

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 11, 2007

- I. Call to order by President Marie McLean-Yurecka at 6:23 P.M.
Present: Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Yvonne Slate, Village liaison Priscilla Garringer, and Library Director Ed Dunscombe.
- II. Reception of visitors: None
- III. Approval of minutes from December 14, 2006. Jan moved to accept, Yvonne seconded, carried.
- IV. Manifest of bills # 8 for January 2007. Patrick moved to accept, Jan seconded, carried.
- V. Financial report: Balance of \$ 585,577.42 in Library Funds as of 12/31/2006. Ed noted NY State Retirement System annual payment exceeded Village estimate by \$5907.27. Revenues continue to run well ahead of estimate.
- VI. Old Business:
 - a. Elevator project: Ed reported on revised architectural plans and estimates submitted by BCK and Lomma Construction. With contingencies and options the cost for one elevator and one lift is now \$243,480. Lomma estimates \$179,000 of this for their material and labor. If the state grant only pays half of material and labor and no architectural/engineering fees or contingencies the state portion would be \$89,500, leaving the library responsible for \$153,980, in addition to unbilled \$21,6004.9 in architectural fees. Ed will confer with BCK to get further details on the contingency and incidental fees, and also to seek itemized quotes on how much the elevator and the lift will cost as separate entities. A meeting was tentatively scheduled for January 25 to review these figures and decide on a course of action, and Bob Costello from BCK will be invited to attend. Ed also reported a \$150,000 surplus for 2005-06 and an anticipated \$90,000 surplus for 2006-07 as a guideline for how much the Board could comfortably spend on this project. With revenues projected to exceed \$900,000 for 2006-07 Ed anticipates a considerable surplus for 2007-08 as well.
 - b. Board expansion: Ed noted the decision of Anne Brown to step down from the Board after twenty-five years of service as her term has expired. The Board decided to interview four applicants for the two vacant seats at the January 25 meeting. The Board will consider recognition for both Anne and Eleanor Henricks, retiring

from her position of Head of Children's Services on March 30 after 27 plus years of service.

- c. Web hosting: Chris reported he would meet with a related group later this month.
- d. Liability insurance: Ed reported he has been informed that representatives of the Partners Insurance group will be meeting with department heads before the end of May, at which time the adequacy of library property coverage will be reviewed.
- e. Café: Chris reported he has not yet discussed the idea with the area merchant he had in mind but will do so.
- f. Village audit: Alan asked about progress of the Village audit. Ed reported that it has begun.

VII. New Business:

- a. Ed noted that he would be purchasing nine computers from Dell under a state contract price. The workstations are all for staff as new software requirements for our SIRSI Library Information System exceed existing staff computers. Ed noted the addition of new seating as purchased under a grant from the Friends of the Library.

VIII. Other Business/Committee Reports: None.

- IX. Executive Session: The Board went into Executive Session at 8:15 to discuss a personnel matter.
- X. Adjournment: The Board came out of Executive Session and Chris moved to adjourn at 9:00 PM, Jan seconded, carried.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 25, 2007 (special meeting)

- I. Call to order by President Marie McLean-Yurecka at 6:20 P.M.
Present: Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Yvonne Slate, and Library Director Ed Dunscombe.
- II. The Board went into Executive Session at 6:20 until 6:50 to discuss a Personnel matter.
- III. Interviews with prospective Board members: The Board interviewed Sara-Jo Sites, Tim McMullin, Roger McVannan, and Paul Del Rosso for vacancies on the Board.
- IV. The Board met with Bob Costello of the architectural firm of Bearsch Compeau Knudson to review vertical accessibility plans. Denis motioned to proceed with the rear elevator, front lift scheme; Alan seconded, carried, 5-2.
- V. Salary incentive discussion and vote: Discussions took place concerning both Ed's current salary as well as a possible salary range for a new director. Alan motioned for a newly hired director's salary to range from \$45,000 - \$65,000 in the event a new director needs to be hired. Denis seconded. Motion carried with one abstention. Further discussions were held directly relating and comparing Ed's current salary with other salaries, both locally, as well as statewide, in light of his recent job offer from the Four County Library System. Alan motioned for an increase of \$4,252 to Ed's salary retroactive to June 1, 2006. Denis seconded, vote tied, motion defeated. More discussion followed relating to lowering the original proposed salary increase. Chris motioned for a \$2,000 increase in Ed's salary retroactive to June 1, 2006. Patrick seconded. Motion defeated 5-1. Alan reintroduced his original motion of a \$4,252 salary increase retroactive to June 1, 2006. Denis seconded and the motion carried 4-2.
- VI. Adjournment: Alan motioned to adjourn, Chris seconded. Meeting adjourned at 9:40 P.M.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, February 8, 2007

- I. Call to order by President Marie McLean-Yurecka at 6:50 P.M.
Present: Alan Katz, Marie McLean-Yurecka, Jan Pecen, Chris Ryan,
Patrick Schafer, Yvonne Slate, and Library Director Ed Dunscombe.
Excused: Denis Kovalich and Village Liaison Priscilla Garringer.
- II. Interview with Loretta Hudy for vacant Board seat.
- III. Reception of visitors: None.
- IV. Approval of minutes from January 11 & 25, 2007. Alan moved to
accept as amended, Patrick seconded, carried unanimously.
- V. Manifest of bills # 9 for ~~January~~ ^{Feb} 2007. Alan moved to accept, Chris
seconded, carried.
- VI. Financial report: Balance of \$ 506,050.84 in Library Funds as of
1/31/2007. Ed noted payments to BCK architects represent 75%
of contract. Alan requested Ed clarifies contract will not be paid in
full until construction supervision is completed.
- VII. Old Business:
 - a. Elevator project: Ed reported Bob Costello from BCK Architects
recommends putting project to bid on February 15. Construction to
begin about June 1. No timetable exists for final NYS approval of
grant or for payments of grant monies. Alan moved to proceed with
February 15 bid with request that bids remain valid for longer than 45
days if possible, Yvonne seconded, carried unanimously.
 - b. Board expansion: Chris moved to appoint Sara-Jo Sites to fill the
five-year term most recently held by Anne Brown with term to
expire 12/31/2011. Patrick seconded, carried unanimously. Chris
moved to appoint Paul Del Rosso to the newly created seat with
initial term to expire 12/31/2010, Yvonne seconded, carried
unanimously.
 - c. Web hosting: Chris withdrew the project from consideration with
possible future action.
 - d. Liability insurance: No report.
 - e. Café: No report.
 - f. Village audit: Alan asked about progress of the Village audit. Ed
reported that it has begun.
 - g. Recognition for Anne Brown and Eleanor Henricks: Ed reported
on possible ideas including naming children's room after Eleanor
constructing a garden area named after Anne, and scholarships
named after each funded by the Friends of the Library with their

named after each funded by the Friends of the Library with their approval. Jan moved to found two Eleanor Henricks scholarships, at \$500 each, no second. Chris moved to found one Eleanor Henricks and one Anne Hackling Brown scholarship at \$500 each, Alan seconded, carried unanimously. Ed will present the idea to the Friends Board. If accepted the Friends Board will decide criteria for the awards.

- h. Long range plan of service: No report.
- i. Training for dealing with problem patrons: Ed reported Chris had arranged for Sue Connelly from UHS to conduct staff training which will be held on March 2. Surveys have been completed by some staff addressing their concerns.

VIII. New Business:

- a. Ed asked for Board clarification on salary offer to applicant for Head of Children's Services position. Board approved an figure of \$47,697.00 for ideal candidate with 2007 salary increment payable after completion of six month probation period.
- b. Budget for 2007-08: Ed discussed revisions in draft budget proposal due to shifting of all construction costs into 2007-08 budget and added amount in anticipation of increased property insurance. Alan recommended listing anticipated \$89,500 NY State grant award as revenue in 2007-08 budget.
- c. Distribution of 2006 Annual Report to New York State. No objections to submission of report.

IX. Other Business/Committee Reports: None.

VIII. Adjournment: Jan moved to adjourn at 9:06 PM, Alan seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, March 8, 2007

- I. Call to order by President Marie McLean-Yurecka at 6:50 P.M.
Present: Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Chris Ryan, Patrick Schafer, Yvonne Slate, Library Director Ed Dunscombe and village liaison Priscilla Garringer. Excused: Jan Pecen.
- II. Reception of visitors: Board nominees Paul Del Rosso and Sara-Jo Sites.
- III. Approval of minutes from February 8, 2007. Alan moved to accept, Patrick seconded, carried unanimously.
- IV. Manifest of bills # 10 for March 2007. Chris moved to accept, Alan seconded, carried unanimously.
Financial report: Balance of \$ 478,731 in Library Funds as of 2/28/2007. Ed reported that the contract with BCK Architects does not include oversight of the elevator project, which will be on an hourly basis. \$2,890.00 remains to be paid on the \$28,900 BCK contract, plus incidentals and reimbursables. Spending continues to run well under budget.
- V. Old Business:
 - a. FY2007-08 budget: Ed submitted a revised spending budget of \$1,099,800.00, \$240,000.00 of which is for elevator/lift construction. Revenue budget \$977,700, including \$89,500 from a New York State Construction grant for the elevator project. \$122,100 to be transferred from Library Fund. Final budget will require adjustment when Village finalizes benefit lines. Alan moved to give the staff, excepting page staff, a 3% increase June 1. Chris seconded, carried unanimously. Alan moved to accept Ed's preliminary budget, Patrick seconded, carried.
 - b. Elevator project: Pre-bid meeting was held February 27th with about seven contractors in attendance. Bids will be opened March 15. No further news on the NYS grant.
 - c. Head of Children's Services vacancy: Ed has offered the position to Margaret Cooper. He anticipates she will clear Broome County Civil Service requirements soon and should begin work about May 1. Eleanor Henricks' last day of work is March 30, with an open house in her honor March 31.
 - d. Defibrillators: Ed presented various NYS requirements for participation in a Public Access Defibrillation Program. Chris

relayed information he had been able to gather. Yvonne noted her experience with the program. Tabled for review.

- e. Village audit: Board President archives: No report.
- f. Recognition for Anne Brown and Eleanor Henricks: Ed reported the Friends Board has been apprised of the idea and that they will discuss it further at their April meeting.
- g. Liability insurance: No report.
- h. Café: No report.
- i. Audit: Village audit has apparently not commenced.

VI. New Business:

- a. Envisionware policies: The Board gave preliminary approval to the idea of an installment payment plan for patrons with over \$50 in fines/lost material. Ed will report back with a policy once he has a chance to see how the system works.
- b. April meeting date: Ed asked the Board to consider moving the April meeting to April 19. Distribution of 2006 Annual Report to New York State. No objections to submission of report.

VII. Other Business/Committee Reports:

- a. Ed quickly reviewed the 414 vs. Special District options for the new Board nominees.
- b. Marie opened discussion on a Nominating Committee to select a slate of officers for the next operating year. Denis and Patrick agreed to assume this responsibility and will report back to the Board at the April meeting.

VIII. Adjournment: Yvonne moved to adjourn at 8:35 PM, Patrick seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, April 5, 2007 (special meeting)

- I. Call to order by President Marie McLean-Yurecka at 5:32 P.M.
Present: Alan Katz, Marie McLean-Yurecka, Jan Pecen, Chris Ryan,
Patrick Schafer, Yvonne Slate, Library Director Ed Dunscombe.
Excused: Denis Kovalich.
- II. Reception of visitors: Board nominees Paul Del Rosso and Sara-Jo Sites.
- III. Manifest of bills # 11 for April 2007. Alan moved to accept, Yvonne seconded, carried unanimously.
- IV. Old Business:
 - b. Elevator project: Alan moved to proceed with both the elevator and lift phases of the project, awarding the general construction contract to W.L. Kline Inc. and the electrical contract to Nelcorp Electrical Contracting Corp., both low bidders. Yvonne seconded, carried 3-2.
- V. New Business:
 - a. Town of Union Community Development Block Grant: Ed submitted proposed Project Proposal and Project Narrative sheets for a \$100,000.00 request from CDBG toward the Handicap Accessibility Project. Patrick moved to accept the attached resolution favoring application for the grant, Jan seconded, carried unanimously.
- VIII. Adjournment: Chris moved to adjourn at 6:03, PM, Yvonne seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, April 19, 2007

- I. Call to order by President Marie McLean-Yurecka at 7:03 P.M.
Present: Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Yvonne Slate, and Library Director Ed Dunscombe.
- II. Reception of visitors: Board nominees Paul Del Rosso and Sara-Jo Sites.
- III. Approval of minutes from March 8, 2007 and April 5, 2007 (special meeting). Alan moved to accept, Patrick seconded, carried unanimously.
- IV. Financial report: Balance of \$1,086,133.11 in Library Funds as of 3/31/2007. Discussion of the withholding of some library district funds by the Town of Union. Discussion of quarterly payment schedule by Broome County. Chris, in conjunction with the Board of the Your Home Public Library, will draft a letter to the Town of Union expressing our concerns over the failure of the Town to collect the full amount authorized by the November 2004 vote. Alan moved to accept the financial report, Jan seconded, carried unanimously.
- V. Old Business:
 - a. Elevator project: Bob Costello from BCK Architects reviewed the Notice to Proceed letters for Kline and Nelcorp. Bob discussed Board concerns regarding the transformer, indicating the current transformer should be adequate. Jan asked Bob to review alternative locations for the lift, and Bob explained his reasons for his choice of location, mostly cost and ground floor implications. Bob explained no bids had been received for the sump pump part of the project, and that Kline would solicit bids. Bob noted the project could begin in as little as ten days, and that the next step would be a written contract between the library and the contractors to be reviewed by library counsel prior to signing. Ed will look into signage to advise patrons of the construction.
 - b. Defibrillators: Chris reported on discussions with UHS representatives indicating the project should not be considered a priority. Possible training of staff on CPR.
 - c. Village audit: No report.
 - d. Board President Archives: Jan suggested web access to Board-related documents. Ed will purchase a scanner and Adobe Acrobat to create files.

- e. Café: No report.
- f. Recognition of Eleanor Henricks & Anne Brown: Leaves have been added to the Giving Tree. Ed will continue discussions with the Friends regarding a Henricks scholarship.
- g. Envisionware: Implementation is proceeding slowly.

VI. New Business:

- a. Non-resident fee: Discussion of payment of non-resident fee by library staff who are not 4cls service area residents. Jan moved to waive the fee for staff, Yvonne seconded, carried unanimously.

VII. Other Business/Committee Reports:

- a. Nominating Committee: The Committee nominated Chris for President and Alan for Vice-President. Patrick moved to accept, Denis seconded, carried unanimously.
- b. Long range plan of service: No report
- c. 414 Committee: No report
- d. Special district committee: No report

VIII. Adjournment: Jan moved to adjourn at 8:58 PM, Patrick seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, May 10, 2007

- I. Call to order by Vice-President Chris Ryan at 7:06 P.M.
Present: Alan Katz, Denis Kovalich, Jan Pecen, Chris Ryan, Patrick Schafer, Yvonne Slate, and Library Director Ed Dunscombe, Village Liaison Priscilla Garringer. Excused: Marie McLean-Yurecka.
- II. Reception of visitors: Board nominee Paul Del Rosso.
- III. Approval of minutes from April 5 (revised) and April 19, 2007. Alan moved to accept, Patrick seconded, carried unanimously.
- IV. Manifest of Bills #12 for May, 2007: Alan moved to accept, Jan seconded, carried unanimously.
- V. Financial report: Balance of \$1,068,983.20 in Library Funds as of 4/30/2007. Brief review of revenues including receipt of \$80,550 first installment on the NYS Construction Grant. Alan moved to accept the financial report, Yvonne seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported he will meet on May 11 with the architect and general contractor to address work schedule and preliminaries. Alan recommended contacting various persons and the media for a groundbreaking ceremony.
 - b. Board President Archives: Ed reported Cathy will attend a digitization workshop and a scanner will be bought afterwards.
 - c. Village audit: No report.
 - d. Property/Liability insurance: Discussion of failure of provider to meet with department heads to address coverage concerns. Ed will contact Village Clerk/Treasurer Tom Johnson.
 - e. Café: No report.
 - f. Communications with Town of Union: Jan moved to accept the draft letter to Supervisor Bernardo addressing the Board's concerns with the lack of full library funding district payment for 2007. Brief discussion. Patrick seconded, carried unanimously.
- VII. New Business:
 - a. Proposed revenue budget: Ed noted a change needed in the adopted 2007-08 revenue budget to accommodate the fact that the first installment of the NYS Construction Grant was received in FY2006-07. The \$89,500 original figure to be reduced to \$8,950. The amount to be transferred from the Library Fund to balance the budget to be increased from \$122,100 to \$202,650.

- b. Alan suggested sending a Happy Birthday card to the Your Home Public Library in recognition of its 90th birthday.
- c. Ed noted the upcoming 4CLS Annual Dinner at the Blind Tiger in Afton NY. Details to follow.
- d. Ed reported Marie has offered to work on a stained glass sign commemorating the Eleanor Henricks Children's Room.
- e. Ed noted upcoming NYS Construction Grant cycle, and suggested using the grant to air-condition the upstairs room. Alan suggested a capital improvements committee. Chris and Jan offered to address it as part of the Long Rangel Plan of Service Committee. Ed noted the application deadline may be as early as July 2007, and noted there are both large and small NYS grant programs.

VIII. Other Business/Committee Reports:

- a. Long range plan of service: No report
- b. 414 Committee: No report
- c. Special district committee: No report

VIII. Adjournment: Jan moved to adjourn at 8:18 PM, Patrick seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, June 14, 2007

- I. Call to order by President Marie McLean-Yurecka at 7:05 P.M.
Present: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Library Director Ed Dunscombe, and Village Liaison Priscilla Garringer.
Excused: Alan Katz, Yvonne Slate.
- II. Election of officers: Denis moved to accept the slate of Chris Ryan as President and Alan Katz Vice-President. Patrick seconded, carried unanimously.
- III. Reception of visitors: None.
- IV. Approval of minutes from May 10, 2007. Marie moved to accept, Jan seconded, carried unanimously.
- V. Manifest of Bills #13 for June, 2007: Jan moved to accept, Patrick seconded, carried unanimously. Manifest of Bills #1 for June, 2007. Denis moved to accept, Sara-Jo seconded, carried unanimously. Paul mentioned prior approval of spending on items over a certain amount. Tabled for July meeting. The Board asked Ed for information on how the 4CLS automation fee is established.
- VI. Financial report: Balance of \$1,026,829.76 in Library Funds as of 5/31/2007. Revenue report and salary benefit lines not provided by Village as of meeting date. Marie moved to accept, Paul seconded, carried unanimously.
- VII. Old Business:
 - a. Elevator project: Ed report on June 8 meeting with contractor and architect, and on completion of asbestos removal. The Board asked Ed to inquire as to likely date for start of construction.
 - b. Board President Archives: A scanner has been ordered to create PDF files of documents.
 - d. Property/Liability insurance: Ed noted Village umbrella coverage provides ample protection. The Board asked Ed to determine if policy is cash value or replacement cost.
 - e. Envisionware update: Ed informed the Board the Envisionware computer time management program is nearly ready to implement. Discussion of impact on patrons. Sara-Jo moved to withhold computer privileges for patrons with \$5.00 or more in charges, with Ed having Director's discretion to permit continuance of privileges if periodic payments are made. Patrick seconded, carried unanimously with Denis abstaining. Paul moved to limit access in Children's

Room to ages 12 and under. Following discussion Paul rescinded his motion. Sara-Jo moved to limit access in Children's Room to ages 12 and under, with Ed reporting to the Board on the success of this policy at the September meeting. Marie seconded, carried unanimously. Ed will provide written policies at the July meeting.

Discussion of fines and delinquent patrons ensued. The Board asked Ed to request several reports from 4CLS. Chris will canvas the Board to see what they want from these reports.

f. Café: Sara-Jo noted positive effect of a café on a library in Indiana.

g. 2007-08 NYS Construction Grant: Ed recommended we not pursue a grant this year, noting air conditioning of the George F. Johnson room would be his next priority. General consensus to wait until elevator project is completed.

h. Communications with Town of Union: Ed provided the Board with copies of a letter received from Gary Leighton, Town of Union Comptroller, addressing the concerns raised in a letter from the Endicott and Johnson City library boards regarding the Town/County funding problem. Chris will call County Legislator Chris Kuzel to see if he can clarify the situation. A copy of the Leighton letter will be filed with this month's minutes.

VIII. New Business:

- a. Collections Agency: Ed will provide the Board with copies of material on a collections agency used by several area libraries, to be considered in conjunction with results of 4cls reports noted above.
- b. Cleaner position: Marie moved to accept a rate of \$10.50 per hour for the new library cleaner. Patrick seconded, carried unanimously.
- c. Ed asked the Board to approve a \$195 annual payment and agreement with 4cls for increased access to Baker Taylor's online ordering system. Sara-Jo moved to accept, Patrick seconded, carried unanimously.

IX. Other Business/Committee Reports:

- a. Long range plan of service: No report
- b. 414 Committee: No report
- c. Special district committee: No report

VIII. Adjournment: Patrick moved to adjourn at 9:07 PM, Denis seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, July 12, 2007

- I. Call to order by President Chris Ryan at 7:02 P.M.
Present: Paul Del Rosso, Alan Katz, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Library Director Ed Dunscombe, and Village Liaison Priscilla Garringer. Excused: Denis Kovalich, Marie McLean-Yurecka, and Jan Pecen.
- II. Reception of visitors: None.
- III. Approval of minutes from June 14, 2007: Yvonne moved to accept, Sara-Jo seconded, carried unanimously.
- IV. Manifest of Bills #2 for July, 2007: Alan moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance of \$931,627.09 in Library Funds as of 6/30/2007. Final expenditure and revenue reports for FY 2006/07 were submitted. Revenue report not provided by Village as of meeting date. Alan moved to accept, Paul seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported excavation began July 10 and that an unexpected concrete slab was found about ten feet deep. Neil Smith, retired library maintenance man recalled that an aquifer was hit during original library construction in 1966, and it was covered in concrete. A soil expert is studying the situation to determine how best to proceed, as the sand found beneath the concrete is unsuitable as a base for construction. Our architect and general contractor are confident work will be able to proceed. No indications on cost impact.
 - b. Property/Liability insurance: Coverage is for replacement cost. Ed noted the 2007 library cost is near double last year's and has asked the Village Treasurer for an explanation.
 - c. Envisionware: Time management function has still not been implemented due to 4cls staff working on a few bugs. A Computer Policy Committee was formed to review Ed's recommended policies. Sara-Jo, Yvonne and Ed will report back in September.
 - d. Board President Archives: The scanner has been received. Ed will look into posting 2007 Board minutes and the 2006 Annual Report to the Community on the library web page. Ed suggested Chris, Marie and any other interested ex-Board Presidents think about what documents they might like to have accessible on an intranet.
 - e. Collection agency: Ed reported satisfactory statistics have not

been received from 4cls. Chris volunteered to call 4cls directly.
Brief discussion of what statistics are needed.

f. 4cls automation fee formula: Ed provided the Board with a review of how the fee is determined and an overview of 4cls automation services.

g. County/Town funding: Extended discussion of situation. Ed noted check has still not been received from Town. Chris circulated copies of a proposed joint letter addressing Board concerns to Town of Union. Chris will make revisions; circulate to Board and to Your Home Public Library Board before mailing. Chris also noted passage of two pieces of State legislation clarifying 414 and school district library funding initiatives, both affirming pro-library positions and both growing directly out of GFJ Library history. Chris has drafted a thank-you letter to Senator Farley and Assemblyman Eddington, which the Board requested he also copy to Senator Libous and Assemblywoman Lupardo.

h. Community Development Block Grant: Ed circulated notification from Town of Union Planning Director Paul A. Nelson regrettably rejecting the GFJ library's grant application for the elevator/lift accessibility project. Ed will contact the Town and request minutes from the Town of Union Citizens Advisory Council for Community Development, the entity which makes grant determinations.

VII. New Business:

- a. Prior approval on spending: Brief discussion of merits of having Board pre-approve expenditures above a certain amount. Paul volunteered to review past manifests of bills and report back to the Board in September with recommendations.
- b. Broken window incident: Ed reported on a large window which at front of library/Children's Room was broken late June 20/early June 21. No sign of entry or theft. Sentry Alarm will present recommendations on improving security in time for the September meeting.

VIII. Other Business/Committee Reports:

- a. Long range plan of service: Chris indicated the Committee will make a report to the Board at the October meeting. Ed suggested staff input on service aspects of the plan, and Sara-Jo agreed to assist. The Board will focus on strategic/management/financial issues. Chris and Ed noted the Board should continue to think about Special Legislative District vs. 414 funding. Chris

volunteered to contact NYLA to learn how other 414 libraries have settled this question.

- b. 414 Committee: No report
- c. Special district committee: No report
- d. Gates Foundation grant: Ed reported he had responded affirmatively to the grant offer from the Bill & Melinda Gates Foundation for assistance in updating/adding public access computers.

VIII. Adjournment: Alan moved to adjourn at 8:45 PM, Sara-Jo seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 13, 2007

- I. Call to order by President Chris Ryan at 7:02 P.M.
Present: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Library Director Ed Dunscombe. Excused: Alan Katz, Yvonne Slate.
- II. Reception of visitors: None.
- III. Approval of minutes from July 12, 2007: Sara-Jo moved to accept, Marie seconded, carried unanimously.
- IV. Manifest of Bills #3 for August, 2007 & #4 for September, 2007: Marie moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance of \$923,892.09 in Library Funds as of 8/31/2007. Ed noted that spending is running under budget and revenues ahead of projections. Ed noted we are over budget in our general repair and maintenance line due to breakdowns in the HVAC system. Ed asked the Board to authorize transfer \$2000 from the equipment repair line and \$1,000 from the periodicals line to the general repair and maintenance line. Paul noted this might mask the overspending in the general repair line, but it was pointed out that budget adjustments are readily noticeable on the budget spreadsheet, and that the village would transfer funds to make up the difference if we did not. Patrick moved to make the transfers, Sara-Jo seconded, carried with Paul voting nay. Marie moved to accept the financial report, Jan seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported good progress is being made on the elevator portion of the project, but we are awaiting a variance on the vertical travel of the lift. Project foreman indicated project completion about December 1 with no reason given for delay. Ed will check contract to see if a completion date is listed, Chris will write a letter requesting a revised completion date, and Ed will raise the question at his meeting with the contractor and architect on Sept. 21.
 - b. Property/Liability insurance: Increase in library premium still under investigation.
 - c. Envisionware: Ed presented Envisionware policies, written by Cathy Seary, Sara-Jo and Yvonne, for approval. Paul moved to accept, Denis seconded, carried. Ed and Sara-Jo noted staff is very pleased with the system. Print control in children's room and filtering interface still being worked on.

d. Board President Archives: No suggestions. Ed noted 2007 minutes and 2004, 2005, and 2006 annual reports are now available on the library web site. Ed will add items as requested by Board.

e. Collection agency: General discussion. Ed will contact Unique Management Services Inc. for presentation at future meeting.

f. County/Town funding: Extended discussion. Chris has sent thank-you letters for favorable library legislation to representatives. Ed will send a copy of proposed letter to Town of Union Board to attorney for review and recommendation.

g. Village audit: No word on a start date.

h. Café: No report.

i. Prior approval on spending: Paul presented his policy. Sara-Jo moved to up the amount requiring approval from \$1500 to \$2500. Marie seconded, carried unanimously. Paul will distribute revised copies.

VII. New Business:

a. Security system: Ed presented a proposal from Sentry Alarms for a door/window security system with monitoring along with existing Sentry monitoring. Paul questioned current contract expiration date, Ed will report back. Tabled until completion of construction project.

b. Policy manual review: Chris reported on effort to review and revise the library policy manual as a long-term project.

VIII. Other Business/Committee Reports:

a. Long range plan of service: Ed reported he, Sara-Jo and key staff had a preliminary meeting at which Ed requested staff input for new/expanded services and/or capital projects. Board committee will report in October.

b. 414 Committee: No report. Ed informed the Board of a letter from Steve Bachman at Your Home Public Library that YHPL will need to go for a 414 increase vote in November 2008. Ed requested Board input in creation of projected budgets to run through May 2013. Brief discussion of petition requirements.

c. Special district committee: YHPL Board open to reconsideration of Special District following 2008 414 vote.

VIII. Adjournment: Sara-Jo moved to adjourn at 9:30 PM, Marie seconded, carried unanimously.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, October 11, 2007

- I. Call to order by President Chris Ryan at 7:03 P.M.
Present: Paul Del Rosso, Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Village liaison Priscilla Garringer, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes from September 13, 2007, 2007: Marie moved to accept, Patrick seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2007. Jan moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance of \$892,105.31 in Library Funds as of 9/30/2007. Budget adjustments noted. Alan moved to accept, Yvonne seconded, carried.
- VI. Old Business:
 - a. Elevator project: Elevator delivery delayed and projected for later this month. Access to rear door to be made available by November 1. Will need to close library for approximately four hours for electrical work. Lift due to arrive December 1; speculation rear portion of project will be complete before then. Discussion of sign and possible logo for outside of new lobby wall. Ed will discuss with architectural firm possible creation of logo and its inclusion on new wall. Discussion and approval of installation of door counters, Ed will report back if cost to exceed \$500.
 - b. Property/Liability insurance: Increase in library premium still under investigation.
 - c. Collection agency: Ed reported 4cls report showing 80 patrons since June with \$100 plus in overdue material. Ed collecting overdue notices for patrons with \$100 plus in overdue material as they occur. Ed will check with Broome County Public and Norwich libraries to learn the delinquency thresholds they use to refer patrons to collections. Alan noted need to adhere to Fair Credit law requirements. Unique Management Services Inc. not able to send representative to meet with Board.
 - d. County/Town funding: No response from attorneys. Ed will contact with deadline of October 19 for posting of return receipt letter, preferably on firm stationary, to Town detailing Board's stance on the

matter. Board will send letter as is if firm cannot meet this deadline.
Deadline for Town budget is November 20.

e. Village audit: No report.

f. Café: No report.

g. Sentry: Ed reported contract runs to 2010 with \$22.00 per month monitoring fee.

VII. New Business:

a. Policy manual review: Extended discussion of best manner to proceed. Ed will bring one policy per month to Board for review/approval. Ed submitted the American Library Association's "Library Bill of Rights" for formal adoption. Brief discussion of ramifications should controversial groups want to use meeting rooms. Yvonne moved to accept the document as written, Jan seconded, carried with Paul abstaining.

b. Formation of Budget Committee: Alan and Paul volunteered to serve with Ed on a Budget Committee charged with writing projected annual budgets through fiscal year 2012/13. These budgets will form the basis for library district 414 funding request at November 2008 vote. Ed will contact Alan and Paul to plan work.

VIII. Other Business/Committee Reports:

a. Long range plan of service: Chris reported preliminary findings of the Board's Long Range Plan Committee, including Jan and Paul. Plan will focus on Outreach, Physical Plant, Governance & Operations, Relationship with Your Home Public Library, and New Sources of Revenue. Ed will report on staff committee's report.

b. 414 Committee: No report.

c. Special district committee: No report.

d. Holiday tree: An artificial holiday tree has been donated and will be put up after Thanksgiving. Cathy has contacted Mom's House in hopes of decorating the tree with gift suggestion tags for their residents. Patrons could take the suggestion tags, purchase the book, and return to library for gift wrapping and delivery. General discussion of appropriateness of holiday tree in library. Seasonal, non-religious decorations will also be used. General consensus to proceed with concept.

e. Adjournment: Yvonne moved to adjourn at 9:30, Marie seconded, carried.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, November 8, 2007

- I. Call to order by Vice President Alan Katz at 7:00 P.M.
Present: Paul Del Rosso, Alan Katz, Marie McLean-Yurecka, Jan Pecan, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Library Director Ed Dunscombe. Excused: Denis Kovalich, Village Liaison Priscilla Garringer.
- II. Reception of visitors: None.
- III. Approval of minutes from October 11, 2007: Sara-Jo moved to accept, Paul seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2007 (revised): Marie moved to accept, Yvonne seconded, carried unanimously. Manifest of Bills # 6 for November, 2007: Jan moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance of \$758,480.28 in Library Funds as of 10/31/2007. Ed noted October salary and benefit expenses absent due to incompleteness of Village expense ledger. No revenue report as revenue ledger not received from Village. Ed noted we are half-way through fiscal year and budget lines appear in good shape. Sara-Jo moved to accept, Paul seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported supply delays have caused opening of rear entrance to be delayed until Nov. 21. BCK Architects are designing a library logo. Board will review completed logo and decide on appropriateness for placement on exterior of new rear lobby. Alternative is a plaque with G.F. Johnson profile and library-related quote.
 - b. Property/Liability insurance: Village Treasurer Tom Johnson reported the library's 2006-07 premium was low due to a possible miscalculation by the Village. The prevailing higher rate paid before and since that year is the correct premium.
 - c. Collection agency: Ed reported on use of Unique Collections by Broome County Public Library and Guernsey Library in Norwich. Ed reported some \$2500 in lost material on patron cards since September first. General discussion of fine and borrowing limits. Ed will contact 4cls libraries to learn if any are limiting number of items that can be borrowed, or dollar value of items that can be borrowed, and whether the automation system can enforce said limits. Ed will also contact Unique for a copy of their contract, a verification that they adhere to

state and federal collection laws, and a decision on whether the \$8.95 fee can be passed on to the delinquent borrower. Tabled till December.

d. County/Town funding: Ed reported on his conversation with attorney Ellen Bach in which she advised against sending proposed letter to Town arguing for Town-collection of full amount of library assessment and timely payment. Board decided not to send the letter, but Chris will frame a short letter we will send early every year to the Town formally requesting payment in full ASAP.

e. Village audit: No report.

f. Café: No report.

g. Policy manual audit: Ed presented the American Library Association's Code of Ethics. Sara-Jo moved to accept, Paul seconded, carried unanimously. Ed presented existing Confidentiality of Patron Records policy. Alan moved to accept as amended, Patrick seconded, carried unanimously. Ed presented new Safety policy. Board suggested implementation of policy on a trial basis with Ed to report back in June 2008 along with suggested revisions.

VII. New Business:

- a. Patron incident: Ed reported on subpoena from District Attorney's office for records of a particular library patron. Ed had subpoena reviewed by attorney Joe Meagher who advised compliance. Jeff Henry of 4cls automation staff assisted Ed in assembling records which were submitted to D.A.'s office via Endicott Police Department detectives.
- b. Activity reports: Ed submitted summation of activity in library (meetings, classes, etc.) for November. Will be submitted to Board monthly but will not be an agenda item.
- c. Director's vacation: Ed reported he will be out of town November 25 through December 2.
- d. Friends of Library fee waiver: Ed suggested waiver of non-resident fee for members of Friends of the Library Board. Alan suggested the Friends pay for their Board members fees out of Friends funds. Ed will make suggestion to Friends Board.
- e. 2008 Holiday Schedule: Ed submitted proposed holiday schedule for 2008. Same closed dates as 2007 (New Year's Day, Memorial Day, Independence Day. Labor Day, Thanksgiving Eve close at 5 PM, Thanksgiving Day, Christmas Eve and Christmas Day.

VIII. Other Business/Committee Reports:

- a. Long range plan of service: Ed reported on staff committee's recommendations. Chris noted general agreement with board committee's recommendations and that board committee would incorporate staff ideas into their plan. Chris enumerated further board committee ideas and advised that Board committee will report back when their plan is complete. Ed noted need to communicate with Budget Committee.
- b. 414 Committee: No report.
- c. Special district committee: No report.
- d. Adjournment: Marie moved to adjourn at 8:48, Jan seconded, carried.

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, December 19, 2007

- I. Call to order by President Chris Ryan at 7:09 P.M.
Present: Paul Del Rosso, Alan Katz, Chris Ryan, Patrick Schafer,
Sara-Jo Sites, Yvonne Slate Library Director Ed Dunscombe.
Excused: Denis Kovalich, Marie-McLean-Yurecka, Jan Pecen.
- II. Reception of visitors: None.
- III. Approval of minutes of November 8, 2007: Alan moved to accept,
Sara-Jo seconded, carried unanimously.
- IV. Manifest of Bills #7 for December, 2007. Yvonne moved to accept,
Alan seconded, carried unanimously.
- V. Financial report: Balance of \$729,519 in Library Funds as of
11/30/2007. Annual NYS Retirement System and worker's comp
payments were under-budget. Alan moved to accept, Patrick
seconded, carried.
- VI. Old Business:
 - a. Elevator project: Lift to be installed Dec. 27 or Jan. 2. Minor work
still to be done on elevator – sump pump, vent, phone, smoke alarms,
hand-rails.
 - b. Collection Agency: Alan moved to proceed with 90-day trial
period with Unique agency. Ed to have latitude referring between \$50
and \$100 delinquent account to collections. Patrick seconded, carried
unanimously. Ed to post notices for a month in library before
collections begin.
 - c. County/Town funding: Ed reported on conversation with Town of
Union Comptroller Gary Leighton. Town has adjusted library tax rate
to account for reduction in county funding. Communications from
Leighton and county legislator Chris Kuzel indicate payments will
once again be quarterly.
 - d. Village audit: No report.
 - e. Café: No report.
 - g. Policy review: Alan moved to accept the ALA Freedom To Read,
Freedom To View and Free Access for Minors Statements, Sara-Jo
seconded, carried unanimously. Alan moved to accept revised
Computer Use Policy with new county-specific permissions for guest
cards, Yvonne seconded, carried unanimously.

VII. New Business:

- a. Leave: Ed noted coming personnel changes in children's department and discussed Village of Endicott leave policy. Ed will write library leave policy with 6-month leave renewable after six months.
- b. BARK program: Library has been contacted as site for BARK therapy dog program. Children read to dogs to better acclimate them to humans. Program is running successfully in Binghamton and Vestal libraries. Ed will contact those libraries to get feedback. Program would begin in February on alternate Monday evenings.
- c. Board resignation: Ed noted pending resignation of Alan Katz due to his move to Georgia. Ed will advertise opening in January. Several candidate applications are already on file. Alan noted his pleasure on working with the Board and commented it was the best Board he'd ever worked on.

VIII. Other Business/Committee Reports:

- a. Long range plan of service: No report.
- b. Budget Committee: No report. Ed once again requested volunteers to serve with he and Paul in wake of Alan's resignation.
- c. 414 Committee: No report.
- d. Special district committee: No report.
- e. Adjournment: Alan moved to adjourn at 8:29, Patrick seconded, carried.