agreement as written, with the agreement taking effect May 21st, 2009 and ending on 12/31/2011. Motion carried with one abstention.

New Business. Ms. Sell, chair of the services initiative of the Library’s 2008-2012 Strategic Plan, reported that her committee has decided to hold a series of public programs that focuses on job hunting for adults. The program will include four sessions: job hunting resources at the library; resume writing; interviewing skills; and possibly a job club to give one-on-one assistance to participants. Ms. Sell asked board members to contact her with names of people that they think would be willing to work as a community volunteer on these programs.

Ms. Conwell requested that the Personnel Committee have a quick meeting immediately following this board meeting.

Public Expression. None.

The meeting was adjourned at 9:15pm. The next regular meeting of the board will be on Thursday, June 18th, 2009 at 7pm at the Van Etten Library, 83 Main Street, Van Etten.

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 10, 2009

Document #2009-43

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/10/2009	Reference materials	38.11
Total Baker & Taylor Books			<u>38.11</u>
Info Usa Marketing, Inc.			
	06/10/2009	Reference USA- Electronic materials	7,425.00
Total Info Usa Marketing, Inc.			<u>7,425.00</u>
Information Today, Inc.			
	06/10/2009	reference material	318.55
Total Information Today, Inc.			<u>318.55</u>
Ingram Library Services			
	06/10/2009	Non-Fiction book purchases-May/June invoices	1,063.88
Total Ingram Library Services			<u>1,063.88</u>
N.A.D.A. Appraisal Guides			
	06/10/2009	reference materials	406.00
Total N.A.D.A. Appraisal Guides			<u>406.00</u>
Southern Tier Library System			
	06/10/2009	processing fees-NonF/Ref -May	77.50
Total Southern Tier Library System			<u>77.50</u>
			<u><u>9,329.04</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 10, 2009

Document #2009-43

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	06/10/2009	Pest Control @ Steele-June 09	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Baker & Taylor Books			
	06/10/2009	Book purchase HFL	258.14
Total Baker & Taylor Books			<u>258.14</u>
BBC Audiobooks America			
	06/10/2009	Audio purchases for Steele	444.52
Total BBC Audiobooks America			<u>444.52</u>
CDW Government, Inc.			
	06/10/2009	Acronis-all libraries	216.07
Total CDW Government, Inc.			<u>216.07</u>
Connie Oglivie			
	06/10/2009	Reimb - DVD purchase-ST	43.19
Total Connie Oglivie			<u>43.19</u>
CPE Interlink			
	06/10/2009	running wires for wireless at ST	63.75
Total CPE Interlink			<u>63.75</u>
David Jeffers			
	06/10/2009	Deposit for July programs-all libraries	200.00
Total David Jeffers			<u>200.00</u>
David Moreland			
	06/10/2009	Program at BF/WE	550.00
Total David Moreland			<u>550.00</u>
Deborah L. Brimmer			
	06/10/2009	postage/supply reimb	25.82
Total Deborah L. Brimmer			<u>25.82</u>
Demco, Inc.			
	06/10/2009	supplies Steele	572.35
Total Demco, Inc.			<u>572.35</u>
Dianne Patchett			
	06/10/2009	BKM program supply	18.89
Total Dianne Patchett			<u>18.89</u>
Doug Rougeux			
	06/10/2009	6/30 & 7/1 programs - all libraries	1,200.00
Total Doug Rougeux			<u>1,200.00</u>
Fagan Engineers			
	06/10/2009	Prof. Svc-2007 State Const. projects 1/17-4/10	1,937.50
Total Fagan Engineers			<u>1,937.50</u>
First Transit			

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 10, 2009

Document #2009-43

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	06/10/2009	Bookmobile fuel/repairs-May	95.41
Total First Transit			95.41
 Gaylord Bros, Inc.			
	06/10/2009	CD Displayer-HFL	1,500.93
Total Gaylord Bros, Inc.			1,500.93
 H. L. Treu Office Supply Corp.			
	06/10/2009	Office supply-Steele	486.30
Total H. L. Treu Office Supply Corp.			486.30
 Highsmith, Inc.			
	06/10/2009	supplies-ST	62.96
Total Highsmith, Inc.			62.96
 Idearc Media Corp.			
	06/10/2009	Phone book ad-monthly fee	17.00
Total Idearc Media Corp.			17.00
 Image Integrator			
	06/10/2009	toner supplies for MF machines-ST	267.70
Total Image Integrator			267.70
 Ingram Library Services			
	06/10/2009	Library materials- May/June	1,691.56
Total Ingram Library Services			1,691.56
 LaFrance Equipment Corp.			
	06/10/2009	Fire Ext. Inspection/Charge-HFL	94.00
Total LaFrance Equipment Corp.			94.00
 Matthew Bender & Co, Inc.			
	06/10/2009	Law Books -HFL	311.41
Total Matthew Bender & Co, Inc.			311.41
 MidWest Tape			
	06/10/2009	DVD/Audio purchases- Steele/HFL	4,291.99
Total MidWest Tape			4,291.99
 Nancy Bird			
	06/10/2009	reimb for Program purchases-ST	37.18
Total Nancy Bird			37.18
 Oriental Trading Company, Inc.			
	06/10/2009	programming supplies-WE	107.88
Total Oriental Trading Company, Inc.			107.88
 PC Gamer			
	06/10/2009	magazine subscription-ST Juv.	24.95
Total PC Gamer			24.95
 Perry & Carroll, Inc.			
	06/10/2009	Insurance policies-3rd installment	4,835.00
Total Perry & Carroll, Inc.			4,835.00

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Document #2009-43

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
PlayStation			
	06/10/2009	Steele JUV magazine subscription	18.00
Total PlayStation			<u>18.00</u>
Random House, Inc.			
	06/10/2009	AV purchases-ST	624.00
Total Random House, Inc.			<u>624.00</u>
Recorded Books			
	06/10/2009	Steele purchases	313.60
Total Recorded Books			<u>313.60</u>
Reliable Office Supplies			
	06/10/2009	Office supplies-all libraries	438.88
Total Reliable Office Supplies			<u>438.88</u>
Sayles & Evans			
	06/10/2009	Legal fees 2/12-4/20	715.00
Total Sayles & Evans			<u>715.00</u>
SKJ Facilities Management, Inc.			
	06/10/2009	HFL Janitor services -4/26-5/31	720.00
Total SKJ Facilities Management, Inc.			<u>720.00</u>
Southern Tier Chem-Dry			
	06/10/2009	carpet/upholstery cleaning at HFL	535.00
Total Southern Tier Chem-Dry			<u>535.00</u>
Southern Tier Library System			
	06/10/2009	processing fees-all libraries	683.00
Total Southern Tier Library System			<u>683.00</u>
Staples Business Advantage			
	06/10/2009	office supplies-HFL/ST	115.05
Total Staples Business Advantage			<u>115.05</u>
The High Strung			
	06/10/2009	June program at HFL	500.00
Total The High Strung			<u>500.00</u>
Thomson Gale			
	06/10/2009	ST fiction purchase	487.95
Total Thomson Gale			<u>487.95</u>
Unique Management Services, Inc.			
	06/10/2009	Collection fees -May	595.59
Total Unique Management Services, Inc.			<u>595.59</u>
Upstart			
	06/10/2009	ST program supplies	68.97
Total Upstart			<u>68.97</u>
Verizon			

Chemung County Library District General Fund
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As of June 10, 2009

Document #2009-43

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Verizon	06/10/2009	phone service-HFL/BF	<u>509.12</u>
			509.12
Village of Horseheads			
Total Village of Horseheads	06/10/2009	HFL water bill 1/23-4/6	<u>47.49</u>
			47.49
Wegmans Food Markets Inc.			
Total Wegmans Food Markets Inc.	06/10/2009	Prog. supply SML	<u>28.61</u>
			28.61
Weston Wood Studios			
Total Weston Wood Studios	06/10/2009	Library materials-BKM	<u>23.96</u>
			<u>23.96</u>
			<u><u>25,803.72</u></u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/03/2009	Reference materials	79.99
Total Baker & Taylor Books			<u>79.99</u>
Ingram Library Services			
	06/03/2009	Non-Fiction book purchases-April/May	1,506.19
Total Ingram Library Services			<u>1,506.19</u>
Southern Tier Library System			
	06/03/2009	processing fees-NonF & Ref -March/Ap + Downloa	2,348.70
Total Southern Tier Library System			<u>2,348.70</u>
Value Line Publishing, Inc.			
	06/03/2009	reference materials	898.00
Total Value Line Publishing, Inc.			<u>898.00</u>
			<u>4,832.88</u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Alliance Entertainment Corp.			
	06/03/2009	purchases for HFL	26.40
Total Alliance Entertainment Corp.			<u>26.40</u>
Amazon Credit Plan			
	06/03/2009	purchases - all libraries	667.34
Total Amazon Credit Plan			<u>667.34</u>
Association of Bookmobile & Outreach Svc.			
	06/03/2009	membership fee 2008	39.00
Total Association of Bookmobile & Outreach Svc.			<u>39.00</u>
AT&T			
	06/03/2009	long dist chg-SML-April	9.13
Total AT&T			<u>9.13</u>
Cassie Melucas			
	06/03/2009	mileage reimbursement-BF	45.85
Total Cassie Melucas			<u>45.85</u>
Center Point Large Print			
	06/03/2009	BKM large print	71.88
Total Center Point Large Print			<u>71.88</u>
Chemung Canal Trust Company			
	06/03/2009	misc credit card purchases-May	552.95
Total Chemung Canal Trust Company			<u>552.95</u>
Chemung County Library District			
	06/03/2009	Petty Cash reimbursement - BF/WE	364.30
Total Chemung County Library District			<u>364.30</u>
Deborah L. Brimmer			
	06/03/2009	Mileage reimb - May	143.55
Total Deborah L. Brimmer			<u>143.55</u>
Elmira Water Board			
	06/03/2009	Water bills-ST	165.78
Total Elmira Water Board			<u>165.78</u>
Family Reading Partnership			
	06/03/2009	HFL purchase	40.00
Total Family Reading Partnership			<u>40.00</u>
Genealogical Society of Utah			
	06/03/2009	1855 NYS Census for 5 counties	400.00
Total Genealogical Society of Utah			<u>400.00</u>
Ingram Library Services			
	06/03/2009	Library materials- May	9,086.63
			<u>9,086.63</u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Ingram Library Services			9,086.63
Jamex, Inc.			
	06/03/2009	repair of card reader	201.40
Total Jamex, Inc.			<u>201.40</u>
Joan Santulli			
	06/03/2009	Mileage reimbursemnt- new Librarian tours	24.75
Total Joan Santulli			<u>24.75</u>
Michelle Barrett			
	06/03/2009	mileage reimbursement 5/7 wkshop balance due	104.88
Total Michelle Barrett			<u>104.88</u>
Mid American Specialties			
	06/03/2009	WE programming	160.31
Total Mid American Specialties			<u>160.31</u>
Petty Cash-Steele			
	06/03/2009	Steele supply/postage etc	119.49
Total Petty Cash-Steele			<u>119.49</u>
Prattsburgh Library			
	06/03/2009	Prattsburg \$ collected at Steele	7.00
Total Prattsburgh Library			<u>7.00</u>
SDS of NY			
	06/03/2009	garbage disposal-BF,WE,HFL for Feb-April	277.37
Total SDS of NY			<u>277.37</u>
Sebco Books			
	06/03/2009	HFL Juvenile Materials	20.35
Total Sebco Books			<u>20.35</u>
Showcases			
	06/03/2009	replacement CD albums-BF	134.78
Total Showcases			<u>134.78</u>
Southern Tier Chem-Dry			
	06/03/2009	carpet/upholstery cleaning at BF	363.00
Total Southern Tier Chem-Dry			<u>363.00</u>
Staples Credit Plan			
	06/03/2009	Office supplies BF/WE	22.99
Total Staples Credit Plan			<u>22.99</u>
The Nelson A Rockefeller Inst. of Gov't			
	06/03/2009	HFL book purchase	47.94
Total The Nelson A Rockefeller Inst. of Gov't			<u>47.94</u>
Time Warner Cable			

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Time Warner Cable	06/03/2009	VPN service-all libraries-June	<u>200.00</u>
			200.00
Unique Management Services, Inc.			
Total Unique Management Services, Inc.	06/03/2009	Collection fees HFL April	<u>24.75</u>
			24.75
Verizon			
Total Verizon	06/03/2009	phone service-HFL/BF	<u>189.91</u>
			189.91
Verizon Wireless			
Total Verizon Wireless	06/03/2009	BKM/IT Dept cellular service-May	<u>156.52</u>
			<u>156.52</u>
			<u><u>13,668.25</u></u>

***Chemung County Library District
Board Self-Assessment Retreat***

May 30, 2009

Meeting Summary

Meeting Topics

Strengths & Potential Improvements

- Breakout: Most Important Strengths & Opportunities
(based on Board Self-Assessment Survey Results)
- Share Results

Improvement Priorities

- Reach Agreement on Improvement Priorities to Pursue

Getting Started

- Breakout: For Each Board Improvement Priority
 - Identify Intent, Key Actions to take and Expected Outcomes
- Share Breakout Team Results

Outline Suggested Next Steps

Breakout Results: CCLD Board Strengths

Team #1

- Clear Vision – Understands the importance of the Library District; ensures that the Library District continues and succeeds
- Committed Board Members – Willing to work together; actively engaged on the Board and in the community
- Good Communications – Director, staff, President, and members/committees
- Effective Leadership
- Diversity – Respect each other; balance between passionate and diplomacy

Team #2

- Positive Board – Works for the whole district; welcomes new members
- Board has made great accomplishments in a short time
- Meetings - Great attendance at monthly meetings; good involvement; meeting time is managed and focused
- New members have been self motivated to step up and learn
- Solid history leads to strong future
- Passion for a strong district and for libraries in the community

Breakout Results: CCLD Board Potential Opportunities For Improvement

Team #1

- Succession Planning – For new members; grooming potential members for key positions; meet with board member vacating your district
- Education - Take advantage of opportunities for education
- Mentoring – Having a mentor; someone to support you; especially for new members
- Socialize – With the Library District in other areas (who we are and what we are doing; with each other and not be the Library District
- Time – Set specific goals for the board (every district should be represented, have concise, precise, structured meetings, have a balance between current needs and looking ahead

Team #2

- New Board Members – Unfamiliar terms, steep learning curve, it's overwhelming
- Internal Development – To encourage new leaders to “step up”
- Time – Get “things” accomplished without more meetings
- Community Volunteers – Many hands equals lighter work
- Meetings – Agendas are packed full; lots of new information to be absorbed

Improvement Priorities

Board members agreed on 3 priorities for improvement.

I. New Member Guidance

- Provide mentors
- Provide more specific information
- Encourage informal connecting

II. Succession Plan

- Recruiting plan to select new members
- Retention of current members
- Internal development of new leaders

III. Time

- More long term focus vs. day-to-day
- Meetings less packed
- More community volunteers; for committee work?
- More sharing of the work

Getting Started

We split into 3 teams to discuss and further define each Improvement Priority

- What's the Goal?
- Key Actions to take
- Expected/Desired Outcomes

I. New Member Guidance

Goal: Create a mentoring process so new members have opportunity to interact with a current board member

Key Actions:

- 1 Recruitment becomes part of the Personnel Committee
- 2 Personnel Committee offers introductory opportunities as part of invite (Talk to a board member, attend board meeting(s))
- 3 Personnel Committee aids in establishing mentoring opportunity (Strongly encourage mentoring; if desired, help match based on subcommittee interests, personality, time available)

Expected Outcomes:

- 1 More comfortable board members
- 2 More knowledgeable member
- 3 More committed member
- 4 Comfortable + Knowledgeable + Committed = Retention of Members

II. Succession Plan

Goal: Develop a system to recruit, develop, and retain board members

Key Actions:

Recruit

- Utilize a planned system, not decision of current district representative
- Board member connects with members in the district (interests, skills, etc.)
- Recruit for a specific skill set – Conduct a self-assessment looking for gaps; bring into committee structure
- Just Do It! -- Need list (pool) of every voter in district (Owen Frank or Board of Elections)

Develop

- Utilize opportunities for education/training – Encourage at least one per year
- Orientation becomes a requirement
- Hold a Board Retreat every 2 years
- Board members encouraged to attend one member library meeting; report feedback at board meeting (what was learned)

Retain

- President remains with the board/committee after term
- New members serve on a committee before becoming a board member (If you have served on a committee, it is less overwhelming when a new member)
- Encourage all board members to serve on committees
- Create more social/relationship building opportunities

Expected Outcomes:

Recruit

- Consistent and growing pool of expertise (no delay)
- Pipeline to the board and to the leadership of the board

Develop

- Involve youth in committees, by 18
- Whole is more than the sum of its parts
- Minimize “key person syndrome”, also true at staff level
- The board has better knowledge to make better decisions
- Strong community involvement that leads to recruitment

“Community involvement leads to Patron involvement leads to Sub-Committee involvement leads to CCLD Board Membership leads to Board Leadership”

III. Time

Goal: Accomplish more without increasing time commitment

Key Actions:

- All board members involved in committee work and have clear objectives for each committee
- Identify and prioritize what needs our time; highlight things that require board action
- Brief review of Strategic Plan at monthly meeting
- Just Do It! Prepare for monthly meeting by reading board packets
- Just Do It! E-mail any supplemental information before the meeting
- Just Do It! Time the monthly meeting agenda; reminder to be concise
- Just Do It! Prior to a board meeting, if you have a question, call another board member
- 26 hour day – solves all

Expected Outcomes:

- Shorter monthly meetings
- Improved morale
- Better understanding of CCLD
- More time for long term focus
- Less time with details

Next Steps -- Plan and Take Action

- Structure: Decide on needed organizational structure for each priority area (i.e., current board committee, new board committee, ad hoc team, the full board, etc)
- People: Identify people interested in working on a priority area
- Refine Plan: Committee/teams meet to review and refine the Goal, Key Actions, Expected Outcomes
- Update: Execute plan and update full board on needs and progress periodically

Feedback From 05/30/09 Retreat

Strengths/Liked/Valuable

- Well organized with a process driving to well defined goals and outcomes
- Breakouts were excellent use of time
- Clear picture of how to move forward
- The questionnaire was a good way of getting a snapshot of the board; led to good discussion
- I liked the breakout sessions; it was good to look at what the other teams did with fresh eyes
- I am happy we did this on a Saturday; after work this would have been too much
- Mentoring needs have been brought out and recognized as significant
- Good thoughts about future recruitment
- Great to have a chance to talk to other board members and hopeful that we will get together outside of board meetings
- Process was organized
- Expectations were clearly stated
- Time allowance was good
- Survey gave good starting off point
- Randomly assigned small group breakouts for first session followed by self-selected breakout sessions
- Time for each session was appropriate in length
- Willingness to be flexible with agenda
- Facilitated open discussion in whole group setting
- Liked small group interaction – I learned a lot about the people in my group which leads to more connectedness (is that a word?)
- Liked that we came up with some specific and concrete ideas – not pie-in-the-sky
- Liked that everyone had a chance to participate
- Liked that everything was phrased in a positive way
- A half day was just right
- Getting to know each other better
- Lots of great ideas that are “do-able” not just now but in future

Feedback From 05/30/09 Retreat

Strengths/Liked/Valuable

- I liked the “sweets”
- Al did a great job keeping things going
- We didn’t need to spend \$ on meeting @ a different facility
- Good pace
- Good involvement of all
- Very good encouragement and sense of humor
- Well organized morning
- Prepared background materials well
- Encouraged feedback of all during group discussions
- Good time – 8 AM to Noon
- Brief and to the point
- Out early
- Good location
- Al did good job
- All participated
- Very productive as for new board members
- Fit right in as to how I feel situations needed to be addressed
- Group discussion
- I thought we should not meet in the library, but it was fine (especially since it was closed and we could spread out)
- Members stayed on task
- It was interesting, not boring
- Good to see library staff involved; maybe another time we should include more from the library staff (librarians and management positions)
- Setting goals/actions
- Informal setting allows information to be given freely
- Keeping with timed agenda
- Allowed us to interact on a personal level
- I saw this as an education/socialization opportunity which, according to statistics is where we were deficient; this alone addressed one of the identified problems of the board

Weaknesses/Opportunities For Improvement

- Would enjoy going outside of library to new environment *
- Would enjoy opportunity to socialize with board members *
- (* I understand that this wasn't today's purpose and no reflection on the structure of this retreat; just a future thought
- Set some overwhelming goals
- Shorter talk at the board meeting
- The new trustees (3) – should have been here; the opportunity to interact and get to know other board members was a loss for the board as well as the new members
- Did we just make more work for ourselves?; Hopefully, the more work will lead to a more streamlined and even better functioning board
- Not everyone present – especially the new members
- Attendance
- I would rather spend a Saturday in March or April than in late May
- Because this board continually changes as people need to be elected/appointed, the information discussed is truly difficult to pass on to those in the future – much of what happened simply was “you had to be here” – with that said, it seems this needs to be done every 2 years, unless some more informal meetings take place where the whole board interacts

Document #2009-45

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: June 11, 2009

On Monday, May 4th, 2009 Kate Dreifuss, a Senior Library Page at the Steele Memorial Library, fell and broke her leg, while carrying audio books to be shelved. She was taken to the Arnot Hospital where she was treated for the injury. While there was no specific or known cause for the injury, a report was filed with the Library District's insurance company as well as the Worker's Compensation Board. Kate spent several days in the hospital and several more days in St. Joseph's physical therapy department, and she is now home recovering from the injury. At this point it is unknown how long Kate will be out of work.



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.cclld.lib.ny.us

Memo

To: George Keturi, Supervisor
Town of Van Etten
From: Jim Sleeth, Director
Chemung County Library District
Subject: Our discussion this morning
Date: June 9, 2009

To confirm the substance of our discussions this morning:

- The proposal to County residents to create the Library District rested on the commitment “to preserve and conserve” the level of public library services to County residents, and that commitment to Van Etten residents stands as strongly today as it did in the Fall of 2005 when the proposition was passed by the voters.
- It was interesting to hear from you that the Town of Van Etten staff member supervising the Library was planning on retiring effective December 31st of this year. We understand that it will be the Library District’s responsibility to interview, select, train, and compensate a new employee, and that that individual will be an employee of the Library District. Nevertheless, we will not begin this process until we hear from the Town, for we respect the tenure of the current Town staff. We also understand that the Town will forego monthly rent from the Library District in order to pay for its additional part time employee.
- The Library District is interested in making improvements to the Van Etten Library, including: (1) weeding old and useless materials from the collection and replacing them with new; (2) using the existing computer system (often called “Workflows”) to issue patron cards, charge and discharge materials from the Van Etten Library, reserving materials from other libraries for Van Etten card holders, and (3) asking Van Etten card holders to comply with the same circulation rules that all other Library District card holders comply with. Because this means collecting money for library fines and lost library materials, we will want to work with the Town to assure that staff is safe and Library District revenues secure and properly accounted for.
- While there are other improvements that we will make over time – including having the new Library District employee create programs for young children – I believe these are the most important to detail at the present time.

Finally, it was good to talk with you this morning. Thank you for your time.

Document #2009-47

Report of the June 3rd, 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 June 3rd, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather, Robin Fitzgerald, and Sue Cook. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Agenda format for CCLD board meetings. In light of discussions at the CCLD board retreat held on Saturday, May 30th, 2009, Mr. Sleeth distributed and the Executive Committee discussed the present format. No changes were made at this time.
- Mr. Sleeth reviewed an evaluation of the program of service at the Horseheads Free Library submitted by Chris Corter. In the first six months of her tenure at Horseheads, Ms. Corter has observed the services, procedures, and surroundings. She finds that the collection needs to be weeded, the building needs updating to accommodate more public computers, there needs to be space for programming, and the library needs additional staff to respond to high public demand.
- Unpaid bills list of June 3rd, 2009. Following review of the unpaid bills, Jan Kather moved, seconded by Robin Fitzgerald, to authorize payment of these bills. Motion passed.
- Fund raising for a new Bookmobile. More than \$140,000 in funding commitments have been made, with several foundation requests outstanding. Mr. Sleeth said he would begin to turn our attention to the development of specifications to use when the Library District goes out to bid for a new vehicle.

The committee adjourned at 7:50pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on July 1st, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-48

Report of the June 11, 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, June 11, 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:

- 2010 budget assumptions were discussed. It was noted that personnel costs will be 3% above 2009 costs, as determined by the CCLD / CSEA contract. The committee instructed staff to include a 3% cost of living increase in other expenditure lines. Mr. Sleeth briefly discussed the evolving situation at the Van Etten Library, where it is possible that a part time CCLD employee may be hired in 2010. The committee suggested that the cost of a new Bookmobile should be included in the 2010 budget. Other items that need to be included are the construction projects that will be completed in 2010 that may already have been funded. The desirability of including the cost of marketing as a separate line item was discussed and encouraged. Mr. Sleeth said that CCLD has applied for a grant to replace the roof at the Steele Library but that it is not yet known how much in matching funds will be required.
- The May 31st, 2009 financial report was presented by Ms. Santulli. No new notes to the report have been written. Fund raising for a new Bookmobile currently stands at about \$130,000 with \$7,000 of that amount donated by individuals. The report will be included in the board packet for review by the Board at its regular June 18th, 2009 meeting.
- The June 10th, 2009 Unpaid Bills Detail was reviewed by the committee. Ms. Santulli noted several expense items related to programming during the summer reading clubs at CCLD libraries, and Ms. Fitzgerald noted that there was a lot going on this summer. This Unpaid Bills Detail will be forwarded to the Board of Trustees for consideration at its regular June 18th, 2009 meeting.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Thursday, July 9, 2009 in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-49

Report of the June 11, 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, June 11, 2009 beginning at 9am. Attending the meeting were Karl Schwesinger, Denny Smith, and Jan Kather. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 9am.

The following topics were discussed:

- Mr. Smith brought to the committee's attention an inquiry by a Horseheads property owner on a possible building for a new Horseheads Free Library. While the committee was grateful for the possibility, it was agreed that the Library District was not ready to entertain the proposal at this time. Mr. Smith will call the building owner to inform him of the committee's decision.
- Two proposals – one from Wenzel (\$5,150) and one from Streeter Associates (\$11,900) – for removing curbing and subsequent patching of the Steele Memorial Library's parking lot were reviewed. Mr. Schwesinger moved, seconded by Mr. Smith, to hire Wenzel Contractors to complete the work, as its proposal was the lowest cost proposal. Motion carried. To meet New York State construction project deadlines, Mr. Sleeth noted that this project needs to be completed by June 30th, 2009.
- Mr. Schwesinger brought to the committee a proposal from Pendleton's Painting in the amount of \$650 to complete the painting of the new hollow metal doors at the Steele Memorial Library. It was agreed to move ahead with this firm.
- Mr. Sleeth brought the committee up to date regarding a proposed contract with Foor & Associates, saying that the contract was in the hands of the CCLD attorney. The attorney will be working with Foor & Associates on the use of the appropriate AIA contract, with local revisions, for use on several projects on CCLD properties.
- Two problems at the Horseheads Library – air conditioning not working & doors not locking – were discussed. Mr. Schwesinger will call John O'Connor to resolve the air conditioning problems, since there is a 5-year warranty on the new HVAC system. Regarding the doors not locking, Mr. Sleeth has learned that the County Building & Grounds Department is unable to resolve the problem, so he will be contacting a locksmith to repair the door.
- Mr. Schwesinger reported that the Library District, with substantial assistance from Fagan Engineers, has applied for a Green Innovation Grant Program (GIGP) to install a green roof on the Steele Memorial Library. The grant request is for \$912,808, of which CCLD would be responsible for a 10% match. Notification may be received as early as the end of June 2009, with project completion required by December 31, 2009.

The meeting adjourned at 9:35am. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 8th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.