Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, January 21, 2016

I. Call to order by President Herceg 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. Reception of visitors: None.

II. Approval of minutes from December 10, 2015: Jen moved to accept, Christine seconded, carried unanimously.

III. Manifest of Bills #7 for December 2015 (revised): Christine moved to accept, Paul seconded, carried unanimously. #8 for January 2016: Marie moved to accept, Christine seconded, carried unanimously.

IV. Financial report: Ed reviewed revenue and expense projections, all trending well. Active-employee health insurance costs dropping some $4500 per year due to one employee transitioning to a single plan. Library has completed transition of its retirees to a library-sponsored Medicare Advantage plan at a savings of approximately $2500 per year to the library. Fund balance at end of December $677,175.27. Gary moved to accept, Patrick seconded, carried unanimously.

V. Old Business:
   a. BCPL response to 4CLS Administrative Fee: Ed read a letter from the BCPL Board President to Steve Bachman, CEO of 4CLS, agreeing reluctantly to pay the fee. Reasons for BCPL’s objections explained in detail.

VI. New Business
   a. Retiring employee recognition: General discussion.
   b. Excellus dental insurance option: Ed presented a dental insurance option which would be voluntary and paid for entirely by the employee. Slight differences with existing Health Economics plan. No motion to accept the plan.
   c. Meeting request: Ed notified the Board that Village Clerk-Treasurer Anthony Bates has suggested he attend a future library board meeting. To be scheduled.
   d. Lincoln Center partnership: GFJ will be partnering with Lincoln Center in NYC to screen some of their cultural performances at the library.
e. 2016-17 budget: Ed presented draft 2016-17 revenue and expense budgets.

VII. Other Business/Committee Reports
None.

IX Adjournment: Jo moved to adjourn at 7:53, Paul seconded, carried unanimously.

Marie McLean-Yurecka, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, February 18, 2016

I. Call to order by President Herceg at 7:01 PM. 
   Reception of visitors: None.

II. Approval of minutes from January 21, 2016: Jen moved to accept, Paul seconded, carried unanimously (Gary arrived after this vote).

III. Manifest of Bills #9 for February 2016: Christine moved to accept, Gary seconded, carried unanimously (Chris arrived after this vote).


V. Old Business:
   a. 2016-17 draft budget: Brief review of draft figures, discussion of salary increment. Ed will gather figures on health insurance contribution by other departments and on raises projected for other departments.

VI. New Business
   a. 2015 New York State Annual Report: Christine moved to accept, Jen seconded, carried unanimously.

VII. Other Business/Committee Reports
   None.

IX. Adjournment: Marie moved to adjourn at 7:33, Christine seconded, carried unanimously.

Marie McLean-Yurecka, Secretary                                    Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, March 17, 2016

I. Call to order by President Herceg at 7:01 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.
Reception of visitors: None.

II. Approval of minutes from February 18, 2016: Chris moved to accept, Paul seconded, carried unanimously (Marie arrived after this vote).

III. Manifest of Bills #10 for March 2016: Christine moved to accept, Jen seconded, carried unanimously.

IV. Financial report: Town check has arrived but was not deposited until early March. Salary line running some 5K over, books 14K under, health insurance active 5K under, health insurance retiree 4.5 over. Fund balance at end of February $538,649.43. Gary moved to accept, Jen seconded, carried unanimously.

V. Old Business:

VI. a. 2016-17 draft budget: Minor revisions made to Equipment and EAP lines, and VOE Treasurer’s Retirement figure added. Paul moved to grant freelance Tech Center staff the same raise as granted to regular staff. Patrick seconded 8-1 with Chris voting no. Jen moved for a 2% salary increase to all staff with no increase in the 15% employee health insurance premium rate; Jo seconded, carried unanimously.
b. Roof core test: Ed will request more information.

VIII New Business:
a. Internet policy: Marie moved to accept the revised policy, Gary seconded, carried unanimously.
b. Yearbook digitization: Ed noted a donor is willing to underwrite digitization of our collection of high school yearbooks. Numerous issues were discussed. Ed will discuss with U-E Supervisor.
c. Librarian I salary: Discussion of rate to be advertised for anticipated June 2016 opening.

VII. Other Business/Committee Reports
a. Upcoming NYS audit was discussed.
b. Ed has submitted the online tax cap filing.
c. Marie announced that she will be resigning following the April meeting due to her impending move out of state. Ed and the Board thanked her for her dedicated service and many contributions since she joined in 2003.

IX Adjournment: Jo moved to adjourn at 8:40, Christine seconded, carried unanimously.

Marie McLean-Yurecka, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, April 21, 2016

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

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

III. **Approval of minutes** from March 17, 2016: Paul moved to accept, Jen seconded, carried unanimously.

IV. **Manifest of Bills** #10 for March 2016 (revised): Jen moved to accept, Jo seconded, carried unanimously. #11 for April 2016: Paul moved to accept, Patrick seconded, carried unanimously.

V. **Financial report**: Revenues very close to budget, most expense lines under budget except salaries, equipment and active health insurance. Closing March balance of $1,475,286.40 is some $49,000 more than last year. Marie moved to accept, Jo seconded, carried unanimously (Chris arrived following this vote).

VI. **Old Business**
   b. Roof core test: Ed presented a proposal from Bob Costello in the amount of $2400.00. The Board asked Ed to invite Bob to the May meeting.
   c. Yearbook digitization: Ed reported his findings that there are too many copyright and privacy questions to proceed.
   d. Raise letter: Christine signed, Ed will deliver.

VII. **New Business**
   a. Workers Comp: Discussion of expanding coverage for volunteers and independent contractors. Ed will find out what coverage exists from our liability insurance carrier.
   b. Minimum wage impact: Ed distributed a chart showing an impact of about $31,000 for staff directly impacted by the NYS increases through 2021. Paul suggested we review how these increases might impact other staff during next year’s budget review.
c. Bylaws: Ed noted the shift of meetings to the third Thursday of the month requires an amendment of our bylaws. Chris suggested a less specific wording for the revision. Ed will send a notice out to the Board.
d. New York State audit: Ed reported on brief discussions with the auditor. Preliminary report still pending.
e. Patron problem: Ed submitted a letter he sent to the parent of a disruptive patron banning her from the library.
f. Vestal Library funding vote: Ed noted Tioga residents of the Vestal School District will immediately be eligible for free library cards. Chris volunteered to write a note of congratulations to the library.
g. Coping: Ed noted he is soliciting a proposal to repair the metal coping on the south side of the rear lobby. Paint is flaking and metal is rusting.

VIII. **Other Business/Committee Reports:** None.

IX. **Adjournment:** Jo motioned to adjourn at 8:06, Gary seconded, carried unanimously.

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Nadine Herceg, Secretary                                      Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, May 19, 2016

I. Call to order by President Herceg at 7:00 PM.  
Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Chris Ryan, Library Director Ed Dunscombe.  
Excused: Patrick Schafer, Jo Whiney.

II. Reception of visitors: Architect Bob Costello presented his roof core test proposal. Ed will ask Bob to schedule the test for sometime around October 2016.

III. Approval of minutes from April 21, 2016: Jen moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #12 for May 2016: Gary moved to accept, Paul seconded, carried unanimously.

V. Financial report: Will finish year under budget and with revenues exceeding expenses. $1,416,026.12 in Library Fund at close of April 2016. Jen moved to accept, Christine seconded, carried unanimously.

VI. Old Business
a. Board vacancy: Ed distributed applications. Board will rank its preferences and schedule first interviews for Wednesday June 8 at 7 PM. Gary indicated he will be resigning after the candidates are interviewed and selections are made.

b. 2016-17 budget: Ed presented several changes made by the Village Treasurer: 12K added to Site Improvement line, $315.00 added to EAP line to bring budget into balance. Paul moved to accept the revised 2016-17 budget, Gary seconded, carried unanimously.

c. Audit update: Report should be ready in about a month.

d. Independent contractors, volunteers and insurance: Ed presented PERMA’S offer to include two independent contractors for a total of $238, and to expand volunteer coverage for about $1400. Paul will contact PERMA and our liability carriers with additional questions.

e. Bylaws revision: Chris moved to revise the language on meeting schedule to state that the regular monthly meeting will be
scheduled and advertised in advance. Jen seconded, carried unanimously.

VII. New Business
   a. Officers: Board will be canvassed for interest.
   b. Excellus; Excellus has submitted a request for a 14.9 increase in our health insurance rates. One retiree has been removed by Excellus from our coverage. Ed is looking into why.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Gary motioned to adjourn at 8:52, Christine seconded, carried unanimously.

Edward A. Dunscombe, Library Director

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 8, 2016

I. Call to order by President Herceg at 6:00 PM.
   Present: Gary Beattie, Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: The Board interviewed Christine Pescatore, Dr. Jeffrey Ribner, and Brenda Brown for vacant board seats.

III. Other Business/Committee Reports: None.

X. Adjournment: Jo motioned to adjourn at 7:30, Nadine seconded, carried unanimously.

__________________________________________
Edward A. Dunscombe, Library Director

Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, June 16, 2016

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

II. Reception of visitors: The Board welcomed Joseph Ciccarino, who was interviewed for a vacant board seat. Gregory Branum appeared to distribute a written concern to the Board.

III. Election of officers: Nadine presented the names of Paul Del Rosso, Jen Musa and Christine Brown for the position of President, Vice-President, and Secretary. Jo moved to accept the slate, Gary seconded, carried unanimously. Paul assumed chair of the meeting. Gary submitted his letter of resignation, effective July 1, 2016. Accepted with regret.

IV. Approval of minutes from May 19, 2016: Jen moved to accept, Christine seconded, carried unanimously.

V. Manifest of Bills #1 for June, 2016: Christine moved to accept, Gary seconded, carried unanimously.

VI. Financial report: Final figures for the 2015-16 budget were reviewed. $1,347,045.79 in Library Fund at close of May 2016. Jen moved to accept, Nadine seconded, carried unanimously.

VII. Old Business
   a. Board vacancy: Paul distributed ballots, which Ed later tallied. Joseph Ciccarino and Dr. Ribner were the two highest tallies and are elected to the board. Paul will notify them and Ed will notify the other candidates.
   b. Audit: No report.
   c. Independent contractors, volunteers and insurance: Paul reported on the results of his conversation with the library’s liability insurance carrier, indicating that independent contractors who do not have their own worker’s comp insurance can be covered under the library’s worker’s comp policy if they do not have their own coverage. Volunteers are covered under the general liability
policy, but not for medical claims. Medical claims would be covered under the library’s worker’s comp policy. This coverage is secondary and limited to $5,000, but can be expanded at a premium. Paul and Ed are checking with the library’s worker’s comp policy to see if the number of volunteers, which varies over time, can be covered as some kind of unnumbered group, and if the expanded coverage for volunteers is the same as that afforded to paid staff.

VIII. New Business
   a. Ed reported that the construction grant portal is open and he will begin work on this year’s application.
   b. Staff changes: Donna Shofkom has submitted her retirement letter after 35 years of service, with her last day of employment June 30, 2016. Ed discussed staffing possibilities.
   c. Summer Reading Kickoff Day: June 27, 2016. Jo, her husband Mike and Nadine will be participating.

IX. Other Business/Committee Reports: None.
X. Adjournment: Jo motioned to adjourn at 8:45, Nadine seconded, carried unanimously.

________________________________________________________________________

Christine Brown, Secretary             Date
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, July 21, 2016

I. Call to order by President Del Rosso at 7:03 PM.
Present: Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Patrick Schafer, Library Director Ed Dunscombe. Excused: Christine Brown, Jo Whitney.

II. Reception of visitors: Gregory Branum appeared to distribute a written concern to the Board. He was invited to stay for the meeting but declined.

III. Approval of minutes from June 8 & June 16, 2016: Nadine moved to accept, Jen seconded, carried unanimously.

IV. Manifest of Bills #2 for July, 2016: Nadine moved to accept, Jeffrey seconded, carried unanimously.

V. Financial report: Revenue and expense figures were reviewed. $1,207,333.27 in Library Fund at close of June 2016. Jen moved to accept, Patrick seconded, carried unanimously.

VI. Old Business
a. Audit: The Library received the preliminary report from the NYS Comptroller’s Office this afternoon. Response is due by August 19. Ed will review and distribute thoughts for the Board to consider in drafting its response.
b. Independent contractors and volunteers insurance: Ed has had a preliminary discussion with a broker recommended by PERMA, the Library’s workers comp carrier. Ed will distribute the broker’s recommendations prior to or at the September meeting.
c. Patron incidents: Brief discussion of two recent incidents. The new Police Chief apologized for the handling of one incident and stated that he is looking further into it.

VII. New Business
a. NYS Public Library Construction Grant application: Chris moved to accept the application for the Emergency Door project. Patrick seconded, carried unanimously.
b. Staff changes: Donna Shofkom (Library Assistant) has retired and Kristen Lee (Page) has resigned. Kenneth Roman (Librarian)
and Cassandra Augustine (Page) have been hired. A note of thanks from Donna was read.
c. Meeting Room Policy: Chris moved to accept the amended policy, Jen seconded, carried unanimously.
d. Circulation Policy: Nadine moved to accept the revised policy, Jen seconded, carried unanimously.
e. Fascia repair: Ed presented a proposal to repair the deteriorating metal fascia, along with an offer from the original installers to repair it. Ed will report back.
f. AED’s and Narcan: General discussion on whether to provide both in the Library. Tabled.
g. Recognition for departing Board members: Tabled.
h. Thank-you note from Dept. of Health & Human Services: received for a meeting held at the Library with specific thanks to Cathy Seary and Erin Singleton of the Library staff.
i. September meeting: At Ed’s request the September meeting has been moved to September 8th.

VIII. Other Business/Committee Reports: None.
X. Adjournment: Nadine motioned to adjourn at 8:51, Joe seconded, carried unanimously.
Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, August 9, 2016

I. **Call to order** by President Del Rosso at 7:00 PM.
   Present: Christine Brown, Joe Ciccarino, Paul Del Rosso, Jen Musa, Jeffrey Ribner, Patrick Schafer, Chris Ryan, Library Director Ed Dunscombe. Excused: Nadine Herceg, Jo Whiney.

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

III. **New Business**
   a. Costello lighting proposal: Chris moved to accept Bob Costello’s proposal for design, bid, and administration of the LED Lighting Project Phase II of $4,800.00. Jeffrey seconded, carried unanimously.
   b. Excellus: Brief discussion of options for the new plan year.

IV. **Other Business/Committee Reports:** None.

IX. **Adjournment:** Chris motioned to adjourn at 7:18, Patrick seconded, carried unanimously.

Christine Brown, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of September 8, 2016

I. Call to order by President Del Rosso at 7:00 PM.
   Present: Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe. Absent: Patrick Schafer.

II. Reception of visitors: None.

III. Approval of minutes from July 21 & August 9, 2016: Jeffrey moved to accept, Nadine seconded, carried unanimously.

IV. Manifest of Bills #3 for August, 2016: Nadine moved to accept, Christine seconded, carried unanimously. #4 for September 2016: Joe moved to accept, Jeffrey seconded, carried unanimously.

V. Financial report: Revenue and expense figures were reviewed. Ed noted recent changes in fine, copy and fax revenue lines. $1,095,496.46 in Library Fund at close of August 2016. Nadine moved to accept, Jeffrey seconded, carried unanimously.

VI. Old Business
   a. Workers Comp coverage for volunteers and eligible independent contractors: Jeffrey moved to provide coverage at the quoted cost of $1352 annually, Jo seconded, carried unanimously. Ed will get answers to questions about whether this is blanket coverage or for a specific number of people.
   b. Patron incidents: Ed noted a recent incident involving drug use by a patron who suffered a seizure in the library.
   c. Fascia repair: No reply from contractor on free repair.
   d. Recognition for board service: Certificates will be issued.

VII. New Business
   a. Unique recovery statistics: Since January 2009 some $12,500 has been paid to Unique to service delinquent accounts. Some $15,000 has been recovered in cash and some $25,000 in returned materials.
c. Library retiree death: Ed noted with regret the passing of Billie Foster, a 1983 retiree with thirty years of service.

d. Copier lease: Ed informed the board of a new copier lease.

e. Director vacation: Ed will be out of town Sept. 10 through 17. Cathy Seary will handle questions during his absence.

VIII. Other Business/Committee Reports: None.

X. Adjournment: Christine motioned to adjourn at 800, Joe seconded, carried unanimously.

Christine Brown, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board meeting of October 20, 2016

I. **Call to order** by President Del Rosso at 7:00 PM.  
   Present: Joe Ciccarino, Paul Del Rosso, Jen Musa, Jeffrey Ribner, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.  
   Excused: Christine Brown, Nadine Herceg, Chris Ryan.  

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

III. **Approval of minutes** from September 8, 2016: Jen moved to accept, Jo seconded, carried unanimously.  

IV. **Manifest of Bills #4 for September, 2016** (revised): Joe moved to accept, Jeffrey seconded, carried unanimously.  
    **Manifest of Bills #5 for October 2016:** Jen moved to accept, Jo seconded, carried unanimously.  

V. **Financial report:** Revenue and expense figures were reviewed. Ed noted overspending in equipment line due to unplanned spending on shelving, projector and new chairs. $1,025,391.62 in Library Fund at close of September 2016, well above the usual end of September figure. Jo moved to accept, Jeffrey seconded, carried unanimously.  

VI. **Old Business**  
   a. **Workers Comp coverage for volunteers and eligible independent contractors:** Ed noted the endorsement for volunteers and independent contractors has been paid and covers all volunteers including the Library Trustees with no limit on the number of volunteers. Coverage is the same as for employees.  
   b. **Mango Languages renewal:** Ed presented figures showing the service is used about one-hundred times per month with 205 registered users and will renew it for one year.  
   c. **Lighting project:** Contractor walkthrough has been held and only one contractor showed. Project was advertised and several contractors were personally invited to bid. Bid opening is scheduled for October 27 and bid award for the November 17 library board meeting. Work to begin around December 1 and completed by the end of January but perhaps sooner.
VII. New Business
   a. Correspondence from NYLA Legal Defense Fund: Ed read a letter soliciting a donation for the fund. He will survey area libraries to see if others are contributing.
   b. Cleaner position: Ed presented budget figures and led a discussion about hiring a second part-time cleaner to replace the cleaning service currently used. General approval and Ed will begin interviewing candidates after his return from vacation in mid-November.
   c. Director vacation: Ed will be out of town October 22 through November 13. Cathy Seary and Sara-Jo Sites will be in charge during his absence.

VIII. Other Business/Committee Reports: None.

X. Adjournment: Jo motioned to adjourn at 7:35, Jeffrey seconded, carried unanimously.

_____________________________________________________
Christine Brown, Secretary            Date
Minutes of the George F. Johnson Memorial Library Board meeting of November 17, 2016

I. Call to order by President Del Rosso at 7:01 PM.
Present: Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Joe Ciccarino.

II. Reception of visitors: None.

III. Approval of minutes from October 20, 2016: Dr. Ribner moved to accept, Jen seconded, carried unanimously.

IV. Manifest of Bills #6 for November, 2016: Christine moved to accept, Jo seconded, carried unanimously.

V. Financial report: Revenue and expense figures were reviewed.
$956,298.01 in Library Fund at close of October 2016. Jo moved to accept, Patrick seconded, carried unanimously.

VI. Old Business
   a. Fascia repair: No progress,
   b. NYLA Legal Defense Fund: Ed contacted the other 4CLS libraries and only Sidney responded. The Sidney board declined to contribute.

VII. New Business
   a. LED contact award: Ed reported the low bid was submitted by Blanding Electric at $22,438.00, which is $3,882 under estimate. Dr. Ribner moved to award the contract to Blanding, Patrick seconded, approved unanimously with Christine abstaining.
   b. Retiree medical plan: Nadine moved to accept the Plan I PPO offered by our broker through Excellus at a 5% increase for a new monthly premium of $376.54. This is the same plan as we currently have. Christine seconded, carried unanimously.
   c. Four County Library System shared ILS services agreement: Jen moved to accept, Dr. Ribner seconded, carried unanimously.
   d. Pending board vacancy: Patrick’s term is ending due to term limits following fifteen years. Ed will advertise the vacancy.
e. 2017 calendar: Closed holidays will be Jan. 2, May 29, July 4, Sept. 4, Nov. 23, Dec. 25, and Dec. 26 with four floating holidays. The library will also close at 5 PM on Thanksgiving Eve.

f. Holiday party: The board will provide refreshments for the staff on Thursday, Dec. 15.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Jo motioned to adjourn at 7:42, Patrick seconded, carried unanimously.

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Christine Brown, Secretary       Date
Minutes of the George F. Johnson Memorial Library Board meeting of December 15, 2016

I. Call to order by President Del Rosso at 7:03 PM.

II. Reception of visitors: None.

III. Approval of minutes from November 17, 2016: Dr. Ribner moved to accept, Christine seconded, carried unanimously.

IV. Manifest of Bills #7 for December, 2016: Patrick moved to accept, Dr. Ribner seconded, carried unanimously (Jo arrived following this vote).

V. Financial report: Revenue and expense figures were reviewed, noting increased photocopy receipts and a sixty-some percent decrease in non-resident cards issued since the January 2015 fee increase. Combined fine/fax receipts also down. $866,257.89 in fund at end of November 2016, $21K more than last year. Jo moved to accept, Christine seconded, carried unanimously.

VI. Old Business
   a. LED project: Work starts Dec. 19, should be done in a few weeks.
   b. Holiday party: Ed thanked the board on behalf of the staff as it was greatly enjoyed.

VII. New Business
   a. Library board applicants: Three applications were received. Tentative date for interviews is January 11. Ed will survey trustees and the applicants (Chris arrived following this discussion).
   b. Minimum wage increases: Ed reviewed the impact of the increases through 2021. Question of the financial impact on the library and on maintaining some compensation structure between job titles. Ed will develop some additional figures for the January meeting and preparatory to the 2017-18 budget.
c. Tech Center policy: Ed submitted a draft with some minor revisions to the existing PCC policy. Dr. Ribner moved to accept, Joe seconded, carried unanimously.

d. Roof study: Ed distributed copies of the study written by architect Robert Costello. Study found the roof should be good for another five to ten years with suggested twice a year inspections and necessary patching as needed. No asbestos was found and the roof deck appears in good condition. Cost to replace now estimated at $345,000.

e. Roof drainage: Ed noted his impression based on old discussions with library maintenance man Neil Smith that the village may have cut the Lincoln Avenue-side roof drains so that they now terminate in the ground rather than into dry wells. Water does seep into the basement utility room during heavy rains. Ed will contact a plumber to see if the drains can be scoped.

f. Workers comp: Ed informed the board that the added volunteer coverage paid for in October was applied retroactively to January 1, 2016 by our carrier, PERMA. Ed thought the coverage would be twelve months from date of payment. PERMA has offered to issue a refund based on whatever date the library board wants the coverage to have been in effect from. Dr. Ribner noted the costly possibility that a covered person may still come forward with a 2016 injury claim. Chris moved to leave as is, with coverage in effect from January 1, 2016. Dr. Ribner seconded. Carried five to two, with Joe and Paul voting nay.

VIII. Other Business/Committee Reports: Paul noted that this was the last meeting for Patrick, whose third complete term is ending and that he has reached the term limit. Many expressions of thanks for Patrick’s excellent service dating back to 2003.

IX. Adjournment: Jo motioned to adjourn at 7:40, Christine seconded, carried unanimously.