



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, January 12, 2012.

- I. Call to order by President Brown at 7:02 PM.  
Present: Gary Beattie, Christine Brown, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Jo Whitney, Library Director Ed Dunscombe. Excused: Paul Del Rosso.
- II. Reception of visitors: None.
- III. Approval of minutes of December 8, 2011: Jen moved to accept, Sara-Jo seconded, carried unanimously.
- IV. Manifest of Bills #7 for December, 2011 (revised): Sara-Jo moved to accept, Jo seconded, carried unanimously. Manifest of bills #8 for January, 2012: Gary moved to accept, Marie seconded, carried unanimously.
- V. Financial report: Revenues running close to projections. Book expenditures running ahead, A-V material running behind. Annual retirement system payment has been made and was some \$12,000 under budget. Retiree health insurance costs have been revised downward, still waiting to hear from Village Treasurer on this question. Even with this revision the costs appear to be much higher than necessary given the fact that seven of the eight retirees are on Medicaid. Active employee health insurance running \$19,000 over budget, retiree health insurance \$25,000 over (based on current charges, before any refund for over-charges). Library fund balance at end of November was \$834,032.87; at end of December \$719,497.40. Sara-Jo moved to accept the financial report, Patrick seconded, carried unanimously.
- VI. Old Business:
  - a. Bylaw revision: Gary moved to revise the bylaws under section "Board of Trustees" section "f." Board President to be given the power to vote on all motions instead of voting only to break a tie. Jen seconded, carried unanimously.

- b. Unique collections: Ed reported the annual fee to the Four County Library System is \$250.00. His query to the System triggered a bill.
- c. Glass panel project: Has been completed. This was the 2011 New York State Library Construction Grant project.
- d. Tax cap: Ed will attend a webinar January 24, sponsored by the New York Library Association. No letter from New York State on filing instructions has yet been received. Ed noted that on his 2012 Town of Union tax bill that the library tax is noted as increasing 2 percent. This represents the Town's adjustment in the assessment due to a cut in Broome County funding, in order to make the library whole in accordance with the 2008 funding vote. Ed speculated on whether this may be considered an increase by New York State under the new tax cap legislation.

VII. New business:

- a. Keystone Associates maintenance room floor study: Ed reported on a two-phase proposal. Phase 1 to study and make a determination on the status of the floor at a cost of \$2,000. Phase 2, only if Phase 1 determines corrective action to be necessary, will make recommendations to repair and/or restore the floor. Cost for Phase 2 would be \$1500.00. Jo moved to accept the proposal, Sara-Jo seconded, carried unanimously.
- b. Distribution of draft 2012-13 revenue and expense budgets. Ed distributed his draft and written comments. Tabled for review and discussion at the February meeting.
- c. Four County Library System letter: Christine submitted a letter she received detailing the elimination of the System's out-of-system interlibrary loan service. Ed speculated on the repercussions for our library in terms of staff time and increased postage cost. Ed will report back in a few months with data on how this is impacting our library.
- d. Ed noted a part-time clerk has resigned to take a full-time position with the Four County Library System. She will actually remain on roster for the foreseeable future as a substitute.
- d. Ed reported that PCC Director April Steenburgh will be partnering with Barnes & Noble. She will be there some Wednesday evenings to assist in explaining the Download Zone e-book service in conjunction with the store Nook representatives. She will also be registering patrons for library cards.

- e. Ed reported on a phone conversation initiated by the Vestal Public Library Director. VPL's book budget has been cut from a high of some \$130,000 to a current \$25,000. The VPL Board is now interested in discussing alternative funding/governance arrangements. Ed will contact the Your Home Public Library (Johnson City) Director to gauge interest and arrange a possible meeting. Chris and Patrick volunteered to participate.
  - f. Ghostbusters: "The Phenomenon and Paranormal Investigations Team" will present a program on their efforts in the world of paranormal research on Thursday, January 19 from 6:30 to 8:30 at our library. A letter of thanks has been sent to the Binghamton Senators for the participation of two of their players, their mascot and the Calder Cup at a December children's program. Future collaborations are planned. Thanks to librarian Sue Johnson for arranging this
  - g. Ed reported he has purchased ten e-reference books which have been added to the library's suite of online databases. Purchase of paper copies of these titles will be discontinued. Thanks to librarian Erin Singleton for modifications to the library's web site.
  - h. Visitor's Center: Ed reported he has learned that the Director of The Endicott Visitor's Center has been fired by the Mayor and/or the Village of Endicott Board of Trustees. Our library has loaned many items to the Center with the understanding that they not be removed from the Center without prior approval of the Library Board. The Village is also responsible for the safety of the items which are valued in the tens of thousands of dollars. Ed has photographed most of these items and is working on keying the photographs to the written inventory/appraisal. He will send copies along with a reminder of the terms of the existing written agreement between the Library and the Village to the Mayor, Village Trustees, and the person apparently currently supervising the Center's collections.
- VIII. Adjournment: Jo motioned to adjourn at 8:16. Jen seconded, carried unanimously.





Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, February 9, 2012.

- I. Call to order by President Brown at 7:05 PM.  
Present: Gary Beattie, Christine Brown, Paul DelRosso, Marie McLean-Yurecka, Jennifer Musa, Patrick Schafer, Library Director Ed Dunscombe, Village Liaison Frank Flint. Excused: Chris Ryan. Absent: Sara-Jo Sites, Jo Whitney.
- II. Reception of visitors: None.
- III. Approval of minutes of January 12, 2012: Gary moved to accept, Jen seconded, carried unanimously.
- IV. Manifest of Bills #8 for January, 2012 (revised): Jen moved to accept, Patrick seconded, carried unanimously. Manifest of bills #9 for February, 2012: Marie moved to accept, Paul seconded, carried unanimously.
- V. Financial report: Return on investments is running behind budget. Salaries and book running over, A-V running behind. January 31 balance is \$656,305.15. Jen moved to accept the financial report, Gary seconded, carried unanimously.
- VI. Old Business:
  - a. Visitor's Center: Frank reported on some of the changes at the Center. Ed noted he had sent the Mayor a photo inventory and appraisal, and requested a signed confirmation of the existing agreement that none of the items loaned to the Center by the Library are to be removed from the premises without approval of the library; and that the village is financially responsible for the safety and security of the items so loaned by the library.
  - b. Health insurance: No word yet from Village Treasurer Bates. The library is expecting a refund of some 2011 over-charges.
  - c. Engineering study: Representatives from Keystone Engineering have begun their study by visiting the library.

- d. Tax cap: Ed reported on a webinar he and Chris attended. Discussion of NYLA Resolution #1. Ed will confer with attorney Ellen Bach and report back on the necessity of passing a cap resolution at the March meeting.
  - e. 2012-13 budget: Ed reported on a few changes in his draft, followed by discussion of some salary and benefit points. Tabled for March meeting.
- VII. New business:
- a. 2011 State Report: Ed discussed a few changes to the draft. Paul moved to accept the report, Patrick seconded, carried unanimously. Ed asked the board to review his Annual Report to the Community prior to its distribution.
  - b. Proposed Four County Library System fees: Discussion of proposed automation and reserve/interlibrary loan fees. General consensus that passing this fee on to our borrowers is problematic. Ed will attend a system meeting February 17 and express our library's reservations.
  - c. Personnel: Ed announced with regret the death of staff member Jane Welsh, following the departure of another clerk in January. Two new Library Clerks have been hired.
- VIII. Other Business/Committee Reports:
- a. Long Range Plan of Service Committee: No report.
  - b. Special District Committee: A meeting will be held at GFJ on March 6 at 6 P.M. Vestal, Johnson City, and Broome County Public Library's have been invited.
- IX. Adjournment: Patrick motioned to adjourn at 8:50. Paul seconded, carried unanimously.



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, March 8, 2012.

- I. Call to order by President Brown at 7:02 PM.  
Present: Gary Beattie, Christine Brown, Paul DelRosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Jo Whitney, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes of February 9, 2012: Sara-Jo moved to accept as amended, Jen seconded, carried unanimously.
- IV. Manifest of Bills #9 for February, 2012 (revised): Sara-Jo moved to accept, Marie seconded, carried unanimously. Manifest of bills #10 for March, 2012: Sara-Jo moved to accept, Jen seconded, carried unanimously.
- V. Financial report: Town library funding check for 2012 has been received. February 29 balance is \$1,437,406.60. Patrick moved to accept the financial report, Sara-Jo seconded, carried unanimously.
- VI. Old Business:
  - a. Visitor's Center: Memo of understanding not yet returned to library.
  - b. Health insurance: Overcharges seem to have been corrected, still awaiting refund from village.
  - c. Engineering study: No report.
  - d. Tax cap: Chris motioned to pass a resolution that the library may need to exceed the tax cap for 2012. Patrick seconded, carried unanimously (resolution is attached).
  - e. 4CLS fees: No report.
  - f. 2012-13 budget: Patrick moved to accept the draft 2012-13 and forward to the village treasurer for development of the benefit lines. Included is a 3% raise, and an increase in employee share of health insurance from 12% to 13%, with additional 1% increases in employee share of health insurance in 2013 and 2014. Sara-Jo seconded; all ayes except for Chris' abstention.

- g. Glass panel project: Costs were \$6,000 under estimate. Remaining grant funds to be directed to replacement of exterior lights on the library campus. Village electrician is developing an estimate.
- VII. New business:
- a. Staffing: Children's Department Head Margaret Cooper will resign effective May 31. PCC Instructor Joanna Bachman resigning effective March 13, Benjamin Lainhart hired as her replacement effective March 14.
  - b. Standard work week: Upon request from Village Payroll Department, Sara-Jo moved to adopt a resolution stating the standard work week hours for certain positions (attached). Jo seconded, carried unanimously.
  - c. Personnel: Ed announced with regret the death of staff member Jane Welsh, following the departure of another clerk in January. Two new Library Clerk's have been hired.
- VIII. Other Business/Committee Reports:
- a. Long Range Plan of Service Committee: No report.
  - b. Special District Committee: Chris and Ed reported on the March 3 meeting. BCPL, Johnson City and Vestal library boards will be considering the possibility of a county-wide special legislative library district.
- IX. Adjournment: Jen motioned to adjourn at 8:54. Sara-Jo seconded, carried unanimously.

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Jo Whitney, Secretary, George F. Johnson Memorial Library





Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 12, 2012.

- I. Call to order by Vice-President Musa at 7:08 PM.  
Present: Gary Beattie, Paul DelRosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Sara-Jo Sites, Library Director Ed Dunscombe, Village liaison Frank Flint. Excused: Christine Brown, Patrick Schafer, and Jo Whitney. Vice-President Jennifer Musa chaired the meeting.
- II. Reception of visitors: Village Clerk-Treasurer Anthony Bates. Mr. Bates presented his benefit estimates for the 2012-13 budget year, and there was discussion on health insurance rates and the tax cap filing.
- III. Approval of minutes of March 8, 2012: Gary moved to accept, Sara-Jo seconded seconded; carried unanimously.
- IV. Manifest of Bills #11 for April, 2012: Chris moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: March 31 balance was \$1,386,991.90. Salary and book budget lines running slightly over. Sara-Jo moved to accept, Marie seconded, carried unanimously.
- VI. Old Business:
  - a. Visitor's Center: Frank noted the open house on April 15. Discussion of concerns over library items on loan to the Center, Frank will make inquiries. Discussion of parking lot concerns.
  - b. Engineering study: Ed distributed study by Keystone Associates re. the maintenance room floor. Ed will authorize Keystone to proceed with second phase of study to mitigate the damage.
  - c. 2012-13 budget: Gary moved to accept the revised budget, Paul seconded, carried unanimously.
- VII. New business: Sara-Jo moved to increase the copier cost from 15 cents to 20 cents per page. Chris seconded, carried unanimously.

VIII. Other Business/Committee Reports:

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

b. Special District Committee: No response from the other libraries.

IX. Adjournment: Sara-Jo motioned to adjourn at 8:39. Gary seconded, carried unanimously.

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Ed Dunscombe, Library Director



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, May 10, 2012.

- I. Call to order by President Brown at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Paul DelRosso, Jennifer Musa, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Jo Whitney, Library Director Ed Dunscombe, Village liaisons Frank Flint and Joe Nirchi  
Excused: Marie McLean-Yurecka (Chris Ryan arrived following passage of the manifests).
- II. Reception of visitors: None.
- III. Approval of minutes of April 12, 2012: Sara-Jo moved to accept, Paul seconded; carried unanimously.
- IV. Manifest of Bills #11 for April, 2012 (revised): Jen moved to accept, Jo seconded, carried unanimously. #12 for May 2012: Sara-Jo moved to accept, Gary seconded, carried unanimously.
- V. Financial report: April 30 balance was \$1,303,124.30. Jo moved to accept, Paul seconded, carried unanimously. Ed noted that the most recent BTOP check received was made out to and delivered to the Village of Endicott. He is checking with the grant administrator in Albany to resolve the matter.
- VI. Old Business:
  - a. Visitor's Center: Frank reported that Mayor Bertoni has declined to sign the acknowledgement and affirmation of the contracts that exist between the Village of Endicott and the George F. Johnson Memorial Library (as passed by the Village of Endicott Board by unanimous resolution on June 23, 2003). Frank and Joe agreed to relay the concerns of the library board to the Mayor and village board for further review.
  - b. Engineering study: No report.
  - c. Tax cap filing: Ed reported he has filed the electronic form with New York State. Discussion of New York State Retirement System portion of filing which Ed will review with Office of the State Comptroller.

- d. Health insurance: Ed reported no developments on return of overcharges from Village or on matrix used to determine unit chargebacks. Ed will remind Village Treasurer.

VII. New business

- a. Board officers for 2012-13: Christine reported that Jen (President), Jo (Vice-President) and Gary (Secretary) have agreed to stand for office. Vote will be held at the June 2012 meeting.
- b. Board seat: Ed advised the board that Sara-Jo is a candidate for the Librarian II position held by retiring Margaret Cooper.
- c. Geneva PCC meeting: Ed reported on the meeting he and April Steenburgh, Director of the GFJ PPC, attended April 30 – May 1. Reports on PCC activities were presented and ideas on sustainability discussed.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report
- b. Special District Committee: No report.
- c. 4CLS meeting: To be held at Vestal Public Library Tuesday, May 15 at 7 P.M. Ed distributed background material.
- d. Patron/parent question: Ed asked the board to state its position regarding the situation where the parent of a child who has a delinquent library card tries to apply for a card of his/her own. Board agreed that the parent can be denied service until the fines on the child's card are taken care of. Board suggested the language on the juvenile card application be revised to more clearly state this obligation.

- IX Adjournment: Jo motioned to adjourn at 8:25. Jen seconded, Carried unanimously.

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Jo Whitney, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 14, 2012.

- I. Call to order by President Brown at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Jennifer Musa, Chris Ryan, Patrick Schafer, Library Director Ed Dunscombe, Village liaison Joe Nirchi Excused: Paul Del Rosso, Marie McLean-Yurecka, Jo Whitney, village liaison Frank Flint.
- II. Election of officers: Christine nominated a slate of officers as follows: Jen Musa for President, Jo Whitney for Vice-President, and Gary Beattie for Secretary. Patrick seconded, carried unanimously. Jen took over chairing the meeting.
- III. Reception of visitors: None.
- IV. Approval of minutes of May 10th, 2012: Gary moved to accept, Christine seconded; carried unanimously.
- V. Manifest of Bills #12 for May, 2012 (revised): Christine moved to accept, Patrick seconded, carried unanimously. #1 for June 2012: Gary moved to accept, Christine seconded, carried unanimously.
- VI. Financial report: Ed presented the final 2011-12 spending figures. The budget was overspent by some \$45,000. \$42,000 of this was from the BTOP grant-funded line which is self-funding. The May 31 fund balance is \$1,276,850.36, about \$22,000 less than this time last year. NYS owes us some \$35,000 the library has already spent.
- VII. Old Business:
  - a. Visitor's Center: Joe reported the village attorney has investigated the original contracts and agrees they support the library's ownership of the items and the terms of their loan to the Visitor's Center. As all are in agreement no further action is deemed necessary.
  - b. Engineering study: No report.
  - c. Tax cap filing: Ed reported he has filed the electronic form with New York State. The OSC has advised Ed that the library, not the village, should claim the library's portion of the pension system's cost used in determining exclusions under the tax cap.

- d. Health insurance: Ed reported the village has reimbursed the library some \$19,764.27 for retiree health insurance overcharges made during the 2011-12 fiscal year. Ed has noted to the Village Treasurer that the May 2012 charge (\$8,965.08) once again seems to be about twice normal.

VIII. New business

- a. Federal Employer Identification Number: Ed reported the Division of Library Development requires that the library obtain its own Federal Employer Identification Number (FEIN). After some questions and research Ed has secured a new FEIN from the IRS. The new number is required in order to receive grant checks from NYS.
- b. Board seat: Ed noted the vacancy created by Sara-Jo's resignation, and that he will advertise for candidates.
- c. Staff illness: Ed reported that one of our part-time library assistants is ill and will be out for what is hopefully just a few weeks.
- d. 4CLS announcement: Ed reported on a communication from the Four County Library System announcing David Karre's retirement, effective April 2012.
- e. Accidents: Ed reported a woman fell leaving the library one day this week. She was treated by EMT's and appeared to be OK save for some cuts and bleeding. A report has been filed with the village. A woman who fell in the parking lot July 2011 is apparently suing as Ed has received a letter from her attorney requesting insurance information. Forwarded to the village and insurance company.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report
- b. Special District Committee: No report.

IX Adjournment: Gary motioned to adjourn at 7:45. Christine Seconded, carried unanimously.

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Gary Beattie,, Secretary

Date





Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, July 12, 2012.

- I. Call to order by President Musa at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe, Village liaisons Frank Flint and Joe Nirchi.
- II. Reception of visitors: None.
- III. Approval of minutes of June 14th, 2012: Christine moved to accept, Jo seconded; carried unanimously.
- IV. Manifest of Bills #2 for July, 2012: Patrick moved to accept, Christine seconded, carried unanimously.
- V. Financial report: No revenue report or fund balance received from the Village. Moderate health insurance costs were noted. Ed noted NYS owes the library some \$45,000 for May through July PCC spending. Paul moved to accept, Marie seconded, carried unanimously.
- VI. Old Business:
  - a. Maintenance room floor study: No progress. Ed has spoken to the engineer in charge.
  - b. Health insurance: June expenses moderated after unusually high May expense.
  - c. Board seat: Ed reported the receipt of one application with at least one more pending. Applicants to be interviewed in August or September.
- VII. New business
  - a. Construction grant: Ed reported the receipt of proposals from BCK and Keystone to manage the HVAC project, with BCK's being the lower. Jo moved to accept the BCK proposal pending review by the Village Engineer. Christine seconded, carried unanimously. Paul moved to accept the NYS Construction Grant application as written by Ed. Jo seconded, carried unanimously.



- b. Communication from County Executive: The Board received a letter from the County Executive relative to the recent hiring of the Children's Librarian II position.
- c. Director's vacation: Ed notified the board he will be out of town July 25 through August 4.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report
- b. Special District Committee: Ed suggested the GFJ and YHPL (Johnson City) library boards meet to discuss funding and special district options. Jen will contact the YHPL board to arrange a meeting.

IX Adjournment: Jo motioned to adjourn at 7:38. Christine seconded, carried unanimously.

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Gary Beattie,, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, September 13, 2012.

- I. Call to order by President Musa at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Jennifer Musa, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.  
Excused: Marie McLean-Yurecka, Chris Ryan.
- II. Reception of visitors: Jo's son Chris was in attendance.
- III. Approval of minutes of July 12th, 2012: Gary moved to accept, Paul seconded; carried unanimously.
- IV. Manifest of Bills #3 for August, 2012: Jo moved to accept, Christine seconded, carried unanimously. Manifest # 4 for September 2012; Paul moved to accept, Jo seconded, carried unanimously.
- V. Financial report: The office supply line is running high. Health insurance for active employees is once again very high. Book and audio visual spending well under, as was the liability insurance payment. The board asked Ed to invite the Village Treasurer to the October meeting to discuss health insurance. August closing balance in library funds was \$1,033,792.18, some \$13,000 less than August 2011.
- VI. Old Business:
  - a. Maintenance room floor study: Ed received a proposal from Keystone in August and another in September taking into account some revisions he had requested. He is still trying to clarify some points with Keystone.
  - b. Board seat: Prior to tonight's meeting the board interviewed one candidate. Another was scheduled but did not show. Ed will contact the second candidate and explain the delay to the first.
- VII. New business
  - a. PCC: Ed noted grant funding expires September 30, but some encumbered funds will continue to fund operations for a while longer. April has developed a scaled-back PCC schedule for October. Ed has established a work-study staffing option with Binghamton University and is awaiting candidate referrals. Erin

has submitted a \$15,000 grant request to the Community Foundation for the Southern Tier. Ed has investigated the new Connect New York broadband grant program but indicated it is unlikely the library could develop a fundable project. He is attending a meeting September 18 to look into the possibility of partnering with some other organization's Connect New York grant.

- b. Staffing: Maintenance Man Jim Panella died unexpectedly September 5, and Library Clerk Brian McCabe has resigned. The board authorized \$10.00 an hour for a new Cleaner position and \$9.00 an hour for a replacement Library Clerk. April Steenburgh starts as a Librarian I on October 1 working 20-25 hours per week directing the Public Computing Center.
- c. Ed advised the Board he will be suspending subscription to the Press & Sun Bulletin on microfilm due to cost.
- d. Patron problems: Ed discussed three recent incidents with unruly patrons, two involving unacceptable language and verbal outbursts and one involving theft. The Board agreed with Ed on bans for two of the patrons which he will communicate to them. The third was already informed by police that he should not return to the library.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report.
- b. Special District Committee: Jen reported on three possible October dates for a meeting with the Your Home Public Library board. She will notify the board once a date is finalized.

IX Adjournment: Jo motioned to adjourn at 8:24. Paul seconded, carried unanimously.

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Gary Beattie,, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, October 11, 2012.

- I. Call to order by President Musa at 7:03 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Library Director Ed Dunscombe Village Liaison Frank Flint. Excused: Jo Whitney, Patrick Schafer.
- II. Reception of visitors: None.
- III. Approval of minutes of September 13th, 2012: Christine moved to accept, Gary seconded; carried unanimously.
- IV. Manifest of Bills #5 for October, 2012: Marie moved to accept, Gary seconded, carried unanimously.
- V. Financial report: The office supply line is running high. Health insurance for active employees is once again very high. Book and audio visual spending well under. Copier machine revenues have increased by about a third since the fee was increased. September closing balance in library funds was \$974,222.06, some \$23,000 less than September 2011. Paul moved to accept, Christine seconded, carried unanimously.
- VI. Old Business:
  - a. Maintenance room floor study: Ed commented on revised figures from Keystone Engineering.
  - b. Board seat: Prior to tonight's meeting the board interviewed one candidate. No action was taken on the vacancy.
- VII. New business
  - a. PCC: Ed reviewed several grant opportunities that were pursued to fund continued staffing, neither of which were successful. The PCC is operating on a reduced basis with a staff of one. No work-study applicants from Binghamton University as of yet.
  - b. Newspaper digitization: Ed reviewed an offer from Advantage to digitize the 1858-1923 old newspaper reels and post them on a web site. Ed has touched base with the village grant writer on this and PCC staffing possibilities. No action taken.

- c. Meeting with Your Home Public Library Board: Jen has arranged a meeting with the YHPL board for Monday October 15 at 6:30 P.M. at the Johnson City library.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report.
- b. Special District Committee: No report.
- c. HVAC project: Pre-bid meeting held today. Bid opening scheduled for Oct 30 at the library. We may have to close the library for several days late November while the work is being done.
- d. Exterior globe lights: Ed reported he has a quote on replacements and is consulting with the village electrician.
- e. 4CLS letter: Ed distributed a letter from the 4CLS Board President commenting on several items at the system.
- f. Patron complaint: Jen reported she received a complaint from a patron regarding perceived rudeness by library staff and objecting to the library's policy requiring a library card be presented in order to borrow materials. The board reaffirmed the existing policy and Jen will write a response.

IX Adjournment: Christine motioned to adjourn at 8:05. Marie seconded, carried unanimously.

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Gary Beattie,, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, November 1, 2012.

- I. Call to order by President Musa at 7:02 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe, Village Liaison Joe Nirchi.
- II. Reception of visitors: None.
- III. Approval of minutes of October 11th, 2012: Gary moved to accept, Christine seconded; carried unanimously.
- IV. Manifest of Bills #6 for November, 2012: Marie moved to accept, Christine seconded, carried unanimously.
- V. Financial report: Due to the early date of the meeting the library fund balances for the end of October were not available. The health insurance charge for October has not yet been posted. Most other lines are running below or well below budget. Paul moved to accept, Gary seconded, carried unanimously.
- VI. Old Business:
  - a. Health insurance: Ed reviewed alternate plans from The Bay Ridge Group (Excellus) and the New York Library Association (MVP). Both show considerable savings may be available. The board appointed a special committee comprised of Chris Ryan, Patrick Schafer, Paul Del Rosso and Ed Dunscombe to study the issue and report back to the board.
  - b. 414/Special District options: Ed reported on a meeting with the Your Home Public Library (Johnson City) Board. Jen, Paul and Chris were in attendance. Ed reported on the approximate legal, consulting and publicity costs to proceed with the effort (\$75,000) and on comments made by consultant Libby Post. The GFJ Board decided to await a resolution of the health insurance issue due to its impact on future budgets. Several ramifications of 414 and special districting were discussed.
  - c. Board vacancy: Ed reported a third candidate has applied. She has been invited to meet with the board at its December 13 meeting.

VII. New business

- a. HVAC bids: Ed reported that bids for the project were opened on October 31. Bob Costello from BCK presented his recommendation that the bid be awarded to Climate Control Technologies, Inc., the low bidder with a revised bid of \$56,000. As it may be necessary to close the library for a few days during the installation the board authorized Ed to offer part-time employees the option of making-up their potential lost hours. Ed will decide on full-time staff as conditions dictate. Paul moved to award the bid to Climate Control Technologies Inc. pending review by the Village of Endicott Attorney. Christine seconded, carried unanimously.
- b. Hurricane closure: Ed reported the library had closed at 3 P.M. on October 29 due to Hurricane Sandy. The board affirmed its existing policy regarding pay for emergency closings.
- c. Holiday party: The board decided to hold the party in the library on December 14.
- d. 2013 holidays: Closed January 1, May 27, July 4, September 2, November 21 (at 5 P.M.), November 28, December 24, December 25, December 31 (at 5 P.M.). Four floating holidays for qualified staff.
- e. Ed reported the Community Foundation of South Central New York has awarded an \$880 grant to GFJ for children's programming. Erin Singleton wrote the grant.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report.
- b. Special District Committee: No report.

IX Adjournment: Jo motioned to adjourn at 8:32. Christine seconded, carried unanimously.

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Gary Beattie,, Secretary

Date







Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 13, 2012

- I. Call to order by President Musa at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Jennifer Musa, Chris Ryan, Patrick Schafer, Library Director Ed Dunscombe, Village Liaison Joe Nirchi, Village Treasurer Anthony Bates.  
Excused: Marie McLean-Yurecka, Jo Whitney, Village liaison Frank Flint.
- II. Reception of visitors: The board interviewed board candidate Nadine Herceg. Following the interview Patrick moved to appoint Nadine to the unexpired term of Sara-Jo Sites, through December 31, 2016. Paul seconded, carried, with Chris abstaining, as he had not been present for the interviews of the other candidates. The board had a discussion with the Village Treasurer regarding health insurance and continuing high charges. Mr. Bates offered several explanations and offered to provide statistics showing the last three year's costs by department at the request of Chris. Mr. Bates indicated the village has a meeting scheduled for next week to look at options for reducing costs. There was also discussion of the ability of the library to secure its own tax identification number so that it could seek health insurance separate from the village, if necessary. Mr. Bates will report back to Ed on the results of his meeting.
- III. Approval of minutes of November 1<sup>st</sup> 2012: Chris moved to accept, Christine seconded; carried unanimously.
- IV. Manifest of Bills #6 for November, 2012 (revised): Chris moved to accept, Gary seconded, carried unanimously. #7 for December 2012: Paul moved to accept, Chris seconded, carried unanimously.
- V. Financial report: October balance was \$911,868.27, \$12,000 higher than October 2011. November balance was \$887,603.85, \$53,000 higher than November 2011. A \$5,747.67 refund has been received and deposited on last year's Excellus health insurance. Final PCC grant funding of \$24,452 has been received and deposited.

VI. Old Business:

- a. HVAC project: Units have been ordered.
- b. Health insurance: See above.
- c. 414/Special district options: Ed noted the board will need to start discussing this in earnest at the January meeting. Ed will contact Your Home Public Library to see if its board has discussed the matter.

VII. New business

- a. Tyco dispute: Ed reported on an ongoing billing dispute with Tyco Integrated Security over a maintenance contract for the camera security system.
- b. Lighting: Ed reported fixtures for the new exterior lights have been selected and the front lights should be replaced soon, with the rear lights to follow. The lights will cost approximately \$6,000 and will be covered by leftover money from the glass panel grant-funded project.
- c. PCC: Ed reported a remaining \$3,338 in PCC grant funds will be spent on five laptop computers, a Nook tablet, peripherals and supplies.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report.
- b. Special District Committee: No report.

IX Adjournment: Gary motioned to adjourn at 8:45. Christine seconded, carried unanimously.

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Gary Beattie, Secretary

Date