



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 9, 2014

- I. Call to order by President Whitney at 7:04 PM.
Present: Gary Beattie, Nadine Herceg, Chris Ryan, Marie McLean-Yurecka, Jo Whitney, Library Director Ed Dunscombe, Excused: Christine Brown, Paul DelRosso, Jen Musa.
- II. Reception of visitors: None.
- III. Approval of minutes from December 5, 2013: Nadine moved to accept, Gary seconded, carried unanimously.
- IV. Manifest of Bills # 7 for December 2013 (revised): Nadine moved to accept, Gary seconded, carried unanimously. #8 for January 2014: Patrick moved to accept, Nadine seconded, carried unanimously.
- V. Financial report: Ed noted December receipt of \$7,860.31 in Town library money in December, but library tax receipts from the Town for 2012 and 2013 seem to be better than \$13,000 short; he has made inquiries with the Town Comptroller. Annual retirement system payment made December was \$2,226.96 under budget. December Excellus bill not received until January. Closing December balance of \$671,259.89 is some \$75,000 less than last year but Ed expects this to moderate as the FY 2013/14 budget proceeds.
- VI. Old Business
 - a. Health insurance: Ed reported Village plans on moving village retirees to a Medicare supplement plan starting March 1, 2014. Ed, Paul, Patrick and Chris will meet with Excellus rep January 16 at 7 P.M. to discuss library retirees. Preliminary estimates from village are about \$400 a month per retiree. Ed reported the \$1,450.55 October charge to the library's retiree health insurance line was to cover a medical-related settlement of some \$60,000 suit with the Village by a retiree. Chris noted the village should not be making unauthorized withdrawals from library funds. The board will draft a letter to this effect.
 - b. Sick bank loans: 1979 policy granting Director discretion in advancing up to ten sick days remains in force.

VII. New Business

- a. Budget: Ed presented draft 2014/15 revenue and expense budgets for further review in February.

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 7:52, Patrick seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, February 20, 2014

- I. Call to order by President Whitney at 7:03 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Marie McLean-Yurecka, Jo Whitney, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes from January 9, 2014: Gary moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills # 8 for January 2014 (revised): Jen moved to accept, Marie seconded, carried unanimously. #9 for February 2014: Christine moved to accept, Nadine seconded, carried unanimously.
- V. Financial report: Ed noted most revenue lines running slightly behind projections. Library tax check not yet received from Town of Union. Most expense lines running at or under budget. Closing December balance of \$608,631.15 is some \$61,000 less than last year. Paul moved to accept, Gary seconded, carried unanimously.
- VI. Old Business
 - a. 2014-15 budget: Ed reviewed draft revenue and expense budgets with minor changes from earlier draft. Tabled for march meeting.
- VII. New Business
 - a. 2013 State Report: Patrick moved to accept, Nadine seconded, carried unanimously.
 - b. Batchedler Committee: Ed reported that Sara-Jo Sites, Head of GFJ's Youth Services Department, has been appointed to the Batchedler Award Committee. Discussion of costs for her to attend three national conferences through July 2015. Board agreed to budget \$750 toward each of the first two conferences, third conference to be decided upon at a later date.
 - c. Personnel Committee: Ed noted several personnel-related issues that arose during discussions of retiree health insurance. Options being considered to address these.

VIII. Other Business/Committee Reports

- a. Special District Committee: A meeting will be held Feb, 24 at 1 P.M. at the Broome County Public Library to discuss Special Legislative Districting options with representatives from other public libraries in Broome County.
- b. NYLA Lobby Day: February 26, Ed will be attending.

IX Adjournment: Nadine motioned to adjourn at 8:32, Gary seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, March 13, 2014

- I. Call to order by President Whitney at 7:03 PM.
Present: Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Marie McLean-Yurecka, Jo Whitney, Library Director Ed Dunscombe. Excused: Gary Beattie.
- II. Reception of visitors: None.
- III. Approval of minutes from February 20, 2014: Nadine moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills # 10 for March 2014: Christine moved to accept, Jen seconded, carried unanimously.
- V. Financial report: Ed noted most revenue lines running slightly behind projections, most expense lines also behind. Library tax check has been received and deposited in the full amount as Broome County will contribute no funding in 2014. February closing Library Fund balance of \$1,452,137.35. Paul moved to accept, Christine seconded, carried unanimously.
- VI. Old Business
 - a. 2014-15 budget: Revenue draft accepted as written (total \$994,030.00). Several changes made to expense draft (total \$1,069,700). Nadine moved to accept, Paul seconded, carried unanimously. Ed will forward draft budget to Village Treasurer.
- VII. New Business
 - a. 2013 Report to Community: Board voiced approval for publication.
 - b. Tax cap filing & override resolution: Ed report the online tax cap filing has been made. Christine moved to approve a resolution to exceed the tax cap for the new year, Paul

seconded, approved unanimously.

- c. Credit card payment of fines: Ed will seek answers to several questions.
- d. 2014 funding vote: Patrick and Paul volunteered to serve on a committee with Ed to develop a dollar figure for the vote and report back to the full board in April. Ed will distribute draft figures to the entire board along with meeting dates.
- e. Lighting project proposal: Ed submitted a proposal from Robert J. Costello for professional services related to the Children's Room lighting project in the amount of \$8,600.00
Chris moved to accept, Nadine seconded, carried unanimously.

VIII. Other Business/Committee Reports

- a. Special District Committee: Ed reported on a meeting held February 24 with representative from the Brome County Public libraries.
- b. NYLA Lobby Day: Ed could not attend due to back problems. Library Page Kenny Roman did attend.

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

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, April 10, 2014

- I. Call to order by President Whitney at 7:05 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Jen Musa,
Marie McLean-Yurecka, Jo Whitney, Library Director Ed
Dunscombe. Excused: Nadine Herceg. Chris Ryan, Patrick Schafer.
- II. Reception of visitors: None.
- III. Approval of minutes from March 13, 2014: Jen moved to accept, Gary
seconded, carried unanimously.
- IV. Manifest of Bills # 11 for April 2014: Marie moved to accept,
Christine seconded, carried unanimously.
- V. Financial report: Reports, including end of March fund balance, not
received from village in time for meeting. Spending is running under
budget. Gary moved to accept, Jen seconded, carried unanimously.
- VI. Old Business
 - a. Credit card payments: Ed reported some answers and further
details on the proposed program. General interest expressed by
trustees.
 - b. Employee manual: Will be placed on future agendas as a regular
item and board will work on the manual between May and
November at which time progress will be reassessed.
- VII. New Business
 - a. Vote 2014: Vote Committee presented its recommendation for a
new GFJ assessment of \$997,775 for the November 2014 vote.
Gary moved to accept the draft petition, Marie seconded, carried
unanimously.
 - b. New hire: Ed reported the hire of a new substitute part-time
Library Clerk.
- VIII. Other Business/Committee Reports
Special District Committee: No report.
- IX. Adjournment: Paul motioned to adjourn at 7:58 Christine
seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, May 8, 2014

- I. Call to order by President Whitney at 7:05 PM.
Present: Gary Beattie, Paul Del Rosso, Nadine Herceg, Jen Musa, Marie McLean-Yurecka, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Christine Brown
- II. Reception of visitors: None.
- III. Approval of minutes from April 10, 2014: Jen moved to accept, Gary seconded, carried unanimously.
- IV. Manifest of Bills # 12 for May 2014: Paul moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Ed reviewed budget lines with fiscal year near its end. April 30 Library Fund balance of \$1,328,004.17.
- VI. Old Business
 - a. Petition: Ed distributed copies pending review by attorney.
 - b. Employee manual: Board started reviewing the draft manual.
- VII. New Business
 - a. E-cigarette policy: Draft policy submitted for review (as part of the appropriate behavior policy). Ed will report back on Village policy. Tabled.
 - b. Slate of officers: Jo will contact prospective candidates.
 - c. Construction grant: The board approved Ed working on a grant to add a heating/AC unit to the staff workroom.
- VIII. Other Business/Committee Reports

Special District Committee: Ed reviewed recent developments and will report back on phone conversation with attorney.
- IX. Adjournment: Nadine motioned to adjourn at 8:23, Gary seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 12, 2014

- I. Call to order by President Whitney at 7:07 PM.
Present: Gary Beattie, Paul Del Rosso, Jen Musa, Chris Ryan (arrived in time for the June 2014 manifest vote), Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Christine Brown, Nadine Herceg, Marie McLean-Yurecka
- II. Reception of visitors: None.
- III. Nomination & Election of Officers: Jen nominated Gary Beattie as President, Nadine Herceg and Vice President, and Christine Brown as Secretary. Paul seconded, carried unanimously. Gary chaired the meeting from this point forward.
- IV. Approval of minutes from May 8, 2014: Joe moved to accept, Patrick seconded, carried unanimously.
- V. Manifest of Bills # 12 for May 2014 (revised): Paul moved to accept, Jen seconded, carried unanimously. #1 for June 2014: Paul moved to accept, Jo seconded, carried unanimously.
- VI. Financial report: Ed reviewed the final revenue and expense reports for FY 2014-15, noting accuracy of library projections. End of May 2014 Library Fund balance of \$1,263,455.02, some \$36K better than last year at the same point. Jo moved to accept, Chris seconded, carried unanimously.
- VII. FY 2014-15 Budget: Ed addressed the fact that the Village Treasurer has apparently made many changes to the draft library budget and not responded to Ed's requests for an explanation. Paul moved to accept the draft budget as written without the changes, Jo seconded, carried unanimously.
- VIII. Old Business
 - a. Petition: Ed reported on progress and noted several carrier opportunities.
 - b. Smoking policy: Jen moved to accept the edited Appropriate Behavior Policy with revisions to the section dealing with smoking and e-cigarettes. Joe seconded, carried six to one (Chris opposed).
 - c. Employee manual: Ed suggested the board review the entire draft manual over the next few months with each board member

preparing a list of items they disagree with or think require editing or further discussion in time for the September 2014 meeting.

- d. Construction grant: Paul moved to accept the application for a heating/cooling unit in the staff workroom. Jo seconded, carried unanimously. Ed reported the 2013 grant application for new lighting in the Children's Room has been approved in full by New York State and that he received a phone confirmation from Assemblywoman Donna Lupardo.

IX. New Business

- a. Four County Library System: Ed reported on a letter from Director Steve Bachman that the current 4CLS Assistant Director will be ending employment with 4CLS effective June 30, 2014.
- b. Non-resident fee: Ed reported on an overture from the Broome County Public Library to raise the non-resident fee from \$25.00 annually per household to \$50.00 annually. Chris moved to raise the fee to \$50.00 effective January 1, 2015, Paul seconded, carried unanimously.

VIII. Other Business/Committee Reports

Special District Committee: Ed noted a Sept. 18 meeting with legal and consultant persons to discuss a Countywide Special Legislative District library.

- IX Adjournment: Jo motioned to adjourn at 8:30, Jen Seconded, carried unanimously.

Nadine Herceg, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, July 10, 2014

- I. Call to order by President Beattie at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Jen Musa, Marie McLean-Yurecka, Chris Ryan, Library Director Ed Dunscombe. Excused: Nadine Herceg, Patrick Schafer, Jo Whitney
- II. Reception of visitors: None.
- III. Approval of minutes from June 12, 2014: Paul moved to accept, Jen seconded, carried unanimously.
- IV. Manifest of Bills # 2 for July 2014: Christine moved to accept, Marie seconded, carried unanimously.
- V. Financial report: Ed noted continuing inconsistencies with Village vs. Library versions of the library's 2014-15 budget. June 30 Library Fund balance of \$1,152,515.44. New retiree health plan is in place and with a monthly premium of \$279.09 for each of the five library retirees. Jen moved to accept, Christine seconded, carried unanimously.
- VI. Old Business
 - a. Petition: Ed reported about 650 signatures so far between both libraries.
 - b. Employee manual: Ed reminded the board to review the draft manual in preparation for September's meeting.
- VII. New Business
 - a. Parent request: Ed reported on a parent's request to suspend his son's borrowing privileges. The Board reiterated its support for the ALA's Library Bill of Rights and that parents and not the library should be responsible for exerting control over library card use.
- VIII. Other Business/Committee Reports

Special District Committee: Ed reviewed recent developments and will report back on phone conversation with attorney.
- IX. Adjournment: Marie motioned to adjourn at 7:57, Chris seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 3, 2014

- I. Call to order by President Beattie at 7:09 PM.
Present: Gary Beattie, Christine Brown, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Paul DelRosso, Marie McLean Yurecka.
- II. Reception of visitors: None.
- III. Approval of minutes from July 10, 2014: Nadine moved to accept, Jen seconded, carried unanimously.
- IV. Manifest of Bills # 3 for August 2014: Nadine moved to accept, Christine seconded, carried unanimously.
- V. Financial report: July 31 Library Fund balance of \$1,110,960.12. First payment on lighting grant received. Nadine moved to accept, Jen seconded, carried unanimously.
- VI. Old Business
 - a. Petition: Jo resolved to accept the 2014 funding petitions, Christine seconded, carried unanimously (text of the resolution on file with these minutes).
 - b. Patron request: Ed reported on his discussion with an ALA representative regarding a patron's request to limit his child's borrowing privileges.
- VII. New Business
 - a. Personnel changes: Ed reported the retirement of Richard Davies as Cleaner. Position to remain vacant pending outcome of funding vote.
 - b. Digitization interns: Ed reported two Binghamton University interns will be working this semester on photo digitization.
 - c. Minimum wage: Ed reported on the 12/31/14 increase in minimum wage with potential impacts on staff pay rates.
 - d. Credit card payments: Ed reported patron payment of charges via online credit cards will be enabled soon.
 - e. Parking lot: Discussion of potential grant opportunity.
 - f. Robo calling: Ed reported the library has the option of using a robo calling service to publicize library matters. Ed will report back on the possibility of using this service in conjunction with the planned November funding vote.

- g. Lighting project: Ed reported on a timetable for bidding and work on the children's room lighting project. Project will go to bid September 9 with work to begin on or about November 20. The project may require the library be closed for a week or so.

VIII. Other Business/Committee Reports

- h. Special District Committee: County-wide special district meeting: Ed announced a meeting with consultant Libby Post to be held September 18 from 11 AM till 3 PM at the Broome County Public Library.

- IX Adjournment: Nadine motioned to adjourn at 8:55, Christine seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, October 9, 2014

- I. Call to order by President Beattie at 7:00 PM.
Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Chris Ryan, Patrick Schafer, Library Director Ed Dunscombe. Excused: Jen Musa, Jo Whitney
- II. Reception of visitors: None.
- III. Approval of minutes from September 3, 2014: Patrick moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills # 4 for September 2014: Marie moved to accept, Paul seconded, carried unanimously. #5 for October, 2014: Nadine moved to accept, Christine seconded, carried unanimously.
- V. Financial report: Fund balance and revenue reports not receive from Village. Ed noted decline in active and retiree health insurance costs. Paul moved to accept, Marie seconded, carried unanimously.
- VI. Old Business
 - a. Funding vote update: The library funding proposition will be #4 on the Town of Union ballot. Nadine moved to go forward with robo calling in advance of the vote, Gary seconded, carried unanimously (following the meeting Ed learned this is no longer an option as the service the library had been offered is out of order). Ed distributed a copy of the library funding newsletter soon to be mailed throughout the Town of Union. This is posted on the library web site at gfjlibrary.org/funding. Newspaper ads paid for by GFJ & YHPL Friends set to proceed.
 - b. Lighting project: Ed distributed a schedule. Bids to be opened October 14.
 - c. Employee handbook: After some discussion there was consensus that we should look into hiring a professional to write the handbook using the draft as a guideline.
- VII. New Business
 - a. Proposed 4CLS administrative fee: Ed provided details on a proposed fee 4CLS is seeking to collect from each member library.
 - b. Holiday schedule: Patrick moved to accept the proposed holidays, Christine seconded, carried unanimously.

- c. Expiring board terms: Christine and Jo have both express a willingness to stand for new terms. Ed will forward their names to the Village in December.

VIII. Other Business/Committee Reports

- a. Special District Committee: Ed and Chris reported on a meeting held at the Brome County Public Library. Ed provided information on growing interest in the possibility of a county-wide special legislative district library.

- IX Adjournment: Nadine motioned to adjourn at 8:40, Christine seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, November 13, 2014

- I. Call to order by President Beattie at 7:02 PM.
Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Jen Musa, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe. Excused: Patrick Schafer.
- II. Reception of visitors: None.
- III. Approval of minutes from October 9, 2014: Nadine moved to accept, Jo seconded, carried unanimously.
- IV. Manifest of Bills #6 for November, 2014: Paul moved to accept, Christine seconded, carried unanimously.
- V. Financial report: Fund balance at end of October was \$922,211.21. Office supply line running ahead of budget, minor revenue lines running behind. Christine moved to accept, Nadine seconded, carried unanimously.
- VI. Old Business
 - a. Funding vote update: The funding measure passed with 62.8% of the vote, winning all Town of Union elections districts. Many thanks to all for their efforts.
 - b. Lighting project: New lights will feature dimming capability. Tests on ceiling dust for asbestos came back negative.
 - c. Employee handbook: Chris moved that we seek some professional assistance in writing the handbook, Jen seconded, carried unanimously. Jen will contact people she knows at Binghamton University who may be of some assistance.
- VII. New Business
 - a. Conflict of Interest policy: Nadine moved to accept with noted revisions, Jo seconded, carries unanimously.
 - b. Whistleblower policy: Ed will confer with the 4CLS Executive Director on wording relating to executive sessions and NYS Open Meetings Law.
 - c. Cleaner position: Ed has advertised the part-time position.
- VIII. Other Business/Committee Reports
 - a. Special District Committee: Ed reported a meeting will take place November 17.

- b. HVAC unit in staff workroom: Ed is soliciting proposals from contractors for this project which was the subject of a 2014 NYS Public Library Construction Grant application.
- c. Mango Languages: Ed reported this online foreign-language study suite should be operational any day.
- d. Holiday party: Scheduled for December 19, 6-8 PM.

IX Adjournment: Nadine motioned to adjourn at 8:40, Christine seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 11, 2014

- I. Call to order by President Beattie at 7:05 PM.
Present: Gary Beattie, Christine Brown, Paul DelRosso, Marie McLean-Yurecka, Jen Musa, Patrick Schafer. Library Director Ed Dunscombe. Excused: Chris Ryan, Jo Whitney. Absent: Nadine Herceg.
- II. Reception of visitors: None.
- III. Approval of minutes from November 13, 2014: Jen moved to accept, Paul seconded, carried unanimously.
- IV. Manifest of Bills #7 for December, 2014: Patrick moved to accept, Marie seconded, carried unanimously.
- V. Financial report: Fund balance at end of November \$853,499.55. Donations running very low. Continued large savings in health insurance lines noted. Paul moved to accept, Jen seconded, carried unanimously.
- VI. Old Business
 - a. Lighting project: The new lights were on full display, Scott Room phase completed except dimmer switch still to be installed. Work in children's room starts tomorrow.
 - b. Parking lot project: Planned meeting with Village of Endicott board cancelled due to weather. Will try again in January.
 - c. Employee handbook: Reviewed proposal from Mansfield Management Services. Revisions in payment schedule and timeframe to be requested (Christine arrived following this discussion). Patrick moved to accept pending acceptance of suggested revisions, Paul seconded, carried unanimously.
 - d. Whistleblower policy: Questions regarding Executive Session sent to Village Attorney for opinion. No response yet.
 - e. Cleaner position: No experienced candidate has applied. Ed will contact a cleaning service for a quote.
 - f. Conflict of Interest form: Ed distributed copies for board members to return in January.
 - g. Holiday party: As only ten staff have RSVP's to attend, the after-hours party will be switched to treats the board will provide between 11 AM and 2 PM on Friday, December 19.

VII. New Business

- a. Special District: General discussion of pros and cons. Jen moved to accept a resolution in support of further study as edited (attached) including expenditure of up to \$20,000 for legal and consulting services. Patrick seconded, carried unanimously.
- b. May 15, 2015 meeting: Ed advised the board he will be out of the area on vacation during the regular meeting date. Meeting to be held the first Thursday of the month instead of the second.
- c. Fines: Ed noted a change in the fine schedule: Current policy is to refund the full price of items lost and paid for minus a \$2.00 processing charge. The processing charge is being increased to \$5.00 to bring it into line with the maximum overdue charge.
- d. Mango Languages: Operational.
- e. HVAC unit in staff room: Ed still assembling bids.

VIII. Other Business/Committee Reports

- a. Special District Committee: See above.

IX Adjournment: Marie motioned to adjourn at 8:41, Christine seconded, carried unanimously.

Christine Brown, Secretary

Date