Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, January 14, 2010

I. Call to order by President Paul DelRosso at 7:15 P.M. Present: Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Library Director Ed Dunscombe. Absent: Brian Steele.

II. Reception of visitors: None (The Board met briefly with Jo Whitney prior to convening).

III. Approval of minutes of December 10, 2009: Marie moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #8 for January 2010. Sara-Jo moved to accept, Chris seconded, carried unanimously.

V. Financial report: Balance of $693,018.11 in library funds. Ed noted receipt of quarterly Broome County money from Town of Union and several thousand dollars in donations during December. Health insurance expenditures coming back into line with budget. Salaries running under budget, book expenditures very close to budget. Chris moved to accept, Sara-Jo seconded, carried unanimously.

VI. Old Business:
   b. Policy review – Exhibit policy: Sara-Jo moved to accept as revised, Chris seconded, carried unanimously.
   c. Board vacancy: The Board voted 5-1 to recommend Jo Whitney for appointment to the seat recently vacated by Jan Pecen.

VII. New business:
   a. Schindler elevator maintenance contract: Ed advised the board that Schindler had increased the contract cost by 3% as permitted by terms of the agreement.
   b. Broome Library Foundation: Ed notified the board that the Broome Library Foundation no longer exists. The library had an agreement with the Foundation to handle donations of equities. No such donations were ever made. Ed is communicating with the Village Treasurer to see if the village could handle such donations.
   c. 2010/11 budget: Ed presented a draft revenue budget. Board should plan adopting a 2010-11 budget no later than the April meeting. Ed will be working on this between now and then.
d. March meeting date: Ed noted a personal conflict with the March 11 date. The Board agreed to reschedule the March meeting to March 4th.

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.

IX. Adjournment: Marie moved to adjourn at 8:32 PM. Chris seconded, carried unanimously.

Brian Steele, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, February 11, 2010

I. Call to order by Vice-President Sara-Jo Sites at 7:00 P.M. (President Del Rosso deferred to the Vice-President to run this meeting).
Present: Christine Brown, Paul Del Rosso, Jennifer Musa, Chris Ryan (arrived following vote on Financial Report), Patrick Schafer, Sara-Jo Sites, Brian Steele, Jo Whitney, Library Director Ed Dunscombe.
Excused: Marie-McLean Yurecka.

II. Reception of visitors: None.

III. Approval of minutes of January 14, 2010: Patrick moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #9 for February 2010: Brian moved to accept, Sara-Jo seconded, carried unanimously.

V. Financial report: Balance of $639,272.81 in library funds. Ed reviewed numerous spending lines, most of which are running under budget. Brian noted village audit is under way. Paul asked if library is required to be audited with any regularity. Ed will check into this. Ed reported on meeting with Broome County Legislature Education Committee regarding fine collections. Brian moved to accept, Jennifer seconded, carried unanimously.

VI. Old Business:
   a. Broome Library Foundation: Village Treasurer has not reported back on feasibility of village handling donations of stocks & bonds for library.
   b. March meeting date: Ed reminded board the March meeting will be on March 4.

VII. New business:
   a. Digitization of historical newspaper holdings: General discussion of legal issues. Ed will attend a workshop April 30 and report back.
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. Full-load test on left: Ed will contract with Victory Lifts & National Elevator Inspection Service to conduct.  
e. Staffing change: Ed reported the resignation of library clerk Kathleen Hennegan. Joanna Bachman has been hired to replace her, and candidates for Joanna’s vacant page position are being interviewed.  

IX. Adjournment: Patrick moved to adjourn at 9:09 PM. Brian seconded, carried unanimously.

[Signature]

Brian Steele, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting on
Thursday, March 4, 2010

I. Call to order by President Del Rosso at 7 PM. Present: Christine Brown, Paul Del Rosso, Jennifer Musa, Patrick Schafer, Sara-Jo Sites, Brian Steele, Jo Whitney, Library Director Ed Dunscombe. Excused: Chris Ryan, Marie-McLean Yurecka.

II. Reception of visitors: Kenny Roman, Page and intern.

III. Approval of minutes of February 11, 2010: Jennifer moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #10 for March, 2010. Sara-Jo moved to accept, Jo seconded, carried unanimously.

V. Financial report: Balance of $586,377.71 in library funds, not including the Town of Union assessment check ($777,514.33) and NYS Aid ($540.21) checks, received this week. Ed noted unusually high electric bills. Brian moved to accept, Jennifer seconded, carried unanimously.

VI. Old Business:
   a. Audit requirements: Ed reported he has been advised by the NYS Division of Library Development that NYS Education Law does not stipulate requirements for time between financial audits, although 3-5 years is recommended. The Village of Endicott is currently being audited and the library will be included.
   b. Staffing change: Ed noted the hiring of a new part-time clerk and a new part-time page, replacing vacancies. Erin Singleton has accepted the change in her position to full-time as of June 1.
   c. 2010/11 budget: Sara-Jo moved to increase staff compensation 3% starting with the first payroll in June. Brian seconded, carried unanimously. Brian moved to include the Page title in the 3% increase, excepting the new hire, who will be reviewed in December. Jennifer seconded, carried unanimously. Patrick moved to accept the draft budget as written, Jo seconded, carried unanimously.

VII. New business:
   a. HVAC units: Ed initiated discussion of replacing the HVC units, now almost 15 years old, as part of a new NYS construction grant. General agreement to wait until closer to their expected 20-year life. Discussion of possible changes needed to accommodate computing center grant. Ed noted he has expressed concerns regarding implementation of this grant to NYS. Jennifer noted possibility of energy-related improvements to building.
b. Bylaws revision: Brian discussed the need to review and revise the bylaws. Ed will supply the board with electronic copies.

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. Agenda: Paul requested Budget Committee and 414 Committee be removed from future agendas unless those committees are active.

IX. Adjournment: Sara-Jo motioned to adjourn at 8:20 Patrick seconded, carried unanimously.

Brian Steele, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 8, 2010

I. Call to order by President Del Rosso at 7 PM.

II. Reception of visitors: None.

III. Approval of minutes of March 4, 2010: Jennifer moved to accept, Jo seconded, carried unanimously.

IV. Manifest of Bills #11 for April, 2010. Chris moved to accept, with the Victory Lifts payment deleted, Sara-Jo seconded, carried unanimously.

V. Financial report: Balance of $1,345,870.03 in library funds. Ed noted this includes the Town of Union library assessment check, a town check for PILOT payments, a NYS check for the first installment on the restroom project, and a check from Chenango County Council on the Arts for a summer reading program activity. Ed also noted the health insurance lines have come back within budget. Chris moved to accept, Paul seconded, carried unanimously.

VI. Old Business:
   a. Restroom grant: Ed reported on a meeting with Bob Costello, our architect with BCK. Bob estimates bids on the project will go out about May 1, and will be opened in June.
   b. Computing Center grant: Ed reported a conference call on the grant will be held Weds. April 14 from 10 A.M. till noon. Information will will be forwarded to the Board should any wish to participate. Paul distributed a list of five related items and asked Ed to report back to the Board on them as information becomes available. Ed noted need to make the installation as portable as possible due to space constraints.

VII. New business:
   a. Lift test: Requesting revised proposal with correct rate for travel time.
   b. Library cards: Ed suggested the library pursue development of a logo for the library, with the eventual aim of getting unique library cards for our library utilizing this logo, and as a way of branding the library. He will check with a local firm for a proposal.
   b. Parking lot: Ed reported a village engineer had contacted him with a bid to repave the library lots. The Board suggested Ed discuss
the matter further with the village, including the scope of the work. Ed will also inform the village the library has not budgeted for this expense.
c. Bylaws revision: Jennifer distributed a draft revision utilizing suggestions from the NYS Division of Library Development. General discussion including suggestions for changes. Jennifer will distribute a revision. Tabled for May meeting.

VIII. Other Business/Committee Reports
a. Long range Plan of Service Committee: No report.
b. Special District Committee: No report.
c. Newsletter: Ed noted the town-wide newsletter is being written and will be distributed around June 3. New officers to be listed.
d. Post-office check: Ed reported the post office has not cashed the May 2009 check for $1354.36 covering delivery of the 2009 town-wide newsletter. Ed has contacted the post office. Note: 40% of this was money from Your Home Public Library

e. Ed suggested the board might want to offer to split the cost of automating the Unique delinquent account service with the Your Home Public Library on something other than a 50/50 basis. Tabled for May.
f. Health insurance buyout: Ed reported the new village-negotiated contracts may exclude the health insurance buyout option. Under current policy another employee will be eligible for the buyout on June 1. Ed will contact the village to stay informed on this potential change in the village contracts, and also on the buyout amount applicable to individual, as opposed to family, health plans.
g. Digitization project: Ed reported on a discussion with Matt Hogan of South Central Research Library Council. SCRLC’s “Tools of History” web site is available to host our library’s collection of digitized local newspapers. Mr. Hogan supplied Ed with the names of two recommended companies which would be able to handle the project. Ed will contact these for proposals and look into copyright concerns.
h. Officers: Paul will contact candidates for the slate of officers to be voted upon at the June meeting.
i. Social networking: Ed announced that Erin has started a Facebook page for the library and a Twitter service. Patrons can register via the library blog.
j. Ipad e-readers: Ed noted he may have the library purchase an iPad and an e-reader for staff use and public edification.

IX. Adjournment: Sara-Jo motioned to adjourn at 9:13 Jo seconded, carried unanimously.

Brian Steele, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 22, 2010 (special meeting)

I. Call to order by President Del Rosso at 7:03 PM.
Present: Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Brian Steele, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: None

III. Manifest of Bills #11 for April, 2010 (revised). Sara-Jo moved to accept, Brian seconded, carried unanimously.

IV. New business:
   c. PCC Grant: Discussion of many points. Brian moved to sign the Authentication of Application for grant, Sara-Jo seconded, carried unanimously.
   d. Paul appointed Christine, Jennifer, Jo, and Sara-Jo, along with staff members Ed, Cathy Seary and Erin Singleton to the PCC Committee.

V. Adjournment: Sara-Jo motioned to adjourn at 8:30 Jo seconded, carried unanimously.

Brian Steele, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, May 13, 2010

I. Call to order by President Del Rosso at 7:03 PM. Present: Christine Brown, Paul Del Rosso, Jennifer Musa, Patrick Schafer, Chris Ryan, Sara-Jo Sites, Jo Whitney, Library Director Ed Dunscombe, Village Liaison Frank Flint. Excused: Marie-McLean Yurecka.

II. Reception of visitors: None.

III. Approval of minutes of April 8, 2010: Sara-Jo moved to accept, Jennifer seconded, carried unanimously. April 22, 2010: Brian moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #12 for May, 2010. Christine moved to accept, Sara-Jo seconded, carried unanimously.

V. Financial report: Balance of $1,319,293.92 in library funds. General discussion of flow of Town & County monies. Sara-Jo moved to accept, Patrick seconded, carried unanimously.

VI. Old Business:
   a. Restroom grant: Ed reported on progress and timeline. Upstairs target for completion in September, downstairs in November.
   b. Lift no-load test: Chris moved to accept Victory Lift proposal of $897.30 plus inspector fees. Patrick seconded, carried unanimously.
   c. Logo: Ed introduced proposal from Howard Mitsakos to design a logo for the library. Ed will invite Mr. Mitsakos to a future board meeting.
   d. Parking lot: Discussion of proposal for work on rear lots. Ed informed Board of his discussion with Mayor Bertoni. Awaiting feedback.
   e. Newspaper digitization: Ed reported on proposal from Backstage Library Works; and discussion with Binghamton Press on copyright, and reported on his meeting in Ithaca.
   f. Unique automation: General discussion. Ed will contact BCPL Director to discuss their arrangements.
   g. Officers for 2010/11: Paul reported a slate of officers is ready for election at the June meeting.
   h. Bylaws: Jennifer presented her draft. Revisions were suggested that will be voted on at the June meeting. Thanks expressed to Jennifer for her work on this project.
VII. New business:
   a. Automatic door maintenance proposal: By Imperial Door Controls. Ed will inquire as to whether this is the firm that has been making repairs, and will also report back to the Board on the cost of the doors, and their repair history.

VIII. Other Business/Committee Reports
   a. Long range Plan of Service Committee: No report.
   b. Special District Committee: No report.
   c. PCC Committee: Ed reported the grant packet has been submitted, and plans underway to purchase computers, furniture, and related equipment. The Committee will meet with local NYS Workforce personnel to discuss the project, and will also discuss hiring of staff.
   d. Newsletter: Ed noted the town-wide newsletter is prepared and distributed a draft copy.
   e. Brian mentioned possibility of having separate audit performed on library accounts.

IX. Adjournment: Sara-Jo motioned to adjourn at 9:09 Jo seconded, carried unanimously.

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Christine Brown

Brian Steele, Secretary, George F. Johnson Memorial Library

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Christine Brown
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, June 10, 2010

I. **Call to order** by President Del Rosso at 7:06 PM.
Present: Christine Brown, Paul Del Rosso, Jennifer Musa, Chris
Ryan, Sara-Jo Sites, Jo Whitney, Library Director Ed Dunscombe.
Excused: Patrick Schafer, Marie-McLean Yurecka. Absent: Brian
Steele.

II. Election of officers: Paul nominated Sara-Jo for President, Brian for
Vice-President, and Christine for Secretary. Jennifer moved to accept
the slate, Jo seconded, carried unanimously.

III. **Reception of visitors:** None.

IV. **Approval of minutes** of May 13, 2010: Paul moved to accept, Jennifer
seconded, carried unanimously.

V. **Manifest of Bills #1** for June, 2010. Christine moved to accept, Jo
seconded, carried unanimously. #12 for May, 2010 (revised). The
original manifest has been revised to include $10,000 payable to the
Village of Endicott for services (6,000 for grounds maintenance and
Snow removal; 3,000 for payroll and reports; 1,000 for treasurer
services). Paul motioned to approve pending receipt of a signed
acknowledgement limiting future year charges to 1% of the library
operating budget. Jo seconded, carried five to one with Chris in
opposition. The Board will send a letter to the village.

VI. **Financial report:** Balance of $1,284,831.35 in library funds. Ed
reviewed the end of year revenue and expense lines.

VII. **Old Business:**
   a. Bylaws revision: Jen submitted a revised edition. Jen moved to
accept, Jo seconded, carried unanimously, with thanks to Jen for
her efforts.
   b. Automatic doors maintenance proposal: Ed submitted a report
on the cost of the doors and their maintenance history ($3,550 per
door with only $50 in repairs since the May 2006 installation. The
board chose not to entertain the proposal.
   c. Logo: Mr. Mitsakos could not attend the meeting but has been
invited to the July meeting.
   d. Newspaper digitization: Ed estimated the cost of the project, at
$2.00 per page would run into the hundreds of thousands. No
word from Gannett on copyright question. Ed noted there may by
a possibility of pursuing the project with the Broome County
Public Library, which has some equipment. The Board directed
Ed to forward an early, out-of-copyright reel to the proprietor of the Fultonhistoryny.com web site to see how his finished product will look.

e. Unique automation: Ed reported on his discussion with Lisa Wise, director of Broome County Public Library. Lisa indicated BCPL is not paying any fee beyond a per account charge. Ed will contact David Karre, 4cls Director, to confirm there would be no software charge after the 4-year fee.

VII. New business:
  a. RFID: Ed reported on a proposal from Sirsi and 3M for an RFID installation ($76,773 with annual maintenance of $6,179) and a self check-out station ($13,582 with annual maintenance of $1,877). The Board chose not to entertain either proposal.
  b. Jo noted her music business has been contacted to conduct programs in partnership with the Your Home Public Library.

VIII. Other Business/Committee Reports
  a. Long range Plan of Service Committee: No report.
  b. Special District Committee: No report.
  c. PCC Committee: A meeting will be held June 17 at 4:30.
  d. Newsletter: Should be received in households starting tomorrow.

IX. Adjournment: Jo motioned to adjourn at 8:45. Paul seconded, carried unanimously.

Christine Brown, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, July 8, 2010

I. **Call to order** by President Sites at 7:00 PM.  

II. **Reception of visitors:** Howey Mitsakos presented preliminary logo designs.

III. **Approval of minutes of June 10, 2010:** Paul moved to accept, Christine seconded, carried unanimously.  
**Manifest of Bills #2** for July, 2010. Jennifer moved to accept, Jo seconded, carried unanimously.  
**Financial report:** Balance of $1,174,770.60 in library funds. Christine moved to accept, Patrick seconded, carried unanimously.

IV. **Old Business:**
   a. **Newspaper digitization:** Ed reported old papers through 1922 have been added to the fultonhistory.com website. Ed will follow-up with Gannett to see if they have reached any conclusion on the remaining years.
   b. **Restroom project:** Marie motioned to move forward with the base project plus and alternates 1, 2, and 3 (adding the staff restroom, carpeting the GFJ Room and painting the GFJ Room). Christine seconded, carried unanimously. The winning bids go to W.L. Kline Inc. (general construction), Schuler-Haas Electric Corp. (electrical), and Louis N. Picciano & Son, Inc. (plumbing).
   c. **PCC Grant:** Ed reported there is still no clearance to expend funds. Ed has revised the New Position Duties Statement for Broome County Personnel and BCP is working on creating the positions.
   d. **Unique automation:** Waiting on a response from David Karre, 4CLS CEO, on whether the original quote is still in effect and if the software costs end after the initial four years.

VII. **New business:**
   a. **Board vacancy:** Attempting to contact Brian regarding his potential resignation.
   b. **Village charges:** Ed reported that Mayor Bertoni has signed the memo of understanding sent him by the Library.
   c. **Oath of office:** Ed distributed a new Oath of Office form which needs to be signed, notarized, and delivered to the Broome County Clerk for filing.
VIII. Other Business/Committee Reports
   a. Long range Plan of Service Committee: No report.
   b. Special District Committee: No report.
   c. PCC Committee: A webinar addressing how libraries can help job
      seekers will be held August 11, 2-3:30 PM in the Scott Room at the
      library for anyone interested.

IX. Adjournment: Jo motioned to adjourn at 8:22. Patrick seconded, 
carried unanimously.

Christine Brown, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 9, 2010

I. Call to order by President Sites at 7:02 PM.
   Present: Christine Brown, Paul Del Rosso, Jennifer Musa, Chris
   Ryan, Patrick Schafer, Sara-Jo Sites, Jo Whitney, Library Director Ed
   Dunscombe. Excused: Marie McLean-Yurecka

II. Reception of visitors: None.

III. Approval of minutes of July 8, 2010: Paul moved to accept, Jo
    seconded, carried unanimously.
    Manifest of Bills #3 for August, 2010. Christine moved to accept,
    Jennifer seconded, carried unanimously.
    #4 for September: Christine moved to accept, Jennifer seconded,
    carried unanimously.
    Financial report: Balance of $1,078, 418.43 in library funds. Patrick
    moved to accept, Jo seconded, carried unanimously.

IV. Old Business:
   a. Restroom project: Asbestos abatement in progress. Construction
      work due to start Sept. 13.
   b. Logo: The Board reviewed the preferences of the staff, and made a
      selection. Ed will contact Mr. Mitsakos to implement.
   c. Newspaper digitization: No response from Gannett.
   d. Unique automation: No response from David Karre on quote.
   e. Board vacancy: The Board accepted the resignation of Brian Steele.
      Brief discussion of preferred size of Board. Given only one
      application has been received Ed will re-advertise the opening.
   f. Ed reminded the Board to complete their oath forms so they can be
      filed with the County Clerk.

VII. New business:
   a. Security proposals: Ed discussed the proposed addition of more
      motion detectors and a separate proposal to add security cameras.
      Ed will contact the vendor to get a quote on additional motion
      detectors. The security camera question was tabled pending
      further details.
   b. Downloadable audio book & e-books: Ed discussed a proposal
      from Overdrive and the Four County Library System to provide
      a service. The Board directed Ed to express in interest on behalf
      of our library.
   c. Light replacement: Ed reported on a proposal to replace the
      interior lights with more energy-efficient ones. Ed will report
back with additional details. The project is seen as a possibility for the 2011 NYS Public Library Construction Grants. Ed noted a potential savings of some $4500 per year in energy costs.
d. Procurement policy: Ed discussed the need for a procurement policy and submitted that of the Village of Endicott and two other public libraries as models. Ed will report back with a draft policy.

VIII. Other Business/Committee Reports
a. Long range Plan of Service Committee: No report.
b. Special District Committee: No report.
c. PCC Committee: No report. For the minutes Ed notes that equipment has been ordered and the Search Committee will be interviewing candidates on September 20.
d. Ed broached discussion of situations where parents with delinquent cards register their children for cards and proceed to borrow items for themselves, sometimes incurring additional fines on their children's cards. Tabled.
e. Sara-Jo reported on a letter she received requesting fines to be waived. The Board declined to do so and Sara-Jo will inform the patron of the decision.
f. Paul raised the question of filling the vacant office of Vice-President. It was determined the bylaws permit the board to fill the unexpired term.
g. Paul asked if there has been any progress on the Village of Endicott audit. Ed will inquire with the Village Treasurer.


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Christine Brown, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, October 14, 2010

I. Call to order by President Sites at 7:10 PM.
Present: Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa,
Chris Ryan, Sara-Jo Sites, Jo Whitney, Christine Brown (arrived 8
PM), Library Director Ed Dunscombe. Absent: Patrick Schafer.

II. Reception of visitors: None.

III. Approval of minutes of September 9, 2010: Marie moved to accept,
Jo seconded, carried unanimously.
Manifest of Bills #4 for September, 2010 (revised). Jo moved to
accept, Paul seconded, carried unanimously.
#5 for October: Marie moved to accept, Jennifer seconded, carried
unanimously.
Financial report: Balance of $999,450.91 in library funds. Jo moved
to accept, Jennifer seconded, carried unanimously.

IV. Old Business:
   a. Restroom project: Continuing roughly on schedule.
   b. Logo: Has been implemented on various library instruments
including web page & newsletters. Library card had been
redesigned and should be available soon. Shirts will be
investigated.
   c. Newspaper digitization: No response from Gannett.
   d. Unique automation: No response from David Karre on quote.
   e. Board vacancy: Ed will arrange interviews with applicants prior
to November board meeting.
   f. Vice Presidency: Christine Brown was appointed to fill the vacant
office.
   g. Downloadable e-books & audiobooks: Proposal has been
approved by Four County Library System Board.
   h. Audit: Awaiting report from Village.
   i. Motion sensors & security cameras: Proposals have been
received from two vendors. Tabled pending security review by
consultant.
   j. Delinquent borrower card usage: Board granted staff discretion
To make sure delinquent adults are not using their children’s cards.
   k. Volunteers: Ed will survey other libraries to ascertain their
policies.

VII. New business:
   a. Procurement policy: Board made several changes to Ed’s draft.
Will be sent to village attorney for review.
b. Maintenance room floor: Ed advised the board of substantial rust to steel deck. Village Director of Public Works to advise.
c. Director's vacation: Ed will be out of town weeks of Oct. 25 & Nov. 15.

VIII. Other Business/Committee Reports
   a. Long range Plan of Service Committee: No report.
   b. Special District Committee: Board discussed cut in Broome County funding to libraries. Possible interest on part of other libraries in pursuing funding votes.
   c. PCC Committee: Staffing issues discussed.
   d. Sara-Jo read correspondence from Four County Library Board on project to measure broadband use in libraries with eventual option to buy increased bandwidth.
   e. Non-resident fee: Board asked Ed to check with BCPL, YHPL and Vestal libraries on possibility of increasing fee.
   f. Bylaws: Ed noted mis-wording in bylaws which will be addressed at November meeting.

IX. Adjournment: Jo motioned to adjourn at 9:02. Marie seconded, carried unanimously.

Christine Brown, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, November 11, 2010

I. Call to order by President Sites at 7:03 PM. Present: Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Sara-Jo Sites, Jo Whitney, Christine Brown, Patrick Schafer, Library Director Ed Dunscombe. Excused: Paul Del Rosso

II. Reception of visitors: None.

III. Approval of minutes of October 14, 2010: Christine moved to accept, Jen seconded, carried unanimously.

IV. Manifest of Bills # 6 for November, 2010: Marie moved to accept, Patrick seconded, carried unanimously.

V. Financial report: Balance of $966,712.12 in library funds. Christine moved to accept, Jo seconded, carried unanimously.

VI. Old Business:
   a. Restroom project: Upstairs targeted for completion December 1, except for carpeting which will be done December 28. Downstairs portion to begin about December 1.
   b. Unique automation: 4cls has negotiated a total cost of $1,000 divisible by the number of libraries participating. JC has already agreed. Others are considering.
   c. Board vacancy: Jen moved to appoint Gary Beattie to complete the remainder of Brian Steele’s term, expiring 12/31/2013. Marie seconded, carried unanimously.
   d. Oaths of office: All have been submitted to Ed, who will forward them to the County Clerk following Mr. Beattie’s submission.
   e. Audit: No report.
   f. Motion sensors: Ed met with A.J. Van Nostrand from UHS security. Mr. Van Nostrand will submit written suggestions.
   g. Volunteers: BCPL asks volunteers to indicate if they have ever been convicted of a crime, as on the Broome County Employment Application. Ed will have this added to our volunteer applications.
   h. Procurement policy: Referred to Village Attorney for review.
   i. Maintenance room floor: Village Public Works Director, W.L. Kline contractor and BCK Architects are reviewing. Kline will prepare an estimate to be basis for possible 2011 NYS construction grant.

VII. New business:
   a. Bylaws: Christine moved to change the work “elected” in paragraph “a” under Board of Trustees to “appointed.” Jo seconded, carried unanimously.
   b. Automation fee revision: Ed advised the Board of a change in
fee to reflect materials in collection rather than just books. The change will cause a drop of some $300 in GFJ’s 2011 fee.
c. Self checkout: Ed reported on a proposal from Envisionware for a self checkout system. Four-year costs were presented running from some $12,000 to $22,000 depending upon equipment options, but this would also require purchase of many new audiovisual security cases.
d. Shirts: Jen and Marie presented quotes on shirts incorporating the new GFJ logo. Jo moved to authorize expenditure of up to $1200.00, Christine seconded, carried unanimously.
e. Non-resident fee: No response from other libraries.
f. Broome County funding cut: Ed reported on a meeting he and Chris attended with Broome County Legislature Finance Committee. A portion of the one-hundred percent cut has been restored.
g. Ed reported a complaint that the building lights are being dimmed too early. No action taken to change the procedure.
h. Overdrive contract: Chris requested explanation of “vendor terms and conditions” clause. Ed will refer to 4cls and report back in December.
j. PCC employee benefits: Full-time employee to be offered two weeks paid vacation for 2011 which can be taken after three months of employment. One paid sick day to accrue per month.

VIII. Other Business/Committee Reports
a. PCC Committee: Ed reported Elina Schneyder has been hired as the director (Librarian I) to start in December. Interviews for part-time positions will be held December 2. Classes to begin no later than January 2011.
b. Long Range plan of Service Committee: No report.
c. Special District Committee: No report.

IX. Adjournment: Jo motioned to adjourn at 9:02. Marie seconded, carried unanimously.

[Signature]
Christine Brown, Secretary, George F. Johnson Memorial Library
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 9, 2010

I. Call to order by President Sites at 7:04 PM. 
Present: Gary Beattie, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Sara-Jo Sites, Christine Brown, Patrick Schafer, Library Director Ed Dunscombe. Absent: Jo Whitney

II. Reception of visitors: None.

III. Approval of minutes of November 11, 2010: Gary moved to accept, Jen seconded, carried unanimously.

IV. Manifest of Bills # 7 for December, 2010: Paul moved to accept, Patrick seconded, carried unanimously.

V. Financial report: Balance of $907,456.84 in library funds. Marie moved to accept, Gary seconded, carried unanimously.

VI. Old Business:
   b. Unique automation: Four libraries have expressed interest. If all accept our annual fee would be $250.
   c. Overdrive: The Board had received 4CLS CEO David Karre’s response to their questions. Christine motioned to approve the contract. Patrick seconded. Carried all affirmative save Chris who abstained.
   e. Motion sensors: Awaiting Mr. Van Nostrand’s report.
   f. Procurement policy: Village Attorney Collision gave his verbal approval. The Board directed Ed to request written confirmation.
   g. Maintenance room floor: Village Engineering Dept. could not determine from plans if concrete is reinforced. Ed will confer with architect Bob Costello.
   i. Vestal Library cuts: The Vestal library is eliminating Sunday hours and reducing Saturday hours due to Broome County funding cuts. Ed advised this may increase our Saturday business.
   j. Holiday party: General discussion. Schedule for December 17, 5-8 P.M. at Endicott Visitor’s Center.
VII. New business:
   a. Page rate review: As per March 2010 minutes, Ed suggested an increase in the March 2010 hire’s pay rate from $7.25 to $7.47. Patrick so moved, Marie seconded, carried unanimously.
   b. Expiring board terms: Chris and Paul expressed interest in standing for new terms. Ed will submit their names to Mayor Bertoni.
   c. Ed will place the library cleaner on temporary 3-month leave and has advertised for a replacement.

VIII. Other Business/Committee Reports
   a. PCC Committee: General discussion of problems concerning hiring of part-time staff. PCC Director will start Dec. 20.
   b. Long Range plan of Service Committee: No report.
   c. Special District Committee: No report.

IX. Adjournment: Paul motioned to adjourn at 8:30. Patrick seconded, carried unanimously.

Christine Brown, Secretary, George F. Johnson Memorial Library

1/13/2011