

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 book collection. Tabled.
 - 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:

Sara-Jo Sites

Library Board Secretary

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Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, March 12, 2009

- I. Call to order by President Yvonne Slate at 7:07 P.M.
Present: Paul Del Rosso, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe, Village Liaison Frank Flint.
- II. Reception of visitors: None.
- III. Approval of minutes of February 12, 2009: Brian moved to accept, Sara-Jo seconded, carried unanimously.
- IV. Manifest of Bills #10 for March, 2009. Brian moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance of \$1,196,026.14 in Library Funds as of 2/28/09. Town check has been received. Patrick moved to accept, Brian seconded, carried unanimously. Sara-Jo moved to transfer \$3000.00 from General Repair & Maintenance line to Contracted Services line to cover legal costs related to Town of Union attempt to eliminate library funding. Marie seconded, carried unanimously.
- VI. Old Business:
 - a. Village audit: Has not been conducted.
 - b. Café: No report.
 - c. Health insurance: Sara-Jo moved to increase employee co-pay of premium from eleven to twelve percent beginning June 2009. Chris seconded, carried unanimously.
 - d. Board vacancy: Yvonne has contacted prior applicant to gauge interest. Ed will advertise vacancy.
 - e. 2009-10 budget: Chris moved to increase salaries three percent starting June 2009. Brian seconded, carried seven for, one opposed, excluding Page positions. Board voiced approval for Bookletters service proposed by Ed.
- VII. New business:
 - a. Policy review: Sara-Jo moved to accept revision of Internet policy. Added clauses pertaining permitting parental waiver to unblock filter for users less than seventeen years of age; and stipulating a six-month loss of public computing privileges for first offense of pornography ban with written request for reinstatement. Second offense permanent loss of privilege. Paul seconded, carried unanimously.
 - b. Gates funding resolution: Jan moved to accept resolution stipulating funding for phase II of the Gates Hardware grant. Chris seconded, carried unanimously.

- c. Unique automated process: Ed presented sliding fee schedule for automation of Unique asset recovery process. Tabled for further review in April.
- d. Patron incidents: Ed reported on February 20 indecent exposure incident. Procedures for protection of patron confidentiality were followed and a suspect has been arrested. Two other incidents regarding viewing of pornography on public computers in adult room. Patrons have been identified and privileges restricted according to policy revised above.
- e. Proposed furniture expense: Ed presented proposal to furnish vacant book sale room. Sara-Jo authorized expenditure of up to \$7500.00. Brian seconded, carried unanimously. Ed will check with some local as well as library suppliers.
- f. e-mail notifications: Ed noted program will begin March 16th, on the library's 94th birthday.

VIII. Other business/Committee reports:

- a. Special District Committee: Ed reported BCPL and Vestal, along with Johnson City libraries are interested in studying options. A joint meeting with a Division of Library Development representative will be scheduled.
- b. Jan mentioned a NYLA gaming workshop. Ed reported youth services librarians from the four metro libraries will be submitting a gaming grant.
- c. Ed requested rescheduling of May meeting from May 14 to May 21. Tabled.

- IX. Adjournment: Jan moved to adjourn at 9:08 PM. Brian seconded, carried unanimously.

Sara-Jo Sites

Secretary

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, April 9, 2009

- I. Call to order by President Yvonne Slate at 7:05 P.M. Present: Paul Del Rosso, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Village Liaison Frank Flint, Library Director Ed Dunscombe, Excused: Marie McLean-Yurecka
- II. Reception of visitors: None
- III. Minutes from March 12, 2009: Brian moved to accept, Paul seconded, carried unanimously.
- IV. Manifest of Bills #11 for April 2009. Paul moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance in library funds of \$1,136,893.51 as of March 31. PILOT payment and first county payment received from Town. First NYS Construction Grant payment received. Brian moved to accept, Paul seconded, carried unanimously.
- VI. Old Business:
 - a. Village audit: No report.
 - b. Café: No report.
 - c. Page salaries: Sara-Jo moved to increase Page salaries by 25 cents per hour effective June 1. Patrick seconded, carried unanimously.
 - d. Unique automation contract: Ed reviewed scaled cost varying with number of libraries that participate. Brian moved to accept if at least three libraries participate, Paul seconded, carried unanimously.
 - e. May meeting date: The Board agreed to reschedule the May meeting to May 21 at Ed's request.
- VII. New Business:
 - a. Elevator maintenance contract: Ed presented a proposal from Schindler for a maintenance contract on the elevator at \$1800.00 annually. Brian moved to accept if the contract can be amended to grant the library a sixty-day opt out option. Paul seconded, carried unanimously. To be paid quarterly.
 - b. Vacant board seat: Press has not yet printed the press release announcing the vacancy. Ed has sent an e-mail to the Our Towns section. Ed will check with Press if it is not printed soon. Ed will have the electronic GFJ newsletter revised to include an announcement, and will check into placing an announcement on the library web site.
 - c. Personnel changes: Ed presented a request from Jim Panella, Building Maintenance Person, for a three month leave due to a family

illness. Rich Davies will work four additional hours per week. Sara-Jo moved to accept, Jan seconded, carried unanimously. Ed presented a reduction in the work week of Susan Schiff from 19 to 15 hours, with a concurrent increase for Donna Shofkom from 19 to 23 hours. The Board agreed and Ed will proceed with Civil Service paperwork. Paul moved to clarify that paid benefits are only for full-time employees regularly scheduled to work 37.5 hours per week. Chris seconded, carried unanimously. Paul moved to amend this motion to clarify that paid benefits include health insurance, paid vacation, paid sick-time, and paid holidays, excepting employees grandfathered-in for paid benefits. Chris seconded, carried unanimously. The Board directed Ed to offer an increase in hours for Erin Singleton from 19 to 30 from June until the September board meeting when staffing will be reassessed.

d. Mayor Bertoni's chargeback proposal: Frank stated the library will receive a listing of proposed charges from the village which will total \$10,000.00 annually. Ed will speak to Clerk-Treasurer Anthony Bates if the notification does not specify how other departments are being charged. Tabled.

e. Policy review: Exhibits: Tabled.

f. Art Wall theft: Ed reported a framed photograph of a butterfly was stolen from the art wall in March. The incident has been reported to the police and additional measures have been instituted to secure artwork.

g. POW/MIA flag: Ed presented a petition from the Vietnam Veterans Association, signed by approximately 125 persons, to provide a POW/MIA flag to fly under the American flag at the library. Ed will contact other Broome libraries to see whether they have accepted. Tabled.

VIII. Other Business/Committee Reports:

a. Long Range Plan of Service Committee: No report.

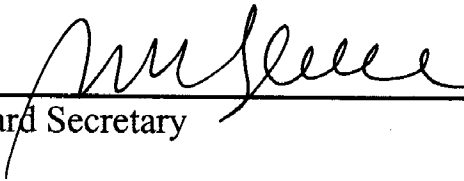
b. Budget Committee: No report.

b. 414 Committee: No report.

c. Special district committee: Ed reported Stave Bachman is contacting Jim Farrell to see if he will attend a meeting to discuss this further. If not a representative from Division of Library Development will be invited.

c. Adjournment: Having completed business, Jan moved Adjourn at 8:52 P.M. Brian 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, June 11, 2009

- I. Call to order by President Yvonne Slate at 7:00 P.M.
Present: Paul Del Rosso, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe, Village Liaison Frank Flint. Excused: Marie McLean-Yurecka. The meeting was preceded by the interview of a board applicant.
- II. Election of officers: Yvonne moved to accept the nomination of Paul for President, Sara-Jo for Vice-President, and Brian for Secretary. Jan seconded, carried unanimously. The orderly transition of power went without incident.
- III. Reception of visitors: None.
- IV. Approval of minutes of April 9, 2009: Brian moved to accept, Sara-Jo seconded, carried unanimously.
- V. Manifest of Bills #12 for May 2009. Yvonne moved to accept, Patrick seconded, carried unanimously. Manifest #1 for June 2009: Jan moved to accept, Brian seconded, carried unanimously.
- VI. Financial report: Balance of \$1,035,744.90 in library funds as of May 31. Review of closed 2008-09 revenues and expenditures. Revenues \$43,594.41 over budget (total received \$967,267.41); expenditures \$47,856.56 under budget (total spent \$881,139.4). Major unplanned expenses for year included \$19,180.00 to W.L. Kline for remaining elevator project bill; \$45,817.72 to Whiteman Osterman & Hanna for legal expenses caused by Town of Union effort to eliminate library funding (GFJ Library share only). Yvonne moved to accept, Sara-Jo seconded, carried unanimously.
- VII. Old Business:
 - a. Village audit: Has not been conducted.
 - b. Café: Ed reported laptop/quiet study room will open any day. Café still pending.
 - c. Unique automation contract: Board asked Ed to see if term of agreement could be reduced from current four years, or to include an opt-out clause.
 - d. Leave of absence: Ed reported the Building Maintenance Man is back to work following leave due to family illness.
 - e. Mayor's chargeback proposal: Lengthy discussion. Board directed Ed to reply to the Mayor that the library is studying its legal obligations and to invite Clerk Treasurer Anthony Bates to attend a

library board meeting to discuss the matter further. Concern centers on the plowing/snow removal costs, while it was agreed the charges for administrative costs (reports, payroll, services of the Village Treasurer) are agreeable. Village liaison indicated the village could adjust administrative charges up if plowing/snow removal charges are reduced. Board directed Ed to initiate title search on library buildings & grounds not to exceed \$1000.00.

f. POW/MIA flag: Tabled.

g. Patron complaint: Board reviewed complaint regarding requirement that patrons have library card/card number in order to transact business. Board reaffirmed this requirement but will be examining both confidentiality and borrowing policies.

VII. New business:

a. Policy review: Board reviewed confidentiality policy. Ed will distribute electronic copies and board will consider revisions at July meeting. Exhibit policy review tabled.

b. Computer access: Ed proposed changing computer access as follows: Public access computers in children's room to be restricted to patrons ages sixteen and under. Adult room public access computers reserved for patrons ages twelve and up. Professional staff to have discretion to waive these restrictions upon their judgment. Trial period running for July and August. Yvonne moved to accept, Jan seconded, carried unanimously.

VIII. Other business/Committee reports:

a. Special District Committee: Ed reported on meeting with Lisa Seivert of Division of Library Development, 4CLS CEO David Karre, YHPL Director Steve Bachman. General discussion of re-districting. BCPL board has formed a subcommittee and has requested and received copies of GFJ and YHPL budgets for last four years. Ed reported Vestal Library has little interest at this time. Discussion of Farrell consulting proposal and potential impact of Cuomo legislation.

b. Budget Committee: Ed reported on several changes village made to library board approved budget.

c. 414 Committee: No report.

d. Long range Plan of Service Committee: No report.

e. Board directed Ed to add Sunshine Fund to July agenda, and an additional board applicant interview will be held in July at 6:30 preceding regular meeting.

f. Several members indicated they will attend trustee workshop at Sidney Library June 13. Brian reported he is now a regional representative on the board of the New York State Association of Library Boards.

IX. Adjournment: Jan moved to adjourn at 10:10 PM. Sara-Jo seconded, carried unanimously.

A handwritten signature in cursive script that reads "Brian Steele". The signature is written in black ink and is positioned above a horizontal line.

Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, July 9, 2009

- I. Call to order by President Paul DelRosso at 7:00 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, Clerk-Treasurer Anthony Bates. Absent: Chris Ryan. The meeting was preceded by the interview of a board applicant.
- II. Reception of visitors: The Board met with Village Clerk-Treasurer Anthony Bates. Discussion of proposal whereby the village would charge the library \$10,000 annually as follows: grounds work and snow removal: \$6,000; Reports/Payroll services: \$3,000; Treasurer Services: \$1,000.00. Anthony reviewed the chargebacks in place between the village and other independently-funded departments (water, light, and airport) and explained that the amount was set to reflect approximately one percent of the library budget.
- III. Approval of minutes of June 11, 2009: Sara-Jo moved to accept, Yvonne seconded, carried unanimously.
- IV. Manifest of Bills #2 for July 2009. Brian moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance of \$954,681.01 in library funds as of June 30 (as reported to Ed following meeting). Revenue report not received from village. Brian moved to accept, Marie seconded, carried unanimously.
- VI. Old Business:
 - a. Village audit: Has been commenced and will include library fund.
 - b. Café: Taxing questions persist. Anthony offered to look into it.
 - c. Unique automation contract: Yvonne moved to accept, Marie seconded. Yvonne, Marie, Patrick and Sara-Jo voted yes, Brian, and Jan voted no, motion fails to obtain five votes need for passage. Ed . will check with clerical staff to get a better feel for how much time the manual process is taking, and gather expense and return information to date.
 - d. Vacant board seat: Brian moved to appoint Christine Brown to replace Denis Kovalich. Jan seconded, carried unanimously. Brian will contact both applicants and Ed will prepare a folder for Ms. Brown.
 - e. Mayor's chargeback proposal: As per conversation with Anthony Bates noted above.

f. Title search: Ed reported on the search as performed by Monroe Title. Indicates village owns the property but makes no mention of current building.

VII. New business:

- a. Policy review: Board continued review of confidentiality and circulation policies. Circulation policy revised to remove confidentiality portion and reference separate confidentiality policy. Ed will review NYS Confidentiality Law and report back to Board. Discussion of requiring presentation of card in order to transact, and to permit use of other person's cards only when picking-up reserves. Tabled.
- b. Sunshine Fund: Board members will collect annually and leave funds with director. Director will communicate with board as occasions dictating expenditure of funds occur. Ed will provide the Secretary with a roster of employees along with their anniversary and birth dates for recognition.
- c. Review of trustee workshop: Ed distributed copies of handout courtesy of Paul. Paul and Ed reported on satisfactory review of liability insurance as applies to directors and officers. Ed reported 4CLS has offsite backups of patron and bibliographic databases. Anthony indicated village does not have offsite backup of records to his knowledge.
- d. Construction grant application: Ed reviewed the construction grant application for remodeling of the four bathrooms. Project estimated to cost \$100,000 with roughly half coming from NYS grant. Contractor's quote due soon and preliminary work is being done by Bearsch Compeau Knudson with Bob Costello lead architect. Brian moved to accept the application, Sara-Jo seconded, carried unanimously.
- e. Non-profit study: Ed reported on correspondence from South Central New York Nonprofit Executive Director's Group. Group is planning a study to be conducted in conjunction with Binghamton University to analyze quality of life and economic impact of area nonprofits. Yvonne moved to allocate \$200.00 to the study, providing it will include specifics relating to libraries. Jan seconded, carried unanimously save for Brian's abstention.

VIII Other Business/Committee Reports _____

- a. Long range Plan of Service Committee: No report.
- b. Budget Committee: No report.
- c. 414 Committee: No report.

- d. Special District Committee: Ed reported still awaiting response from BCPL board.
 - e. Patron report: Discussion of moving fines from child's card to parent's card. Board decided to forgive fines on child's card, place note regarding incident on parent's card. Grandparent to provide proof of guardianship.
 - f. Vacation time: Board clarified vacation hours should be a multiple of number of hours worked in standard employee work week.
 - g. Color copies: Board directed Ed to pursue switching to color copies in adult room at 15 cents per. Three free copies in adult room to be dropped if color copies are initiated.
- IX. Adjournment: Sara-~~Ed~~ moved to adjourn at 9:20 PM. ^{Patrick}~~Sara-Ed~~ seconded, carried unanimously.

Brian Steele

Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, August 4, 2009 (special meeting)

- I. Call to order by President Paul DelRosso at 7:00 P.M.
Present: Christine Brown, Paul Del Rosso, Jan Pecen, Sara-Jo Sites,
Yvonne Slate, Brian Steele, Library Director Ed Dunscombe.
Excused: Marie McLean-Yurecka, Chris Ryan.
- II. Old Business: Brian moved to accept a revision to the New York State
Construction Grant application approved at the July 2009 meeting.
The revised application calls for renovating the three public restrooms
and replacing affected flooring in the George F. Johnson Meeting
Room, for an estimated construction cost of \$139,750. Sara-Jo
seconded, carried unanimously.
- III. Adjournment: Sara-Jo moved to adjourn at 8:00 PM, Jan seconded,
carried unanimously.



Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 10, 2009

- I. Call to order by President Paul DelRosso at 7:00 P.M.
Present: Christine Brown, Paul Del Rosso, Marie McLean-Yurecka,
Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate,
Brian Steele, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes of July 9 and August 4, 2009: Yvonne moved to
accept, Sara-Jo seconded, carried unanimously.
- IV. Manifest of Bills #3 for August 2009: Sara-Jo moved to accept, Sara-
Jo seconded, carried unanimously. # 4 for September, 2009: Sara-Jo
moved to accept, Marie seconded, carried unanimously.
- V. Financial report: Balance of \$863,151.85 in library funds as of August
31. Most budget lines trending under budget. Noted exception is
active health insurance line. Ed will question Clerk Treasurer as to
why this might be going over budget. Jan moved to accept, Chris
seconded, carried unanimously.
- VI. Old Business:
 - a. Village audit: Still in progress.
 - b. Café: Now open.
 - c. Unique automation contract: Ed presented a financial study. He
will e-mail copies to Board members for review.
 - d. Mayor's chargeback proposal: Nothing to report.
 - e. Erin Singleton- Review of 30-hour work week. Brian moved to
make the change permanent, Chris seconded, carried unanimously.
 - f. Review of computer age restrictions: Has been working well and
will be continued as a permanent change.
- VII. New business:
 - a. Policy review: Confidentiality and circulation: Tabled due to time.
 - b. Ed presented request by staff member to close Saturday, December
26. No change was enacted and library will be open.
 - c. Proposal to upgrade elevator safety items to code: Awaiting
further contact with Schindler.
 - d. Personnel matter: Review of Principal Library Clerk's leave of
absence. Employee is to return to work September 15. Permission
to return to work by physician will be required.
- VIII. Other Business/Committee Reports
 - a. Long range Plan of Service Committee: No report.
 - b. Budget Committee: No report.

- c. 414 Committee: No report.
 - d. Special District Committee: No report, other than BCPL and Vestal are reporting they have no interest.
 - e. Patron incident: Ed reported on an incident in which a patron became belligerent and was escorted from the library by police. Patron may be writing a letter of explanation to Board. Patron is banned pending receipt of letter and further action by Board.
 - f. Substitute: Ed reported he is trying to hire a second substitute clerk. Tabled for further review.
- IX. Adjournment: Marie moved to adjourn at 9:17 PM. Patrick seconded, carried unanimously.



Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, October 8, 2009

- I. Call to order by President Paul DelRosso at 7:02 P.M.
Present: Christine Brown, Paul Del Rosso, 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 patron spoke to the Board about an incident which had resulted in her being banned from the library pending further review. The Board is reviewing the situation during which time the patron is not to return to the library.
- III. Approval of minutes of September 10, 2009: Jan moved to accept, Yvonne seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2009. Brian moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Financial figures not yet received from village. Ed spoke on various areas on concern, including increasing costs for health insurance, retirement, service charges by the village, higher-than anticipated construction estimates, and reduced revenue due to lower return on investments. The board asked Ed to prepare a projection of likely spending for the remainder of the fiscal year.
- VI. Old Business:
 - a. Health insurance costs: Ed reported on a conversation with the village treasurer. The treasurer reported health insurance costs have been running about nine percent ahead of last year, about four percent higher than anticipated. But the trend so far in the library budget is for approximately 14% over budget for both health insurance lines.
 - b. Unique automation contract: The board reviewed Ed's report on the option of automating the delinquent account process with Unique. Yvonne moved to accept, Sara-Jo seconded, approved by all with Jan abstaining.
 - c. Discussion of any proposed changes in staffing postponed until Ed's 2009/10 spending projections are reviewed. Ed will meet with senior staff to review staffing options. Ed reported he had hired a second substitute library clerk.
 - d. Policy review: Chris moved to accept the Circulation Policy with noted changes. Brian seconded, carried unanimously. Brian moved to accept the revised Confidentiality Policy with noted changes. Chris seconded, carried unanimously.
 - e. Sentry Alarms: Ed reported on conversation with Sentry Alarms

about the battery failure. Sentry reported they would have noticed the failure if we had not reported it first.

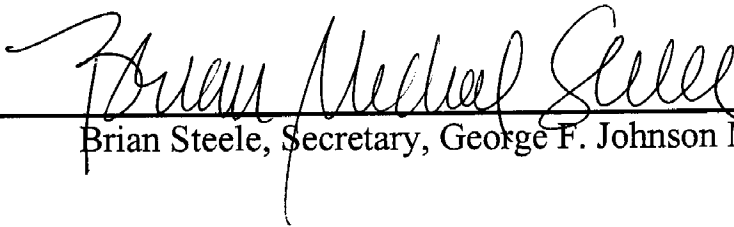
VII. New business:

- a. Elevator upgrades & full load test on lift: Ed reported he has been unable to speak with Schindler and will continue his efforts.
- b. Prevailing wage: Ed reported on contact with NYS Labor Department regarding necessity to adhere to prevailing wage requirements with contractors.

VIII Other Business/Committee Reports

- a. Long range Plan of Service Committee: No report.
- b. Budget Committee: No report.
- c. 414 Committee: No report.
- d. Special District Committee: No report.
- e. 2010 calendar: Library will be closed January 1, May 31, July 5, September 6, November 25, December 24, and December 25 (a Saturday). Eligible staff will receive five floating holidays.
- f. Building & grounds: Ed reported the original hot water heater had failed and has been replaced. Ed reported on an proposal from ANC to clean the building air ducts at \$14,623.00. The Board decided not to proceed.

- IX. Adjournment: Sara-Jo moved to adjourn at 9:10 PM. Yvonne seconded, carried unanimously.



Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, November 12, 2009

- I. Call to order by President Paul DelRosso at 7:05 P.M.
Present: Christine Brown, Paul Del Rosso, Marie McLean-Yurecka,
Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate,
Brian Steele, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes of October 8, 2009: Chris moved to accept, Jan
seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2009, revised. Brian moved to
accept, Yvonne seconded, carried unanimously. Manifest # 6 for
November, 2009: Brian moved to accept, Marie seconded, carried
unanimously.
- V. Financial report: Balance of \$792,375.18 in library funds. Ed
reviewed performance of Unique asset recovery to date, with positive
results. Ed reviewed expenditures at half-way point in fiscal year with
particular attention to Social Security and health insurance lines.
Social Security and retiree health insurance lines are on target, active
employee health insurance line is trending toward \$5,000 over budget.
Yvonne moved to accept the financial report, Patrick seconded,
carried unanimously.
- VI. Old Business:
 - a. Children's librarian position: Discussion whether to increase
position to full-time. Tabled to be reviewed as 2010-11 budget
process.
 - b. Policy review – Appropriate behavior: Sara-Jo moved to accept as
amended, Brian seconded, carried unanimously.
 - c. Problem patron: Lengthy discussion. Chris motioned that patron,
currently prohibited from using the library, may request to
appear before the Board after June 1, 2010, at which time the Board
would entertain a request to allow her to return to the library.
Patron must request such an appearance at least three weeks prior to
The Board meeting at which she would like to appear. Patrick
seconded. Brian requested a roll-call vote. Aye: Chris R., Yvonne,
Jan, Marie, Patrick. Nay: Christine, Sara-Jo, Brian, motion carries
five to three. Ed will submit notification letter to attorney for
review.

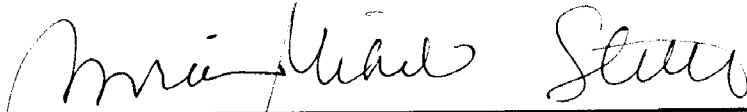
VII. New business:

- a. Parent request to block child's computer use: Chris motioned to reject the parent's request, Brian seconded, carried unanimously.
- b. Board openings: Ed has advertised and received some promising applicants. To be interviewed prior to December meeting.
- c. Staffing change: Ed noted resignation of a part-time library clerk, several promising applications have been received.
- d. Gates installation: Has been completed.
- e. Johnson City dissolution vote: Ed announced the vote has failed following counting of the absentee ballots.

VIII Other Business/Committee Reports

- a. Long range Plan of Service Committee: No report.
- a. Budget Committee: No report.
- b. 414 Committee: No report.
- c. Special District Committee: No report.

- IX. Adjournment: Brian moved to adjourn at 8:52 PM. Patrick seconded, carried unanimously.

 10/10/09

Brian Steele, Secretary, George F. Johnson Memorial Library

Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 10, 2009

- I. Call to order by President Paul Del Rosso at 7:24 P.M.
Present: Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Brian Steele, Library Director Ed Dunscombe.
Yvonne Slate has resigned due to employment relocation.
- II. Reception of visitors: None.
- III. Approval of minutes of November 12, 2009: Chris moved to accept, Patrick seconded, carried unanimously.
- IV. Manifest of Bills #7 for December, 2009. Jan moved to accept, Sara-Jo seconded, carried unanimously with an abstention from Brian. (Brian serves on the NYSALB Board and the manifest included payment of the library's NYSALB annual dues).
- V. Financial report: Balance of \$736, 908.34 in library funds. NYS Retirement System cost some \$6,800 under budget. Brian moved to accept the financial report, Sara-Jo seconded, carried unanimously.
- VI. Old Business:
 - a. Ownership of building: The Board directed Ed to inquire with NYS Education Department to see if they had any records related to the ownership of the library building. Jan moved to spend up to \$1500.00 as necessary to make legal inquiries into the matter. Brian seconded, carried unanimously.
- VII. New business:
 - a. Exhibit policy: Tabled pending revision.
 - b. Board interviews: Following several interviews, Brian moved to appoint Jennifer Musa to fill the remainder of Yvonne's term. Jan seconded, carried seven votes aye, one nay.
- VIII Other Business/Committee Reports
 - a. Long range Plan of Service Committee: No report.
 - a. Budget Committee: No report.
 - b. 414 Committee: No report.
 - c. Special District Committee: No report.
- IX. Adjournment: Sara-Jo moved to adjourn at 8:47 PM. Patrick seconded, carried unanimously, with the gratitude of the Board and Director to both Jan and Yvonne for their years of dedicated and excellent service.