Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, January 8, 2015

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

II. **Reception of visitors:** None.

III. **Correspondence:** Gary distributed correspondence from the library staff thanking the board for the holiday treats and from Louis Alexander along with a $1,000.00 donation to further the newspaper digitization project.

IV. **Approval of minutes** from December 11, 2014: Nadine moved to accept, Christine seconded, carried unanimously.

V. **Manifest of Bills** #7 for December, 2014 (revised): Marie moved to accept, Jo seconded, carried unanimously. #8 for January 2015: Nadine moved to accept, Patrick seconded, carried unanimously.

VI. **Financial report:** Fund balance at end of December $689,185.47. Most revenue lines running slightly behind projection. Other minor variances in spending projections noted. Continued large savings in health insurance lines noted. Joe moved to accept, Christine seconded, carried unanimously.

VII. **Old Business**
   a. **Lighting project:** Contractor offer to install remaining LED fixtures at $750 per, either for 35 or all 60 remaining on first floor. Ed will authorize installation of 35 to deplete remaining grant funds. Other 25 to be decided on following installation of the first 35.
   b. **Parking lot project:** Ed and Bob Costello will meet with village board January 8.
   c. **Employee handbook:** Contract revisions were accepted and work with the consultant is proceeding.
   d. **Whistleblower policy:** Re-submitted to village attorney for his opinion.
   e. **Cleaner position:** Ed is compiling quotes from three providers.
f. Special district: Ed and area library reps will meet with Assemblywoman Donna Lupardo on January 15. A meeting is also hoped for with Senator Libous’ office.

VIII. New Business
   a. Minimum wage increase: Ed distributed information on compression of some pay rates due to large minimum wage increase. Board requested Ed discuss with our human resources consultant. Matter to be reviewed during budget preparations.
   b. Freegal music service: Available at $4,500 per year. To be addressed during budget preparations.
   c. Curbside book return: Nadine moved to authorize expenditure of approximately $5,600 for a new return, Jo seconded, carried unanimously.
   d. HVAC unit in staff room: Only one bid received. Ed will mail notices with February 10 deadline to other three providers.
   e. PCC: Ed noted plans to spend about $25,000 on staffing, in line with what was budgeted under previous staffing.
   f. Interior improvements: Ed discussed potential replacement of carpeting in Children’s Room and renovation of Scott Room.
   g. 4CLS Administrative Fee: Ed read letter from Sherburne Library Director seeking commitment to withhold payment of fee until issues with 4CLS are addressed. Tabled.

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
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, February 12, 2015

I. Call to order by President Beattie at 7:03 PM.  
   Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: None.

III. Approval of minutes from January 8, 2015: Nadine moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills   #8 for January 2015 (revised): Christine moved to accept, Jo seconded, carried unanimously.   #9 for February 2015: Paul moved to accept, Jen seconded, carried unanimously.


VI. Old Business
   a. Lighting project: All but a few of the new lights have been installed.
   b. Parking lot project: Ed and Bob Costello met with the Village Board January 8 and informed them of the opportunity to pursue a grant to cover much of the cost. Seeking to partner with Village and Town of Union on local share of cost. Village will contact the Town to gauge their interest.
   c. Employee handbook: Work is proceeding.
   d. Whistleblower policy: Ed distributed opinion of Village Attorney on section of draft policy relating to executive session. Jen moved to accept the policy changed so that distribution to staff is included as part of the employee handbook. Christine seconded, carried unanimously.
   e. Cleaning service: Night Shift was the only bidder and their proposal has been accepted.
   f. Special district: Ed reported on meetings with Assemblywoman Lupardo and an aid to Senator Libous. Recent problems have surface with County involvement. Paul suggested Four County might be able to act as a lead agency in the effort instead of Broome County. A theoretical draft budget for the 2016 year was distributed by Ed.
g. HVAC unit in staff room: Ed presented proposals from four local vendors. Paul moved to accept ANC’s proposal, second lowest of the four. Nadine seconded, carried unanimously. The low bid included a smaller unit than the other three.

h. Minimum wage implications: Ed presented a proposal to increase some of the lower-end salaries in order to maintain an acceptable gap between them and the new minimum. Will be considered further during budget preparations.

VII. New Business
   a. Conflict of interest forms: Ed distributed copies and reminded the board to return their certifications.
   b. Tech Center: New staffing is in place due to a resignation. Two potential volunteers from Binghamton University being interviewed.
   c. Budget: Ed distributed a draft 2015-16 budget.
   d. Children’s Room carpet: Ed noted need to replace and distributed a proposal by Endwell Rug under a NYS contract. Ed will check the library procurement policy and square foot price.

VIII. Other Business/Committee Reports
   a. Special District Committee: See above.

IX. Adjournment: Jo motioned to adjourn at 8:26, Marie seconded, carried unanimously.

Christine Brown, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, March 12, 2015

I. **Call to order** by Vice-President Herceg at 7:02 PM.

II. **Reception of visitors**: None.

III. **Approval of minutes** from February 12, 2015: Christine moved to accept, Jo seconded, carried unanimously.

IV. **Manifest of Bills** #9 for February 2015 (revised): Jen moved to accept, Patrick seconded, carried unanimously. #10 for March 2015: Marie moved to accept, Christine seconded, carried unanimously.

V. **Financial report**: Fund balance at end of February $1,522,996.99. Taxing district check from Town of Union received and deposited. Paul moved to accept, Jo seconded, carried unanimously.

VI. **Old Business**
   a. Lighting project: All of the new fixtures covered under the grant have been installed. Three supplementary lights and some other minor work still to be done.
   b. Parking lot project: No updates yet received from the Village.
   c. Special district: Financial figures submitted to Broome County as per their request. Other feedback received from various sources is pessimistic.
   d. HVAC unit in staff room: Installed and operational to great joy.
   e. J-Room carpet: Jen moved to accept Endwell Rug’s proposal of $12,361.80 under a New York State contract. Installed price is $43 per square foot. Christine seconded, Carried unanimously.
   f. 2015-16 budget: Preliminary figures of $1,057,758 revenue and $1,088,700 expense, including $42,000 for special district efforts, a 2.5% salary increment plus some additional salary adjustments necessitated by the recent NYS minimum wage increase.
   g. Employee handbook: Nadine formed a committee of Patrick, Jo, Paul, herself and Ed to review and report back to the board. Ed was directed to invite several staff members to join as well.
VII. **New Business**

a. Annual reports: Jo moved to accept, Christine seconded, carried unanimously.
b. 100th Birthday: Ed noted the library’s 100th birthday is March 16. Cake will be served to the public and historian Tim Main will reprise his library history program on March 24 & 31.
c. Your Home Public Library: Ed reported on some financial matters.
d. Budget: Ed distributed a draft 2015-16 budget.

VIII. **Other Business/Committee Reports**

a. Special District Committee: See above.

IX **Adjournment:** Jo motioned to adjourn at 8:20, Marie seconded, carried unanimously.

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Christine Brown, Secretary     Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 9, 2015

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, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.

II. **Reception of visitors**: None.

III. **Approval of minutes** from March 12, 2015: Jo moved to accept, Christine seconded, carried unanimously.

IV. **Manifest of Bills** #10 for March 2015 (revised): Jen moved to accept, Jo seconded, carried unanimously. #11 for April 2015: Nadine moved to accept, Patrick seconded, carried unanimously.

V. **Financial report**: Fund balance at end of February $1,426,141.92. Paul moved to accept, Nadine seconded, carried unanimously.

VI. **Old Business**
   a. **Parking lot**: Ed reported on correspondence with the Town of Union which reflected its reluctance to expend Community Development Block Grant funds on the project despite the progress being made on renovation of the Johnson outbuilding to serve as the Town’s Amos Patterson Museum. Ed reported his response and also his reiteration to the Village of Endicott on the hazardous condition of the lots and on the library’s ability to apply for a NYS grant that would cover the bulk of the cost of the project. The Library Board will write a letter to the Village Board detailing their concerns. Chris moved to investigate securing liability insurance separate from that arranged by the Village, Patrick seconded, carried unanimously.
   
   c. **Budget**: No suggested changes.
   d. **Employee handbook**: The Committee reported that it has completed its review of the draft. Discussion of qualification for health insurance upon separation from employment. Ed will discuss some remaining questions with our consultant.
VII. **New Business**
   a. Raise letter: Ed distributed the annual letter from the Board to Village Payroll detailing the 2015-16 raises.
   b. Panic buttons: Ed reported on a proposal from Sentry Alarms to install at various points in the building. General discussion of security. Chris moved to proceed with investigating the possibility of installing crash-bar exit doors in the Children’s Room and another point of egress in the basement book sale room, Nadine seconded, carried unanimously.
   c. Digitization: Ed reported on the receipt of two donations totaling $2500 which he will use to extend the newspaper digitization project through 1952.

VIII. **Other Business/Committee Reports**
   a. Special District Committee: See above.

IX **Adjournment**: Jo motioned to adjourn at 8:38, Marie seconded, carried unanimously.

________________________________________
Christine Brown, Secretary                        Date
Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, May 7, 2015

I.  Call to order by President Beattie at 7:05 PM.
Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine
Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Library Director Ed

II. Reception of visitors: None.

III. Approval of minutes from April 9, 2015: Jen moved to accept,
Patrick seconded, carried unanimously.

IV. Manifest of Bills #12 for May 2015 Nadine moved to accept, Paul
seconded, carried unanimously.

V. Financial report: Fund balance at end of April $1,374,116.76.  Both
revenue and expense budgets proving extremely accurate. Christine
moved to accept, Jen seconded, carried unanimously.

VI. Old Business
   a. Parking lot: Gary read his draft letter to the Mayor and Village
      Board.  Jen moved to accept, Patrick seconded, carried
      unanimously. Ed will add some photos.
   b. Children’s Room carpet: Project is complete and meeting
      with rave reviews.
   c. Sentry panic button proposal: Nadine moved to accept, Christine
      seconded, carried unanimously.
   d. Property/Liability insurance: Ed is still pursuing a quote. Paul
      noted it needs to include Directors and Officers Insurance.
   e. Door project: Ed reported on proposal from Howard Quality
      Window & Siding for $12,936 ($9,446.00 for Children’s Room
      Slider door replacement and $3,490.00 for new Book Sale Room
      door). Ed suggested pursuing the project with the 2016 NYS
      Public Library Construction Grant.
      (Chris arrived following this discussion).
VII. **New Business**
   a. **Tax Cap Resolution**: Nadine moved to accept a resolution to exceed the tax cap. Patrick seconded, carried unanimously (copy attached).
   b. **2015-16 budget**: Paul moved to accept, Jen seconded, carried unanimously.
   c. **Officers 2015-16**: Gary will develop a proposed slate.

VIII. **Other Business/Committee Reports**
   a. **Special District Committee**: No developments.

IX. **Adjournment**: Nadine motioned to adjourn at 8:15, Christine seconded, carried unanimously.

________________________________________
Christine Brown, Secretary                    Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 11, 2015

I. Call to order by President Beattie at 7:07 PM.  

II. Election of Officers: Jen moved to accept the slate of officers of Nadine Herceg as President, Christine Brown, Vice-President, and Marie McLean-Yurecka, Secretary.  Jo seconded, carried unanimously.  Christine took chair of the meeting.

III. Reception of visitors: None.

IV. Approval of minutes from May 7, 2015:  Gary moved to accept, Paul seconded, carried unanimously.

V. Manifest of Bills #1 for June 2015 Gary moved to accept, Jo seconded, carried unanimously.

VI. Financial report:  Fund balance at end of May $1,292,442.11.  With the FY 2014-15 closed the library finish $31,956.83 in the black.  Expenses were $16,557.20 under the $1,069,700 budgeted.  Regular (non-janitorial) staff salaries were $434.78 under the budgeted $506,000 Jen moved to accept, Paul seconded, carried unanimously.

VII. Old Business
   a. Parking lot:  Ed read the response Gary received from Mayor Bertoni, essentially expressing reluctance to help fund the project (attached).  Ed will invite architect Bob Costello to a future library board meeting to discuss options.
   b. Property/liability insurance:  Ed reported that moving to our own from the Village’s plan would result in a greater cost for less coverage.
   c. Employee handbook:  Paul suggested one change to Section 701 to clarify the employee share of the health insurance premium is subject to annual review by the library board, and that the cover of the handbook should be dated.  Jen moved to accept the handbook with the noted changes, Paul seconded, carried unanimously.
VIII. **New Business**
   a. **Lighting grant:** Ed noted he will be working on completion of the lighting project with this year’s NYS Construction Grant.
   b. **Carpeting:** Ed reported Endwell Rug’s quotes of $40,029.30 to carpet the rest of the main floor and the basement meeting room; and $35,022.23 excluding the basement meeting room. Old carpet is to be cleaned by Night Shift and then reassessed.
   b. **Health insurance:** Ed reported Excellus is requesting a 16.6% increase in our rates.

VIII. **Other Business/Committee Reports**
   a. **Special District Committee:** No developments.

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

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Marie McLean-Yurecka, Secretary Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, July 9, 2015

I. Call to order by President Herceg at 7:00 PM. Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Jen Musa, Chris Ryan, Library Director Ed Dunscombe. Absent: Patrick Schafer, Jo Whitney.

II. Reception of visitors: None.

III. Approval of minutes from June 11, 2015: Christine moved to accept, Gary seconded, carried unanimously.

IV. Manifest of Bills #2 for July 2015: Jen moved to accept, Marie seconded, carried unanimously.

V. Financial report: Fund balance at end of June $1,175,829.50. Discussion of retiree health costs which the Village reports may be set to increase soon. Christine moved to accept, Gary seconded, carried unanimously (Chris arrived following this vote).

VI. Old Business
   a. Parking lot & lighting projects: Bob Costello presented his proposals for each project. The lighting project has already been budgeted for and will proceed. The parking lot problem was discussed in some detail. Ed will invite representatives from the Amos Patterson Museum to the September board meeting.

VII. New Business
   a. Blue Cloud Commerce: Ed reported the library has received the first disbursement of fine payments from this online credit card payment system: $177.45.
   b. Bedbug policy: Ed presented a draft policy which was not acted on. Agreement has been reached between area libraries not to return infested items to owning libraries through the delivery. They will be discarded instead.
   c. Cash management: Ed distributed a summary of the library’s cash management practices. Opportunities for tightening controls on fine payments at the Circulation Desk and photocopier cash are being investigated.
   d. Correspondence from Village Treasurer: Ed distributed three e-mails requesting payment from the library in support of the Village audit and two special reports requested by New York
State (inventory and future health insurance liabilities). The board directed Ed to reply that it is its opinion that the annual administrative fee paid by the library should cover the audit, and to request additional information on the other two items.

VIII. Other Business/Committee Reports
   a. Special District Committee: No developments.

IX Adjournment: Christine motioned to adjourn at 9:12, Marie seconded, carried unanimously.

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Marie McLean-Yurecka, Secretary  Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, September 10, 2015

I. Call to order by President Herceg at 7:00 PM. Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe, Village Liaison Frank Flint. Excused: Marie McLean-Yurecka.

II. Reception of visitors: Jackie Tedesco and Claudia Baker from the Amos Patterson Museum. General discussion of timeline and parking concerns for the renovation of the Johnson outbuilding at the rear of the parking lot. Ms. Tedesco assured the library board that the museum would not utilize library parking spaces.

III. Approval of minutes from July 9, 2015: Jen moved to accept, Jo seconded, carried unanimously.

IV. Manifest of Bills #3 for August 2015: Paul moved to accept, Christine seconded, carried unanimously. #4 for September 2015: Jo moved to accept, Gary seconded, carried unanimously.

V. Financial report: Fund balance at end of August $1,021,849.09. Ed reviewed various budget lines most of which are running on or under budget. Paul moved to accept, Christine seconded, carried unanimously.

VI. Old Business
   a. Phase 2 Lighting Grant: Christine moved to accept the grant application, Gary seconded, carried unanimously.

VII. New Business
   a. Health insurance renewal: Paul moved to accept the renewal which includes a 12.7% increase. Gary seconded, carried unanimously.
   b. Tech Center: Ed distributed July and August 2015 activity reports and the September class schedule. Ed reviewed various changes in personnel including partnerships with Binghamton University and Empire State College for work-study students.
   c. Energy study: Ed reviewed the results of a study he conducted to compare electricity usage prior to and following installation of the LED lights. The study showed a reduction of 26.7% in kilowatt hours used and a reduction of 28.49% in dollars spent on
electricity, despite increased temperatures of 2.6% during the summer cooling months between the study periods, as well as the installation of the staff workroom ductless heating/cooling system as well as additional lights.

d. Event registration software: Ed reported on Evanced Solutions room booking and event registration software. Estimated cost is $3495 start-up and $700 annually, or $1795 annually with no start-up. Ed will ask the Friends of the Library if they would fund the start-up cost. Chris raised questions about competing products and privacy safeguards. Ed will report back.

VIII. Other Business/Committee Reports

a. Special District Committee: No developments.

IX Adjournment: Jen motioned to adjourn at 8:17, Paul seconded, carried unanimously.

Marie McLean-Yurecka, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, October 8, 2015

I. Call to order by President Herceg at 7:00 PM. 
Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: None.

III. Approval of minutes from September 10, 2015: Gary moved to accept, Jen seconded, carried unanimously.

IV. Manifest of Bills #4 for September 2015 (revised): Chris moved to accept, Jo seconded, carried unanimously. #5 for October 2015: Paul moved to accept, Marie seconded, carried unanimously.

V. Financial report: Fund balance at end of September $971,871.29. First NYS Library Aid check has been received and deposited. Utility bills showing reduced usage. Retiree health expense running over budget. Health Insurance Committee will meet to discuss options. Gary moved to accept, Patrick seconded, carried unanimously.

VI. Old Business:
   a. Meeting room & event registration software: Ed reported the staff has chosen Evanced after studying several options. Ed reported the Friends board expressed willingness to underwrite at least half of the startup cost. Jen moved to proceed, Jo seconded, carried unanimously.

VII. New Business
   a. Expiring terms: Ed noted that the terms of Chris and Paul will expire at the end of 2015. Both are eligible for another term.
   b. Tech Center policy change: Chris moved to reduce the unattended patron portion of the Tech Center policy from eighteen to twelve years (twelve years and up permitted without being accompanied by an adult). Marie seconded, carried unanimously.
   c. 2016 Calendar: Jo motioned to accept the calendar with the library being closed for holidays on January 1, May 30, July 4, September 5, and November 24. Close at 5 PM on November 23 and December 31. Six floating holidays for eligible staff. Christine seconded, carried unanimously.
VIII. **Other Business/Committee Reports**

None.

IX **Adjournment**: Christine moved to adjourn at 7:26, Jen seconded, carried unanimously.

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Marie McLean-Yurecka, Secretary          Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, November 12, 2015

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

II. **Reception of visitors:** None.

III. **Approval of minutes** from October 8, 2015:  Jen moved to accept, Christine seconded, carried unanimously.

IV. **Manifest of Bills** #5 for October 2015 (revised): Gary moved to accept, Patrick seconded, carried unanimously.  #6 for November 2015: Paul moved to accept, Marie seconded, carried unanimously.

V. **Financial report:** Fund balance at end of October $915,426.70.  Gary moved to accept, Jen seconded, carried unanimously.

VI. **Old Business:**
   a. **Expiring terms:** Paul indicated he will stand for another trustee term.  Ed will check with Chris and forward their name(s) to the Mayor and village trustees.

VII. **New Business**
   a. **Retiree health insurance:** The Health Insurance Committee reported back on its meeting with our broker, Mary O’Donnell and recommended that we proceed with changing the library retirees over from the Village of Endicott plan to a new library plan effective January 1, 2016.  The library will assume the total premium cost for at least the first year in order to offset slightly higher co-pays.  Christine so moved, Paul seconded, carried unanimously.  Ed will proceed with contacting the retirees and filing the necessary paperwork.  The change will save the library about $2,600 in 2016 and will improve transparency.
   b. **Retirement system chargebacks:** Ed reported that his audit indicates the retirement system chargebacks assessed to the library by the Village of Endicott appear to be consistent with the percentages required by New York State.
   c. **Newspaper digitization:** Ed reported that Advantage has offered a discount on any reels submitted for digitization before the end of the year.  Normal price is $90 per real, discounted price is $75
per reel. We have 34 reels left to complete our newspaper project. Ed will proceed with all 34 remaining reels.

d. Holiday party: The Board will supply food treats for the staff on December 17.

VIII. Other Business/Committee Reports

Health Insurance Committee: See above.

IX Adjournment: Patrick moved to adjourn at 7:57, Marie seconded, carried unanimously.

Marie McLean-Yurecka, Secretary Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 10, 2015

I. Call to order by President Herceg at 7:02 PM.
   Reception of visitors: None.

II. Approval of minutes from November 12, 2015: Jen moved to accept, Paul seconded, carried unanimously.

III. Manifest of Bills #6 for November 2015 (revised): Patrick moved to accept, Jo seconded, carried unanimously. #7 for December 2015: Gary moved to accept, Jen seconded, carried unanimously.

IV. Financial report: Ed reviewed revenue and expense projections, all trending well. Fund balance at end of November $845,367.23. Jo moved to accept, Gary seconded, carried unanimously.

V. Old Business:
   a. Expiring terms: Chris informed the board he could no longer meet on the second Thursday of the month due to a conflict in his schedule. Patrick motioned to move the regular meeting date to the third Thursday. Gary seconded, carried unanimously. Ed will forward the names of Chris and Paul to the Mayor and Village Board for recommended reappointment.
   b. Retiree health insurance: Ed reported the changeover is proceeding well and should be in place by January 1, 2016.
   c. Holiday party: Scheduled for December 17. The board will be bringing in refreshments starting at 10:30 AM.
   d. 2016 calendar: Ed suggested that the board consider closing the library on December 26, 2016 and January 2, 2017 due to the fact that the holidays fall on a Sunday. Approved by consensus.

VI. New Business
   a. June 2016 personnel change: Ed, with regret, informed the board of the pending retirement of Library Assistant Donna Shofkom following thirty-five years of impeccable service.
   b. Friends of the Library bench request: Ed told the board of a request by the Friends group to place a bench near the rear library entrance, at their expense. There were no objections.
c. 4CLS/BCPL administrative fee: Ed read a letter from 4CLS Executive Director Steve Bachman discussing the reluctance of BCPL to pay the 4CLS administrative fee and the repercussions should that decision stand.

d. Public computer change: Ed discussed his decision to institute automated extensions of computer sessions from sixty to ninety minutes, with no additional extensions except for pre-arranged proctored tests. There were no objections.

e. Substitute clerks: Ed discussed the advantages of having substitute clerks available to meet sporadic staffing needs, as well as the difficulty in finding qualified candidates due to the intermittent nature of the position. Ed identified a candidate who happens to be the child of a current employee, but the board declined to grant its waiver of Section 304 of the GFJ Employee Handbook which otherwise prevents the hiring of close relatives of staff.

VII. Other Business/Committee Reports
Health Insurance Committee: See above.

IX Adjournment: Jo moved to adjourn at 8:31, Jen seconded, carried unanimously.

Marie McLean-Yurecka, Secretary

Date