Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 10, 2008

I. Call to order by President Chris Ryan at 7:04 P.M.
   Present: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka,
   Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate,
   Library Director Ed Dunscombe.

II. Reception of visitors: None.

III. Approval of minutes from December 19, 2007: Denis moved to
     accept, Sara-Jo seconded, carried unanimously.

IV. Manifest of Bills #8 for January 2008: Paul moved to accept, Patrick
    seconded, carried unanimously.

V. Financial report: Balance of $513,449.83 in Library Funds as of
   12/31/2007. Ed noted high NYSEG bill and will check on budget
   billing options. Legal services bill noted. Ed will contact Ellen Bach
   on pending legal questions re 414 vote options (does vote have to
   specify amount allocated to each library, can monies be shifted
   between libraries). Noted Whitman Osterman & Hanna bill
   mistakenly applied to “Miscellaneous” budget line. Ed will shift to
   “Contracted Services.” Jan moved to accept as corrected, Marie
   seconded, carried unanimously.

VI. Old Business:
   a. Elevator project: Lift is fully installed and operational, minor
      adjustments pending. General contractor work near complete on
      elevator, some electrical and phone-line work pending. Meeting with
      Jack’s Signs of Endicott next week for exterior signage. Ed has
      reported new construction to property/casualty insurance company
      and there may be a premium increase due to new value of building.
   b. Collection agency: Ed reported on discussions with Unique
      Collections, preference for $25.00 fine threshold for referral.
      Referrals to begin March 3 (March 1 is a Saturday). Ed will create
      signage and modify overdue notices to indicate delinquent accounts
      will be referred and will develop procedures to assure that patron’s
      names are removed from referral once they have resolved their
      delinquencies. Sara-Jo moved to proceed with 90-day trial period and
      $25.00 threshold, Jan seconded, carried unanimously.
   c. BARK therapy dog program: Patrick moved to accept BARK
      program (children reading to therapy dogs), Paul seconded, carried
      unanimously.
   d. Village audit: No report.
e. Café: No report.
f. Policy manual audit: Ed presented draft leave policies. Discussion focused on the maternity/child care leave portion of the policy. Ed will check with Village and other entities if necessary to determine particulars of their policies, including variances between full and part-time employees and continuance of benefits. Ed submitted staff member’s request for maternity/child care leave. Jan moved to grant six months leave, from January 18 through July 18. Employee to apply for reinstatement or extension by June 18. Policies for specific types of leave will be considered individually over the next few months until complete.

VII. New Business:
a. Staff changes and salaries: Ed noted plan to hire current employee on temporary basis as replacement librarian for employee taking leave. Salary to be $18.70 per hour. New temporary employee to be hired to fill vacant clerical position at $8.00 per hour. Marie so moved, Patrick seconded, carried unanimously.

b. Carry-over of vacation time: Discussion of proposed policy to allow carry-over of vacation time from one calendar year to the next. Sara-Jo moved to allow carry-over of up to five days paid vacation for full-time employees, with carry-over days to be used by May 31 of the new year. Marie seconded, carried unanimously.

c. Board vacancy: Chris appointed Yvonne Slate to vacant Vice-President position, pending her reappointment by Village Board. Chris, Jan, Sara-Jo and Ed appointed as committee to review applicants for vacant board seat. Committee will meet before February Board meeting and schedule interviews with candidates.

d. Children’s programming evaluations. Ed submitted overwhelmingly positive patron evaluations of Margaret Cooper’s children’s programs

VIII. Other Business/Committee Reports:
a. Long range plan of service: Chris noted Committee is continuing work and will liaison with Budget Committee.

b. Budget Committee: Ed and Paul will schedule meeting and invite rest of Board to attend.

c. 414 Committee: No report.

d. Special district committee: Chris noted numerous advantages of special district model vs. 414.

e. Adjournment: Patrick moved to adjourn at 8:50, Yvonne seconded, carried unanimously.
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, February 12, 2009 (January meeting cancelled due to lack of
quorum)

I. Call to order by President Yvonne Slate at 7:04 P.M. Present: Paul
Del Rosso, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick
Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Village Liaison
Frank Flint, Library Director Ed Dunscombe, Absent: Denis
Kovalich.

II. Reception of visitors: None

III. Minutes from December 18, 2008: Brian moved to accept, Jan
seconded, carried unanimously.

IV. Manifest of Bills #8 for January 2009. Sara-Jo moved to accept,
Marie seconded, carried unanimously. #9 for February 2009: Marie
moved to accept, Brian seconded, carried unanimously.

V. Financial report: Balance in library funds of $483,118.60 (end of
December 2008 balance was $530,707.89). A-V spending may go
over but total materials spending should be under. Interest income
continues to lag significantly due to the economic situation. Paul
moved to accept, Patrick seconded, carried unanimously.

VI. Old Business:
a. Village audit: No report.
b. Café: No report.
c. Asset recovery: The Board gave Ed discretion to refer patrons with
significant delinquencies to Unique as they come to his attention. Ed
noted the reporting process may be automated soon.
d. Health insurance employee share: Tabled until March meeting.

VII. New Business:
a. Policy review: None.
b. Annual Report: Ed presented a draft long-range plan of service.
Chris moved to accept as amended, Brian seconded, carried
unanimously. Ed presented the Annual Report to New York State for
2008. Sara-Jo moved to accept, Chris seconded, carried unanimously.
Ed distributed copies of the 2008 Report to the Community. Paul
raised some questions derived from the annual report relating to the
c. Vacant Board seat: Ed reported on the apparent resignation of
Denis Kovalich from the Library Board. No written resignation has
been received to date, only an e-mail. Ed will contact Denis to
request a written resignation if that is his intention.
d. Chris raised the question of studying the possibility of converting to geothermal heating/cooling. Tabled for further review.
e. Frank mentioned some possible uses for the old George F. Johnson garage are under review by the Village.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: Plan adopted as above referenced under Section VII b.
   b. Budget Committee: Ed presented draft 2009-10 revenue and expense budgets along with a discussion of staffing changes.
   b. 414 Committee: Ed noted the issuance of a revised edition of the booklet “Inch by Inch, Row by Row” which is a guide for 414 funding efforts. The booklet is available online.
   c. Special district committee: The Committee has had preliminary meetings.
   c. Adjournment: Having completed business, Sara-Jo moved Adjourn at 9:05 P.M. Brian seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

[Signature]

Library Board Secretary
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, March 13, 2008 (no February meeting)

I. Call to order by President Chris Ryan at 7:07 P.M. Present: Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Village Liaison Frank Flint, Library Director Ed Dunscombe. Excused: Paul Del Rosso, Sara-Jo Sites, Yvonne Slate.

II. Reception of visitors: None.

III. Approval of minutes from January 10, 2008: Marie moved to accept, Patrick seconded seconded, carried unanimously.

IV. Manifest of Bills #8 for January 2008 (revised): Denis moved to accept, Marie seconded, carried unanimously. #9 for February 2008: Jan moved to accept, Marie seconded, carried unanimously. #10 for March 2008: Marie moved to accept, Jan seconded, carried unanimously.

V. Financial report: Balance of $1,101,127.14 in Library Funds as of 2/29/2008. All Town of Union monies for 2008 have been received and deposited. No County monies yet received. Balance without Town monies would have been $394,607.30, compared to February 2007 balance of $478,731.00; showing a drop of $84,123.70 with elevator/lift project spending nearly complete. Patrick moved to accept report, Marie seconded, carried unanimously. Ed advised transfer of $1000.00 from Line 7410-2210.0100 (Site Improvement) to Line L7410-4275 (Cleaning Supplies) as line is now overdrawn by $168.91. Revenue report not available as data not yet received from Village. Marie moved to authorize transfer, Denis seconded, carried unanimously. Ed estimated $175,000 surplus at end of budget year on May 31, 2007, not counting any Town/County monies received by that date (applying those revenues to 2008-09 operations).

VI. Old Business:
   a. Elevator project: Time-Warner and All-Mode are finally working together to install needed phone line. When line is installed inspection will be performed and elevator should be operational upon completion of inspection.
   b. Village audit: No report.
   c. Café: Ed reported possible interest from local operator. Chris proposed sub-committee to work on project – no volunteers. Frank noted Village Attorney may be available to advise if project proceeds.
d. Policy manual audit: Ed advised change in Computer Use Policy, making only residents of Broome, Delaware, Chenango, Otsego, and Tioga counties ineligible for guest passes for computer use. Residents of those counties would be required to register for library cards. Denis so moved, Patrick seconded, carried unanimously. Ed advised revised Meeting Room Policy, removing sections relating to handicap access as both meeting rooms are now accessible. Ed also suggested elimination of $10.00 fee for use of rooms to foster greater use of library by community groups. General discussion of fee elimination. Frank suggested the $10.00 fee be made a suggested donation. Ed requested Board clarification of use of meeting rooms by for-profit groups. Board advised handling of these requests on case-by-case basis, with Ed reporting specific instances back to the Board for further discussion/clarification. Denis moved to accept policy as revised, Patrick seconded, carried unanimously. Ed will provide Board with revised policy text. Family & Medical Leave Policy tabled.

e. Board Vacancy: Sub-committee has selected three candidates for interview. Board will be notified of interview schedule.

VII. New Business:

a. 2007 State Report: Marie moved to accept, Denis seconded, carried unanimously.

b. CD Display Rack: Tabled.

c. Construction grants: Ed will investigate applications to air-condition George F. Johnson Room, install automatic door on front of building, and add signage and possible plaque on new rear entryway. Number of annual applications may be limited.

d. NYLA Lobby Day: Ed reported on positive trip to Albany to lobby legislators for library funding. Assembly & Senate restored Governor’s cut of $5 million for library systems. Construction Grant program remains in budget.

VIII. Other Business/Committee Reports:

Long range plan of service: No report

Budget Committee: Ed presented draft 2008-09 budget calling for spending of $938,350, with $35,950 being transferred from surplus. Jan moved to accept pending April Board action on June salary increment, Denis seconded, carried unanimously. General discussion of sub-committee’s proposals for November 2008 funding vote, tabled for future discussion. Chris will try to
schedule a joint meeting with Your Home Public Library Board on this topic.

a. 414 Committee: Ed reported work on May town-wide newsletter is under way. Will feature an article on vote and petition drive.

b. Special district committee: Chris reported on indications from Your Home Public Library Board showing little support for Special District option at this time.

c. Adjournment: Patrick moved to adjourn at 8:20, Jan seconded, carried unanimously.
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 10, 2008

I. Call to order by President Chris Ryan at 7:00 P.M.

II. Reception of visitors: None.

III. Approval of minutes from March 13, 2008: Jan moved to accept, Marie, seconded, carried unanimously.

IV. Manifest of Bills #11 for April 2008: Sara-Jo noted payment to Suzanne Johnson was for books, not a subscription as noted. Sara-Jo moved to accept as amended, Paul seconded, carried unanimously.

V. Financial report: Balance of $1,061,489.95 in Library Funds as of 3/31/2008. No County monies yet received. Frank noted approval of budget transfer, $1,000 from Site Improvement line to Cleaning Supplies line. Ed noted receipt of annual IBM Matching Grant donations. Ed noted $2,000 System Grant has been accepted as a credit against the 2008-09 4cls automation fee, rather than as revenue. Ed will adjust budget accordingly. Yvonne moved to accept report, Patrick seconded, carried unanimously.

VI. Old Business:
   a. Elevator project: All work is done; inspection will be performed Friday, April 11 at which time unit should be operational.
   b. NYSEG bill: Ed reported success in having budget payments greatly reduced.
   c. Village audit: No report.
   d. Café: No report.
   e. Policy manual audit: Frank offered to have village attorney review the Family & Medical Leave Policy, which was adopted at the March meeting.
   f. Board Vacancy: The Board will forward the name of Brian Steele to the Town of Union Board for review. If no response by June 11, Mr. Steele’s name will be referred to the Village Board for appointment.

VII. New Business:
b. Open House dated for petition carriers: Ed suggested May 22 6 to 8 PM and May 31 10 Am till noon and 2 PM till 4 PM. (Note: May 22 date later changed to June 5).

c. Personnel change: Rita Charsky has resigned as part-time library clerk and been replaced by Chris Taft.

d. CD Display Rack: Sara-Jo motioned to approve Ed’s suggestion to purchase a new CD display rack for $3281. Paul seconded, carried unanimously.

e. Ed reported contact by Kolpien & Associates regarding publicity and marketing. He will try to set an appointment for Mr. Kolpien to speak to the Board.

f. Jan suggested she and other interested members consider a presentation on our 414 funding history at the November’s NYLA conference. General approval.

g. Limits on borrowing: Ed suggested borrowing limits for residents at transient addresses. Disapproval by Board.

h. 2008-09 salaries increment: Board asked Ed to report back at May meeting with last few year’s increments and recent inflation rates.

VIII. Other Business/Committee Reports:

   a. 414 Committee: Patrick motioned to accept Budget Committee’s recommendation of a $908,275.00 figure for the November 2008 funding proposition, Paul seconded, carried unanimously. GFJ Board to meet with Your Home Public Library Board.

   b. Special district committee: No report.

   c. Adjournment: Yvonne moved to adjourn at 9:10, Sara-Jo seconded, carried unanimously.
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, May 8, 2008

I. Call to order by President Chris Ryan at 7:22 P.M.
Present: Marie McLean-Yurecka, Chris Ryan, Yvonne Slate, Paul
Del Rosso, Sara-Jo Sites, Board nominee Brian Steele, Library
Director Ed Dunscombe. Excused: Denis Kovalich, Jan Pecen, Patrick
Schafer.

II. Reception of visitors: None.

III. Approval of minutes from April 10, 2008: Yvonne moved to accept,
Marie, seconded, carried unanimously.

IV. Manifest of Bills #12 for May 2008: Yvonne moved to accept, Marie
seconded, carried unanimously.

V. Financial report: Balance of $988,864.55 in Library Funds as of
4/30/2008. Ed noted minor budget transfers performed by Village
($500 from NYS Retirement to Postage; $100 from Workman’s Comp
to EAP, $1000 from Site Improvement to Cleaning Supplies). Ed
noted Interest on Investments will be short due to reduction of interest
rates; donations almost twice budgeted amount. Total revenue for
year skewed due to substantial County library aid for 2006-07 being
received in 2007-08. Marie moved to accept report, Sara-Jo seconded,
carried unanimously.

VI. Old Business:
   a. Elevator project: All work is done and elevator is inspected and
operational. Ed filing project completion paperwork with NYS to
receive remaining $8,950 in grant money.
   b. Village audit: No report.
   c. Café: General discussion of how to proceed. Chris will try to
mention idea to Village merchant. May eventually proceed with a
Request For Proposals.
   d. Policy manual audit: Family Medical & Leave Policy under review
by Village Attorney.
   e. Board Vacancy: Although Board has power to appoint Brian to
Alan Katz’s vacant seat, decided it will await any response from
Town of Union Board, due by June 11.
   f. 2008-09 salaries: After reviewing CPI and raises for past three
years, Paul moved to increase all salaries 3.5% starting June 2008
(excepting Library Page positions which will remain as is). Sara-Jo
seconded, carried unanimously.
g. 2008-09 budget: Following decision on salary increases and Village input on benefit lines, the Board reaffirmed previous adoption of 2008-09 budget at $903,044.44.

VII. New Business:
   a. 2008-09 officers: Forgoing the traditional committee approach to determining a slate of officers, general discussion of interest was held. Yvonne, as sitting Vice-President, agreed to serve as President. Paul and Sara-Jo are considering the Vice-Presidential post. If Paul defers at the June meeting, Sara-Jo stated she would stand for election. Election and “passing of the baton” will occur at the June annual meeting.
   b. Ed noted verbal award of a grant for $8629 from Community Foundation for South Central New York toward the purchase of a smart board, screen, computer, and related equipment. Grant application was for $10,000. Device can be used for presentations and also to show movies on DVD. Awaiting formal notification. Children’s Librarian’s Suzanne Johnson and Erin Singleton to be commended for writing and submitting the grant application.
   c. Unveiling and dedication of “Eleanor Henricks Children’s Room” will occur May 31 at 1 PM.
   d. Ed presented proposal from Sentry Alarms for installation of a “burglar alarm” system, including detection on all exterior doors, microphones to detect breaking glass, a motion sensor in a basement room, and a wired, local-only alarm on the door leading from the GFJ Room to the roof. Installed at $2875. Monitoring is included in our existing fire alarm monitoring at no extra cost. Yvonne moved to accept, Marie seconded, carried unanimously.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: Petition-carrier orientation sessions will be held at the library May 31, 10 till noon and 2 till 4; and June 5, 6 – 8 PM. Attendance by some Board members would be appreciated; Ed may have a conflict with the June 5 date. Sessions at Your Home Public Library will be held on different days. Your Home Public Library will determine its vote figure next week. Probably will not include funding for an elevator. Town-wide newsletter to be mailed May 19. Library is collecting paper surveys, and an online version of the survey is posted on the GFJ and YHPL web sites. Signs have been posted in library soliciting petition-carrier volunteers. Cards are also
being handed-out to borrowers. Marie has collected eight names from PTA colleagues. Ed has three names so far.
c. Special district committee: No report.
a. Adjournment: Yvonne moved to adjourn at 8:45, Sara-Jo seconded, carried unanimously.
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 12, 2008

I. Call to order by President Chris Ryan at 7:03 P.M.
Present: Paul Del Rosso, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Board nominee Brian Steele, Library Director Ed Dunscombe. Excused: Denis Kovalich.

II. Reception of visitors: None.

III. Election of officers: Sara-Jo moved to accept the slate of Yvonne as President and Paul as Vice-President. Patrick seconded, carried unanimously.

IV. Approval of minutes from May 8, 2008: Marie moved to accept, Paul, seconded, carried unanimously.

V. Manifest of Bills #13 for May 2008: Chris moved to accept, Sara-Jo seconded, carried unanimously. #1 for June 2008: Chris moved to accept, Jan seconded, carried unanimously.

VI. Financial report: Balance of $962,594.98 in Library Funds as of 5/31/2008. Second of County library aid installments received. Revenue report not received from Village Treasurer. Patrick moved to accept report, Sara-Jo seconded, carried unanimously.

VII. Old Business:
   a. Village audit: No report.
   b. Café: No report.
   c. Policy manual audit: Ed reported Village Attorney has reviewed proposed Family & Medical Leave policy and suggested no changes. Chris moved to accept, Patrick seconded, carried unanimously. Ed reported Safety Policy has been working well and recommended its adoption as is. Sara Jo moved to accept the policy, Paul seconded, carried unanimously.
   d. Board Vacancy: No response from Town of Union on Brian’s appointment to fill Alan Katz’ vacant seat to expire December 31, 2008. Jan moved to appoint Brian, Patrick seconded, carried unanimously. Ed noted recommendation from Council of Community Services of New York State Inc. that non-profit boards should have a person functioning in the office of Secretary. According to GFJ Bylaws the President may appoint a Secretary. Yvonne appointed Sara-Jo to the office of Secretary. The Board discussed general succession of Vice-President to President and Secretary to Vice-President.
e. Unique Management Services: Ed reported on three-month trial period. Fifty-nine accounts submitted, 45 accounts in process, 14 incorrect addresses. $4,993.93 submitted for collection, $1,301.84 dollars in “skips” (from incorrect addresses). $226.59 collected, $568.46 in materials returned, $106.91 in fines waived. 44.44% of submitted accounts activated (not including “skips”). Jan moved to sign the agreement to continue with Unique, pending clarification of several items in the three-month trial period report. Sara-Jo seconded, carried unanimously.

VIII. New Business:
a. Personnel change: Ed reported the June 21 resignation of Julie Conklin. Ed noted various options for staffing Julie’s hours. Temporary coverage will be by Erin Singleton, potentially through December 21, pending Brooke Butler’s leave status.

IX. Other Business/Committee Reports:
a. Long Range Plan of Service Committee: No report.
b. 414 Committee: Funding proposition petitions are being circulated. Discussion of the petition effort.
c. Special district committee: No report.
a. Adjournment: Jan moved to adjourn at 8:45, Marie seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

______________________________
Library Board Secretary
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, July 10, 2008

I. Call to order by Vice-President Paul Del Rosso at 7:05 P.M. at 7:03 P.M. Present: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Brian Steele, Library Director Ed Dunscombe, Village Liaison Frank Flint. Excused: Yvonne Slate, Sara-Jo Sites.

II. Reception of visitors: None.

III. Approval of minutes from June 12, 2008: Brian moved to accept, Chris, seconded, carried unanimously.

IV. Manifest of Bills #2 for July 2008: Chris moved to accept, Sara-Jo seconded, carried unanimously.


VI. Old Business:
   a. Village audit: No report.
   b. Café: No report.
   d. Grant applications: Ed presented applications for two NYS Construction grants, one to install an automatic door opener on front door and one to air-condition the George F. Johnson room. Patrick moved to accept, Marie seconded, carried unanimously.

VII. New Business:
   a. Extension of leave: Ed presented a written request from Brooke Butler to extend her leave two months through September 20, 2008. Chris moved to accept, Brian seconded, carried unanimously. Temporary coverage will be by Erin Singleton.
   b. Personnel changes: Ed noted that Erin Singleton has replaced Julie Conklin as part-time children’s librarian with a permanent appointment. Erin will work 37.5 hours until Brooke returns in September, then will revert to 19 hours per week with Brooke working the ten hours per week formally performed by Julie.
   c. BOOKS and Community Foundation for South Central New York grants: Ed presented formal communications from those bodies announcing their grants.
d. Clarification on non-resident fee for staff: Waiver of fee applies to staff and members of their household. Same for Friends of the Library Board members.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: Funding proposition petitions are being circulated. Discussion of the petition effort. Ed noted some 612 signatures so far collected at the Endicott & Johnson City libraries.
   c. Special district committee: No report.

   a. Adjournment: Jan moved to adjourn at 8:45, Brian seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

[Signature]

Library Board Secretary
Minutes of the George F. Johnson Memorial Library Board meeting of
Tuesday, September 9, 2008

I. Call to order by President Yvonne Slate at 7:07 P.M. Present: Paul
Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Chris Ryan,
Patrick Schafer, Yvonne Slate, Brian Steele, Library Director Ed

II. Reception of visitors: None.

III. Approval of minutes from July 10, 2008: Denis moved to accept,
Brian, seconded, carried unanimously.

IV. Manifest of Bills #3 for August 2008: Denis moved to accept, Brian
seconded, carried unanimously. #4 for September 2008: Brian moved
to accept, Paul seconded, carried unanimously.

V. Financial report: Balance of $832,761.42 in library funds at close of
July; $787,947.63 at close of August.

VI. Old Business:
   a. Village audit: No report.
   b. Café: No report.
   c. Policy manual audit: Ed presented a revised Transitional Duty
      Program. Chris presented a form to indicate restrictions on employee
      activity to be completed by physician. Brian moved to accept, Chris
      seconded, carried unanimously.

VII. New Business:
   a. Medical leaves: Ed presented requests for medical leaves by two
      employees which were accepted without vote. Discussion of revision
      of leave policy to include advancement of paid sick time in cases
      where employees’ sick banks are depleted. Board declined to so act.
   b. Personnel changes: Ed noted changes to accommodate staffing
      during the medical leaves. Ed noted resignation of a part-time library
      clerk and progress on hiring of a replacement at $8.25 per hour.
   c. Petition progress and resolution. Petition progress was reviewed.
      Chris moved to authorize expenditure of up to $20,000 for legal
      expenses. Brian seconded, carried unanimously. Brian moved to
      accept the attached resolution endorsing the petition presented to the
      Board calling for a vote on increased library funding through a vote in
      the Town of Union. Chris seconded, carried unanimously.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: As noted above.
   c. Special district committee: No report.
a. Adjournment: Marie moved to adjourn at 9:07, Patrick seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

Sara Jo Sites

Library Board Secretary
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY

A meeting of the Board of Trustees of the GEORGE F. JOHNSON MEMORIAL LIBRARY was held at 7 P.M. on the ninth day of September 2008.

The following Trustees were present, constituting a quorum of the Board: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Chris Ryan, Patrick Schafer, Yvonne Slate, and Brian Steele.

The following motion was made, seconded, and unanimously carried:

WHEREAS, there has been presented to the Board of Trustees of the George F. Johnson Memorial Library a petition signed by qualified voters of the Town of Union in a number to exceed ten percent (10%) of the total number of votes cast for Governor in the Town of Union in the last gubernatorial election, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Union:

"SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF UNION FOR THE OPERATING BUDGET OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BE INCREASED BY NINETY THREE THOUSAND AND SEVENTY FIVE ($93,075.00) DOLLARS TO THE SUM OF NINE HUNDRED EIGHT THOUSAND TWO HUNDRED AND SEVENTY FIVE ($908,275.00) DOLLARS ANNUALLY AND SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF UNION FOR THE OPERATING BUDGET OF YOUR HOME PUBLIC LIBRARY BE INCREASED BY SIXTY NINE THOUSAND SEVEN HUNDRED AND TWENTY EIGHT ($69,728.00) DOLLARS TO THE SUM OF SIX HUNDRED AND TWENTY SEVEN THOUSAND FIVE HUNDRED AND FORTY NINE ($627,549.00) DOLLARS ANNUALLY?"

And

WHEREAS, the endorsement of this Board of Trustees of the George F. Johnson Memorial Library is required before such question may be placed upon the ballot

NOW, THEREFORE BE IT RESOLVED THAT THIS Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Union:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF UNION FOR THE OPERATING BUDGET OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BE INCREASED BY NINETY THREE THOUSAND AND SEVENTY FIVE ($93,075.00) DOLLARS TO THE SUM OF NINE HUNDRED EIGHT THOUSAND TWO HUNDRED AND SEVENTY FIVE ($908,275.00) DOLLARS ANNUALLY AND SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF UNION FOR THE
($69,728.00) DOLLARS TO THE SUM OF SIX HUNDRED AND TWENTY SEVEN THOUSAND FIVE HUNDRED AND FORTY NINE ($627,549.00) DOLLARS ANNNUALLY?

Thereupon the resolution was passed by a vote of seven (7) in favor, none (0) opposed.

The undersigned, President of the Board of Trustees of the George F. Johnson Memorial Library, hereby certifies that the above is a true copy of the resolution passed by the Board of Trustees of the George F. Johnson Memorial Library on the 9th day of September 2008.

Yvonne Slate
Library Board President

Date: September 9, 2008
Minutes of the George F. Johnson Memorial Library Board meeting of
Tuesday, October 9, 2008

I. Call to order by President Yvonne Slate at 7:05 P.M. Present: Marie
McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo
Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe.

II. Reception of visitors: A Broome Community College student attended
the meeting.

III. Approval of minutes from September 9, 2008: Brian moved to
accept, Marie seconded, carried unanimously.

IV. Manifest of Bills #5 for October 2008. Sara-Jo moved to accept, Jan
seconded, carried unanimously.

V. Financial report: Balance in library funds not available. Unanticipated
remaining accessibility project bills noted.

VI. Old Business:
   a. Village audit: No report.
   b. Café: No report.
   c. Policy manual audit: Ed presented a revised Collection
      Development Policy. Tabled for review.

VII. New Business:
   a. Staffing changes: Ed noted the hiring of an additional part-time
      library clerk to function as a substitute. Pay rate $8.50 per hour. Ed
      noted resignation of the part-time library Cleaner. A new one has
      been hired at $12.00 per hour.
   b. Meeting room: Ed noted a request to use the George F. Johnson
      meeting room past the 9 P.M. library closing time. Request has since
      been rescinded. Request would require waiver or revision of Meeting
      Room Policy.
   c. Health insurance co-pay: Ed distributed information relating to
      village union contracts, escalating employee co-pay of both premiums
      and prescription medications. Tabled for review. Ed will distribute
      via e-mail salaries of active employees participating in the health
      insurance program.
   d. Information sessions: To address questions relating to the Nov. 4
      funding vote. Scheduled for Oct. 23 7 PM and Oct. 25 10 AM at
      Your Home Public Library; Oct. 30 7 PM and Nov. 1 10 AM at
      George F. Johnson Memorial Library.
   e. Director vacation: Ed reported he will be out of town Oct. 18
      through 25.
VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: Discussion of court action regarding Town of Union.
   c. Special district committee: No report.
   a. Adjournment: Sara-Jo moved to adjourn at 8:22, Brian seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

[Signature]
Library Board Secretary
Minutes of the George F. Johnson Memorial Library Board meeting of
Tuesday, November 13, 2008

I. **Call to order by President Yvonne Slate at 7:05 P.M.** Present: Paul
Del Rosso, Marie McLean-Yurecka, Jan Pecen, Patrick Schafer,
Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed
Dunscombe, Village Liaison Frank Flint. Excused: Denis Kovalich
and Chris Ryan.

II. **Reception of visitors:** None

III. **Minutes from October 9, 2008:** Sara-Jo moved to accept, Marie
seconded, carried unanimously.

IV. **Manifest of Bills #6** for November 2008. Patrick moved to accept,
Paul seconded, carried unanimously.

V. **Financial report:** Balance in library funds of $716,853.88. Revenue
and expense reports not received from Village. Final payment to
electrical contract for elevator/lift project. Sara-Jo moved to accept,
Paul seconded, carried unanimously.

VI. **Old Business:**
   a. Collection development policy: Jan moved to accept as amended,
   Brian seconded, carried unanimously.
   b. Health insurance co-pay: Ed reported on fire and police entry-level
   salaries compared to those at library. Ed reported on percentage of
   health plan paid by various Village departments. Tabled for review of
   historical health care costs at December meeting.
   c. Café: Discussion of how uncertainty on this issue is impacting
   facility planning.
   d. Village audit: No report.

VII. **New Business:**
   a. Board seats: Marie and Brian indicated they would like to sit for
   new terms. Ed will forward their names to the Village for
   reappointment.
   b. Mandarin class: Ed reported on a proposal from a local person
   to offer Mandarin classes at the library. Consensus that this was
   acceptable as long as the students are paying the instructor (library
   not to assume this cost as part of its programming budget).
   c. Extended medical leave: Patrick moved to extend medical leave for
   part-time library assistant through December. Jan seconded, carried
   unanimously. Sara-Jo moved to accept medical leave for part-time
   library clerk from October 16 through December 10. Paul seconded,
   approved unanimously.
d. Sick-time banks. Ed reported on offer of staff member to give some of her sick-time to another employee. Ed will report to Board in December on Village practice.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: Count of absentee ballots has upheld positive result of the November 4 funding proposal.
   c. Special district committee: Discussion of how to proceed following successful funding vote. Ed asked volunteers to work on this committee to e-mail him. Patrick volunteered.
   d. Adjournment: Jan moved to adjourn at 8:43, Sara-Jo seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

[Signature]
Library Board Secretary
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 18, 2008 (rescheduled from December 11 due to inclement weather)

I. Call to order by President Yvonne Slate at 7:15 P.M. Present: Paul Del Rosso, Jan Pecen, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe, Excused: Denis Kovalich, Marie McLean-Yurecka and Village liaison Frank Flint. Absent: Chris Ryan.

II. Reception of visitors: None

III. Minutes from November 13, 2008: Sara-Jo moved to accept, Paul seconded, carried unanimously.

IV. Manifest of Bills #6 for November 2008 (revised). Brian moved to accept, Paul seconded, carried unanimously. #7 for December 2008: Paul moved to accept, Sara-Jo seconded, carried unanimously.

V. Financial report: Balance in library funds of $652,679.50. Revenue and expense reports not received from Village. Review of six-month revenue and expense spending. Brian moved to accept, Paul seconded, carried unanimously. Ed suggested transfer of $25,000 from Equipment line, $12,000 from Book line, and $3,000 from Liability Insurance line to Contracted Services line to accommodate legal expenses caused by Town of Union Board. Ed suggested transfer of $1,000 from Telephone line to Postage line to cover anticipated shortfall. Brian moved to accept budget transfer recommendations, Sara-Jo seconded, carried unanimously.

VI. Old Business:
   a. Village audit: No report.
   b. Café: Ed discussed self-service coffee option as opposed to a full-service café.
   c. Health care costs: Ed submitted a report and requested the Board review for action during new budget deliberations. Question pertains to possible increase in employee share of premiums. Ed also noted Village is phasing-out the health insurance buyout. Board will need to decide whether it wishes to also implement these changes
   d. Sick-time banks: Ed reported Village allows a loosely-structured system of permitting employees to borrow sick-time from other willing employees. No motion to so implement at library.
VII. New Business:
   a. Policy review: Ed submitted reworded Circulation Policy, including the Confidentiality Policy. Fees for fax service to be changed to $1.00 per page for first five pages, 25 cents per page thereafter. Ed will update attached fine list. Sara-Jo moved to accept, Paul seconded, carried unanimously.
   b. Patron fall: Ed reported that a patron slipped and fell on a wet floor in the rear lobby. Report filed with insurance company. Patron declined medical attention. An additional floor mat has been installed.
   c. Correspondence from 4cls: 4CLS Board President Bill Taber contacted member libraries to inform them of likely increases in fees 4cls charges member libraries due to NYS cutbacks in funding to systems. Noted was increase in processing fees from 75 cents to $1.00 per item (excluding audio-visuals which due not receive physical processing).
   d. Ed reported on a meeting with architect from Bearsh Compeau Knudson. BCK will study changes to HVAC system to provide better climate control in staff workroom, children’s room, and George F. Johnson Room. Also noted BCK could perform a building study to focus on potential changes in building and related costs.
   e. Ed noted new Gates Foundation computers are in place and being heavily used. Printing problems still being addressed.
   f. BCPL/4CLS computer merge: Ed reported that BCPL patron and item databases are being merged with the 4CLS system. Bugs being worked out but should be a milestone improvement in area library service. Head of GFJ Circulation Department has volunteered to assist at BCPL on their “go-live” date (December 19). Ed will attend brief ceremony at BCPL.

VIII. Other Business/Committee Reports:
   a. Long Range Plan of Service Committee: No report.
   b. 414 Committee: Library attorney has submitted brief to Court of Appeals moving to block a second Town of Union appeal of their earlier legal defeats. Ed reported on the pathetic waste of taxpayer monies due to Town Board’s continued efforts.
   c. Special district committee: Ed reported on a meeting he had with 4CLS CEO David Karre and Your Home Public Library Director Steve Bachman. Ed distributed the Binghamton University intern’s study to the Committee, The Committee will review this and related materials from NYS Division of Library Development and Ed and
Steve will work with Mr. Karre to set a February meeting with a State representative and representatives from other public libraries in Broome County to discuss the concept of a county-wide special legislative library district.

d. Adjournment: The Board enjoyed home-made Christmas cookies by Yvonne, following which Sara-Jo moved to adjourn at 8:44 P.M. Jan seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

Sara Jo Sites
Library Board Secretary