



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 10, 2013

- I. Call to order by President Musa at 7:03 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe, Absent: Village liaisons Frank Flint and Joe Nirchi.
- II. Reception of visitors: None.
- III. Approval of minutes of December 13th, 2012: Jo moved to accept, Christine seconded; carried unanimously.
- IV. Manifest of Bills #7 for December, 2012 (revised): Gary moved to accept, Jo seconded, carried unanimously. #8 for January, 2013; Paul moved to accept, Christine seconded, carried unanimously.
- V. Financial report: December 2012 balance: \$746, 993.09, some \$27,000 more than December 2011. Gary moved to accept, Jo seconded, carried unanimously.
- VI. Old Business
 - a. HVAC project: No progress. Ed will contact the contractor for an update.
 - b. Health insurance: Ed presented a chart prepared by the Village Treasurer showing annual village departmental breakdown of health insurance costs 2010-2013. Questions raised about large library cost increase in FY 2012-13. Chris volunteered to contact the Treasurer. Ed has received proposals from a health insurance broker and will schedule a meeting between her and the Health Insurance Committee.
 - c. 414/special district options: No report.
- VII. New Business
 - a. 2013-14 budget: Ed presented draft 2013-14 revenue and expense budgets, and draft expense budgets through FY2017-18. To be reviewed at the February meeting.
 - b. Digitization: Ed reported a gift from a patron earmarked for the

newspaper digitization project. Questions regarding ownership of the final product and hosting fee. Ed will confer with the vendor and if those questions are resolved satisfactorily will send an initial shipment of film for digitization.

- c. All Saints school request: Ed reported on a request from All Saints School in Endicott to use the library as an emergency student evacuation site. Chris requested a copy of the school's plan as it relates to the library, which Ed will solicit.

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 8:28. Patrick seconded, carried unanimously.

Gary Beattie, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, February 14, 2013

- I. Call to order by President Musa at 7:06 PM.
Present: Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe, Excused: Gary Beattie, Christine Brown, Patrick Schafer. Ed reported that Joe Nirchi is no longer assigned as a Village liaison to the library and that Frank Flint informed Ed he will no longer regularly attend, but that he is free to be called upon for assistance.
- II. Reception of visitors: None.
- III. Approval of minutes of January 10, 2012: Paul moved to accept, Nadine seconded; carried unanimously (Marie arrived immediately following this vote).
- IV. Manifest of Bills # 9 for February, 2013: Marie moved to accept, Chris seconded, carried unanimously.
- V. Financial report: January 2013 balance: \$669,737.40; some \$7,000 ahead of January 2012. No revenue report received from Village of Endicott. Active health insurance charge for February was over \$12,000. Paul moved to accept, Jo seconded, carried unanimously.
- VI. Old Business
 - a. HVAC project: Completed January, installation was very smooth and new units were running by 3 P.M. The library was closed that day. Library has not yet been billed.
 - b. Health insurance: Health Insurance Committee reported on a meeting with an insurance broker. Paul presented a comparison of two proposed plans and the current Village of Endicott plan showing significant savings under either proposed plan. Chris will correspond with the broker on some remaining questions and the Committee will develop some questions preparatory to a meeting with the Village Treasurer. Ed will contact Bay Ridge to see if they are interested in presenting a plan to the Committee.

- c. Digitization project: Ed reported that the library will own the physical copies of the newspaper images, on a hard drive. The content is in the public domain. Advantage Preservation will host the content at no charge. Project will take several months to complete.
- d. All Saints School request: The school is preparing a written plan calling for use of GFJ Library as a third location for their student body in case of an emergency evacuation. Library Board consented pending a review of the written plan.
- e. 2013/14 budget: The board authorized Ed to forward his preliminary figures to the Village Treasurer. Ed will check on the 2012 cost of living rate and with the Village on anticipated Village raises.
- f. 414/special district options: The Your Home Public Library Board would like to meet with representatives from a special legislative district library. Ed noted his preference for a 414 funding vote this November (2013).

VII. New Business

- a. Director succession: General discussion of need for a plan. Ed will start development of a description of his duties.
- b. Tax cap resolution: Ed explained the timing of the budget as: 1. Receive figures from Town of Union. 2. File online reporting form with NYS Comptroller's Office. 3. Adopt resolution stating library may exceed cap. 4. Pass budget. This is complicated by the fact that the Village Treasurer writes the benefit lines for the library budget, requiring these be in place before the Library Board can adopt the formal library budget.
- c. Problem patron: Ed reported on a patron who will be banned for a period of three months due to continued violation of the Library Acceptable Behavior Policy. Upon recommendation of the Endicott Police Dept. the staff will call the police upon her next visit to the library to inform her of the ban. Continued problems after expiration of the three-month ban will result in a permanent ban.

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 8:48. Nadine seconded, carried unanimously.



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, March 14, 2013

- I. Call to order by President Musa at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe,
- II. Reception of visitors: None.
- III. Approval of minutes of February 14, 2012: Nadine moved to accept, Christine seconded; carried unanimously (Marie arrived following this vote).
- IV. Manifest of Bills # 10 for March, 2013: Christine moved to accept, Jo seconded, carried unanimously.
- V. Financial report: February 2013 balance: \$1,473,101.91; some \$26,000 ahead of February 2012. Jo moved to accept, Patrick seconded, carried unanimously (Chris arrived after this vote).
- VI. Old Business
 - a. Raises: Jo moved for a salary increase of 2.5% for all library staff. Nadine seconded, carried unanimously.
 - b. 414/Special district options: General discussion of not proceeding with a funding vote this year.
 - c. Director's position: Ed is still working on a list of duties.
 - d. Tax cap resolution: Chris moved to pass a resolution to exceed the tax cap for the 2013-14 tax levy. Paul seconded, carried unanimously (attached).
 - e. Health insurance: General discussion of continuing excessive charges and lack of an acceptable explanation. Ed will contact the Village Treasurer to request an explanation in writing along with several other questions and to invite him to a future board meeting. General discussion of alternative health plans. Ed will contact Bay Ridge to arrange a meeting with the Health Insurance Committee.

VII. New Business

- a. Annual report: Paul moved to accept the report, Chris seconded, carried unanimously.
- b. PCC policy: Ed presented a draft policy. Several changes were suggested. Tabled.

VIII.: Other Business/Committee Reports

- a. Long Range Plan of Service Committee: No report.
- b. Special District Committee: No report.
- c. School librarians: Chris mentioned cuts in several local school librarian positions.

IX Adjournment: Jo motioned to adjourn at 8:39. Nadine seconded, carried unanimously.

Gary Beattie, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, April 11, 2013

- I. Call to order by President Musa at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe,
- II. Reception of visitors: None.
- III. Approval of minutes of March 14, 2013: Christine moved to accept, Jo seconded; carried unanimously.
- IV. Manifest of Bills # 11 for April, 2013: Gary moved to accept, Nadine seconded, carried unanimously.
- V. Financial report: March 2013 balance: \$1,350,268.14; some \$36,000 behind March 2012. Expense lines except for health insurance and office supplies running under budget. Jo moved to accept, Christine seconded, carried unanimously.
- VI. Old Business
 - a. 2013/14 budget: Waiting for figures from Village Treasurer.
 - b. Tax cap filing: Waiting for figures from Village Treasurer.
 - c. Response from Village Treasurer to health insurance questions: Ed distributed the response which left lingering questions. Ed will send another request for a written response.
 - d. PCC Policy: Nadine moved to accept with minor revisions, Gary seconded, carried unanimously.
 - e. Director's duties: At the board's request Ed distributed a partial list of the director's duties. Tabled for review.
- VII. New Business
 - a. Notice to Village Treasurer re 2013/14 compensation: Jen and Paul signed the communication detailing a 2.5% salary increase for all staff and an increase from 13% to 14% in employee share of health insurance premium.
 - b. Grants: Ed reported his grant application to the South Central Research Library Council for a digitization grant has been approved. Library and SCRLC to split the approximate \$2,000

cost to digitize approximately twenty-one reels of microfilmed newspapers dating 1915 through 1922, extending the 1856-1915 coverage already digitized. The collection will become part of the Tools of History database. Ed reported he has submitted an application for a \$3,000 NYSERDA grant to defray the cost of the recently completed HVAC project.

- c. 2013/14 officers: Jen will canvas for candidates and report back at the May meeting.
- d. Roof study: Ed reported on a proposal from BCK to conduct a core analysis of the library roof to determine condition and cost of replacement for a fee of \$4,800.00. Ed discussed the roof and new interior lighting projects. Chris moved to proceed with the lighting project for the 2013 New York State Public Library Construction Grant application, with the roofing schedule for study in 2014. Gary seconded, carried unanimously.
- e. YHPL Director position: Ed reported numerous applications were received and interviews are being conducted.
- f. Sale of old computers: Ed reported staff has expressed interest in buying surplus library computers. The Board suggested a closed-bid process.
- g. MSDS files: Ed reported his review of the library's MSDS files is near completion. Staff has been reminded that the file is kept in the director's office.

VIII.: Other Business/Committee Reports

- a. Health Insurance Committee. The Committee reported on its meeting with a broker from Bay Ridge. General discussion ensued with decision to request more information and another meeting with Bay Ridge.
- b. Special District Committee: No report.

IX Adjournment: Jo motioned to adjourn at 8:52. Nadine seconded, carried unanimously.

Gary Beattie, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, May 9, 2013

- I. Call to order by President Musa at 7:03 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe,
- II. Reception of visitors: None.
- III. Approval of minutes of April 11, 2013: Gary moved to accept, Jo seconded; carried unanimously.
- IV. Manifest of Bills # 11 for April, 2013 (revised): Christine moved to accept, Nadine seconded, carried unanimously. #12 for May 2013: Marie moved to accept, Christine seconded, carried unanimously (Chris arrived following this vote).
- V. Financial report: April 2013 balance: \$1,284,516.87; some \$19,000 behind April 2012. Expense lines except for health insurance and office supplies running under budget. Revenue \$4,000 above budget with May revenue still to come; expenses \$104,000 under budget with May salaries and benefits still to come. Jo moved to accept, Gary seconded, carried unanimously.
- VI. Old Business
 - a. 2013/14 budget: The Village approved the library budget as submitted and added benefit lines to the expense budget. Ed discussed budget ramifications of the proposed lighting project. Paul moved to proceed with the lighting study proposed by BCK for \$10,800, and to add \$30,000 to the "Special Grants" revenue line and \$51,000 to the "Site Improvement" expense line, these changes to accommodate changes anticipated in the scope of the lighting project. Patrick seconded, carried unanimously. Ed to notify the Village Treasurer of these changes.
 - b. Tax cap filing: Ed has completed this year's filing.
 - c. Health insurance: No further explanation for cost overruns has been provided by the Village Treasurer, although he did express willingness to meet with the Health Insurance Committee.

VII. New Business

- a. SCRLC digitization grant: Ed distributed award announcement.
- b. 2013/14 officers: Jen reported a slate of candidates has agreed to stand for election at the June meeting.
- c. July meeting: On Ed's request the Board agreed to move the July 2013 meeting from July 11 to July 18.
- d. Potholes: Gary asked Ed to request the Village fill potholes in the library parking lot.
- e. Library Trustees Association meeting: Chris attended the Buffalo meeting and reported on special district options discussed by Ellen Bach and Libby Post.

VIII.: Other Business/Committee Reports

- a. Health Insurance Committee. The Committee reported potential savings of approximately \$30,000 annually by moving the active employees and retirees to Excellus plans recommended by Bay Ridge. The Committee will meet with the Village Treasurer and Human Resources to discuss with a target date of September 1, 2013.
- b. Special District Committee: See above VII e.

IX Adjournment: Jo motioned to adjourn at 8:35. Nadine seconded, carried unanimously.

Gary Beattie, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, June 13, 2013

- I. Call to order by President Musa at 7:00PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Jo Whitney, Library Director Ed Dunscombe. Excused: Chris Ryan, Patrick Schafer.
- II. Reception of visitors: None.
- III. Election of officers: Christine moved the election of Jo Whitney for President, Gary Beattie for Vice-President, and Nadine Herceg for Secretary. Paul seconded, carried unanimously. Jo assumed chair of the meeting.
- IV. Approval of minutes of May, 9, 2013: Jen moved to accept as amended, Gary seconded; carried unanimously.
- V. Manifest of Bills # 1 for June 2013: Paul requested Ed clarify the warranty on the lift batteries and charger. Nadine moved to accept, Christine seconded, carried unanimously.
- VI. Financial report: May 2013 balance: \$1,227,471.59; some \$50,000 behind May 2012. This is due largely to the HVAC project expenditures for which we still anticipate a \$39,900 payment for NYS. 2012-13 revenue budget finished \$7,000 over projection; expense budget was \$59,000 under. Gary moved to accept, Marie seconded, carried unanimously.
- VII. Old Business
 - a. 2013/14 budget: Ed noted the village made an apparent clerical error in the library 2013-14 expense budget. Miscellaneous budget line should be \$13,000 and is \$1,300. Village Treasurer says he will have it corrected.
 - b. Lighting project: Ed reports two of the seven exterior lights have been replaced and one of these is currently working. All supplies for the other five have been purchased. Twenty-one interior LED fixtures have been purchased and received. BCK firm has conducted a lighting study. Two LED option fixtures will be installed early July so we can decide on which we prefer, and

electrician will provide estimated for the project with several options.

- c. Health insurance: Paul and Ed reported for the Health Insurance Committee. Meeting was held June 11 with Village Treasurer and head of Payroll Dept. The Committee suggests we proceed with moving the active library employees (and one under-age 65 retiree) to an SB-C-11 Blue Cross Excellus plan with a target date of October 1, 2013. As the village is hoping to move above-age sixty five retirees to a Medicare supplement plan January 2014, the Committee recommends leaving the library sixty-five-plus retirees with the village plan; to be reconsidered. Christine so moved, Jen seconded, carried unanimously.

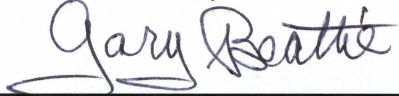
VIII. New Business

- a. Ed read the annual Broome County Dept. of Personnel Payroll Certification which Jo signed.
- b. In-library tutoring: Ed reported on the increase in school-sanctioned tutoring sessions being held in the library, and on an incident between several students and a library patron. Ed noted the number of tutoring sessions is becoming excessive, and on several other problems related to the program, including the absence of any communication from the U-E District. Ed will arrange a meeting with the U-E Superintendant to discuss the situation.
- c. July meeting: Ed reminded the board the July's meeting will be on the 18th instead of the 11th.

VIII.: Other Business/Committee Reports

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

- IX Adjournment: Nadine motioned to adjourn at 8:07. Marie seconded, carried unanimously.



Gary Beattie, Secretary

7/18/13

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, July 18, 2013

- I. Call to order by President Musa at 7:00 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Marie McLean-Yurecka, Jennifer Musa, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Chris Ryan, Nadine Herceg.
- II. Reception of visitors: None.
- III. Approval of minutes from May 9, 2013 (revised): Jen moved to accept, Christine seconded, carried unanimously. From June 13, 2013: Gary moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills # 2 for July 2013: Paul moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Revenue and expense figures and balances not received from village. Materials' spending has been high due to late billing by 4CLS. Active health is down, retiree health is up. Marie moved to accept, Christine seconded, carried unanimously.
- VI. Old Business
 - a. Tutoring: Ed reported he received a phone response from the U-E Superintendant. She agreed with our points and will speak to the program director and agrees most sessions should be conducted in district facilities.
 - b. Lift power options: Ed reported Victory Lifts informed him the batteries and charger are not under warrantee. Victory suggested they could switch the lift to electric at a cost of \$5500-\$6250.
 - c. Health insurance: Ed reported we are waiting for Oct. 1 rates, after which a meeting will be scheduled with the staff to answer their questions and start the paperwork.
 - d. Lighting project: Ed detailed the latest cost figures for the project, now estimated liberally at \$152,995.00 including labor, lights, asbestos abatement, and retrofitting. Ed will proceed with installation of two test fixtures leading to a better understanding

of the project. Patrick moved approval of the grant application pending acceptable results from the test fixture installation. Jen seconded, carried unanimously.

VII. New Business

- a. Sick bank loans: Ed suggested consideration of a policy to permit eligible staff with insufficient accrued sick time to borrow time in cases of need. A draft policy will be written as time permits.
- b. Non-resident fee: Ed reported on a citizen request to consider an increase in the \$25.00 annual non-resident fee. Ed will survey the other metro libraries.
- c. Children's card applications: Ed reported on two rare complaints about the policy requiring children being able to print or sign their names in order to get a library card. Ed reported on the results of a survey of policies he had conducted from other 4CLS libraries. Survey results showed a mix of age or signature-based requirements, with a few rural libraries having neither requirement. Jen commented on the excellent Highland Park story times being conducted by Erin Singleton, but noted she would like to see a library banner of some sort to better indicate that the program is being offered by GFJ.
- d. Broome County survey: Ed reported an intern is conducting a study on county library aid.
- e. Credit cards: Ed reported on a New York Library Association proposal to create a mechanism for credit and debit payment of library fines. The board expressed interest which Ed will communicate to NYLA, pending further review of the process before anything is agreed to.
- f. Civil Service salary report: Ed submitted the annual reporting form for President Whitney's signature.

VIII.: Other Business/Committee Reports

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

IX Adjournment: Jen motioned to adjourn at 8:40, Marie seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 12, 2013

- I. Call to order by President Whitney at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Marie McLean-Yurecka.
- II. Reception of visitors: None.
- III. Approval of minutes from July 18: Paul moved to accept, Christine seconded, carried unanimously. .
- IV. Manifest of Bills # 3 for August 2013: Nadine moved to accept, Jen seconded, carried unanimously. #4 for September 2013: Christine moved to accept, Gary seconded, carried unanimously.
- V. Financial report: Ed noted receipt of \$36,910 from NYS as the first of two disbursement for the HVAC grant, and the receipt of a quarterly payment of Broome County library aid. Retiree health insurance costs again a concern as 47% of that budget line has been used in the first 25% of the budget year. Ed has requested a progress report from the Village Treasurer on moving age 65-plus retirees to a Medicare Advantage plan. End of August library fund balance of \$1,006,846.90, some \$27,000 less than the end of August 2012 balance.
- VI. Old Business
 - a. Tutoring: Ed reported on his conversations with the U-E School Superintendant and Tutoring Coordinator. Despite earlier indications it appears little has changed and our requirements have apparently not been communicated to the tutors. Ed will craft a policy for the October meeting.
 - b. Health insurance: Ed requested clarification of health insurance eligibility. Paul moved that employees regularly working 37.5 hours are eligible, Jen seconded, carried unanimously (in line with long-standing library policy). Ed reported first month's payment and required paperwork has been submitted to move eligible active staff to a new Excellus health plan separate from

that provided by the Village. Ed also reported on attempts to develop a system for the employee share of the premium payments to be recovered by the library.

- c. Lighting project: Ed reported that following installation of the test fixtures and conversations with Four County Library System staff his final grant submission was for redoing the lighting just in the children's room, at an estimated cost of \$49,280. The project will be on hold until grant awards are announced by New York State.

- d. Sick bank loans: Ed submitted a draft policy. Tabled.

VII. New Business

- a. Yoga classes: Ed reported on a request to offer yoga classes at the library. Acting on advice from the library's liability insurance company he declined the offer as the instructor is not certified.

VIII.: Other Business/Committee Reports

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

- IX. Adjournment: Jen motioned to adjourn at 8:03, Christine seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, October 10, 2013

- I. Call to order by President Whitney at 7:00 PM.
Present: Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe, Village liaison Frank Flint.
Absent: Gary Beattie
- II. Reception of visitors: None.
- III. Approval of minutes from September 12: Jen moved to accept, Nadine seconded, carried unanimously (Chris arrived after this vote).
- IV. Manifest of Bills # 5 for October 2013: Christine moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Ed reported on status of various revenue and expense lines. Utility bills down about 15% this year possibly due to new HVAC units. Salary and materials lines running slightly over budget. End of September library fund balance of \$940,748.92, some \$34,000 less than the end of September 2012 balance.
- VI. Old Business
 - a. Tutoring: General discussion. Jen moved to accept the policy with changes, Paul seconded, carried unanimously. Ed to send copies to U-E Superintendent and Program Coordinator, and post on library web site. (Patrick excused himself from the meeting following this vote)
 - b. Health insurance: Ed noted Excellus had accepted the library insurance application and that cards are being issued to staff. Paul requested a financial adjustment due to the plan not being useable by October 1; Ed will contact the library insurance representative. No response from village on moving retirees to a Medicare Supplement plan. Ed suggested this option be reviewed for eligible library retirees if the Village has not acted by the end of 2013.
 - c. Sick bank loans: Ed reported on disability coverage available to employees via NYS Disability Insurance and a voluntary AFLAC

plan. Chris suggested contacting NYLA and ALA to see if they have any professional plans.

- d. YHPL Director status: Ed reported a candidate had turned down the position, and he understood that it has been offered to another candidate.

VII. New Business

- a. Parking lot: Ed reported on a summons he received on behalf of the library relating to a fall a patron claims to have taken in the parking lot behind the library in July 2011. Ed reported he submitted copies to both the Mayor and Village Attorney. The Village Attorney has not returned Ed's phone call seeking an update. Ed received a call from the liability insurance company seeking information. Chris moved to go into executive session, seconded by Christine, carried unanimously. Frank excused himself from the meeting. Jo volunteered to call the Village Attorney. General discussion of the summons. Ed suggested he investigate costs to re-do the lots with the goal of applying for a NYS Library Construction grant in 2014. Chris moved to end executive session, Nadine seconded, carried unanimously.
- b. Director vacation: Ed reported he will be out of town on vacation October 18 through 25.

VIII.: Other Business/Committee Reports

- a. Long range Plan of Service Committee: No report.
- b. Special District Committee: Ed reported he had met with the BCPL board which seemed interested in studying the issue.
- c. Ed reported on two patrons who have approximately \$1200.00 in materials checked out and overdue from the four metro libraries. Village of Endicott Police Chief had advised Ed that his department could pursue the items checked-out in Endicott. Ed will report back on status of the items in November.
- d. Affordable Care Act: Ed reported he is investigating a partnership with one of the local Navigators to hold public sessions on the new health insurance law at our library.
- e. Book drops: Ed reported on their deteriorating condition and the potential need for replacement soon.

- IX Adjournment: Nadine motioned to adjourn at 8:38, Christine seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, November 14, 2013

- I. Call to order by President Whitney at 7:00 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe, Excused: Patrick Schafer
- II. Reception of visitors: None.
- III. Correspondence: Ed read two letters from Louis Alexander regarding donations in support of the newspaper digitization project.
- IV. Approval of minutes from October 10: Christine moved to accept, Paul seconded, carried unanimously.
- V. Manifest of Bills # 5 for October 2013 (revised): Jen moved to accept, Gary seconded, carried unanimously. #6 for November 2013: Nadine moved to accept, Christine seconded, carried unanimously.
- VI. Financial report: Ed noted receipt of final payment from the 2013 construction grant, and a first payment of NYS library aid. Ed reported on health insurance charges including a charge from the retiree health insurance line to a law firm. The Village Treasurer is checking on that charge. End of October library fund balance of \$873,345.99, some \$41,000 less than the end of October 2012 balance.
- VII. Old Business
 - a. Health insurance: Ed reported the new active employee plan is working well after some initial paperwork errors on the part of Excellus. One employee reported a problem using the new prescription card but that has been rectified. Ed reported no adjustment is available to cover the time period from October 1, when the library began paying for the new plan, and the approximate October 10 date the new cards were distributed to employees.
 - b. Sick bank loans: Ed reported neither ALA nor NYLA has any kind of disability insurance plans for members. Ed suggested the board might consider adopting the village plan. Ed will check with the village to see if that would be acceptable to them.

- c. YHPL director status: Sources indicate a new director should start soon.
- d. Tutoring update: Ed reported the guidelines were distributed to U-E and the program is running well. The U-E District attorney indicated library liability would apply should an incident involving tutored students occur on library property.
- e. Parking lot suit: Ed reported receipt of paperwork from the insurance form indicating the case is moving forward and the library/village is being represented by a NYC firm.

VIII. New Business

- a. County library aid: Ed reported that Broome County has reduced funding for the various libraries and has eliminated funding for GFJ and YHPL.
- b. Digitization project: Ed reported he is preparing another twenty-two reels of microfilm along with the Endicott-Johnson Workers Review and various E-J pamphlets for shipment to Advantage Preservation. GFJ's place in the New York Heritage site should be in place soon and Ed is scanning and uploading photographs as time permits.
- c. Expiring terms: Marie and Gary both agreed to serve new terms. Ed will forward their names to Mayor Bertoni with pleasure.
- d. 2014 holiday schedule: Ed presented the usual holiday schedule. Holiday closings include January 1, May 26, July 4, September 1, November 26 (5 PM), November 27, December 24, December 25, December 31 (5 PM) plus four floating days for eligible staff.
- e. December meeting: The board agreed to Ed's request to reschedule December's meeting from the 12th to the 5th.
- f. Holiday party: Scheduled for Friday, December 20. Ed will post a sign-up sheet for staff and guests. Particulars to be discussed at the December 5 meeting.

VIII.: Other Business/Committee Reports

- a. Long range Plan of Service Committee: No report.
- b. Special District Committee: Ed reported he had met once again with the BCPL board which seemed interested in studying the issue. The director of the Chemung County Library District gave a presentation.
- c. Affordable Care Act: Ed reported a Navigator will hold a meeting at GFJ on November 18 from 6:30 till 8:30.
- d. Book drops: General discussion on merits of refurbishing vs. buying new.

IX Adjournment: Paul motioned to adjourn at 8:07, Nadine seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, December 5, 2013

- I. Call to order by President Whitney at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Marie McLean-Yurecka, Jennifer Musa, Jo Whitney, Library Director Ed Dunscombe, Absent: Chris Ryan, Patrick Schafer.
- II. Reception of visitors: None.
- III. Approval of minutes from November 14, 2013: Nadine moved to accept, Jen seconded, carried unanimously.
- IV. Manifest of Bills # 6 for November 2013 (revised): Jen moved to accept, Christine seconded, carried unanimously. #7 for December 2013: Christine moved to accept, Marie seconded, carried unanimously.
- V. Financial report: Ed noted in-house revenue running slightly behind budget. Annual Workers Comp premium paid. December will include three payrolls and NYS Retirement System annual payment. November closing Library Fund balance was \$817,742.78, some \$70,000 less than last year. Village charges to the library under the old active employee's health insurance plan seem to have ceased. No word from the Village Treasurer on the mysterious \$1450.55 October 11, 2013 charge to the library's Retiree Health Insurance line. Jo will contact him.
- VI. Old Business
 - a. Health insurance: New plan seems to be working well. Health Insurance Committee will meet with an insurance representative on December 19 to discuss retiree insurance options.
 - b. Sick bank loans: Ed reported he uncovered a 1979 policy granting the Library Director the power to advance employees up to ten sick days once they have exhausted their other time options. Ed will check the 1979 minutes for background.
 - c. YHPL director status: Andrea Tillinghast late of the Lockport N.Y. Public Library has been appointed and started this week. Ed will meet with her next week.
 - d. Holiday party: Plans were made for the Dec. 20 fete.

VII. New Business

- a. Ed noted a salary increase for a library page to \$8.00 an hour effective 12/31/13 in accordance with the new minimum wage.
- b. 100th Birthday Bash: Ed noted March 16, 1915 will be the library's 100th birthday. A Committee will be formed to plan appropriate celebrations.

VIII. Other Business/Committee Reports

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

IX Adjournment: Nadine motioned to adjourn at 8:00, Gary seconded, carried unanimously.

Nadine Herceg, Secretary

Date