



Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, January 11, 2017

- I. Call to order by President DelRosso at 7:00 PM.
Present: Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jeffrey Ribner, Library Director Ed Dunscombe.
- II. Reception of visitors: The Board interviewed Emilie Chang and Ron Russ for vacant board seats.
- III. Other Business/Committee Reports: None.
- X. Adjournment: Christine motioned to adjourn at 8:00, Nadine seconded, carried unanimously.

Christine Brown, Library Director

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
January 19, 2017

- I. Call to order by President Del Rosso at 6:30 PM.
Present: Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe.
- II. Reception of visitors: The board interviewed Stephen Fernandez for a vacancy on the library board.
- III. Approval of minutes from December 15, 2016: Dr. Ribner moved to accept, Christine seconded, carried unanimously. Approval of minutes of January 11, 2017 special meeting: Christine moved to accept, Nadine seconded, carried unanimously.
- IV. Manifest of Bills #8 for January 2017: Nadine moved to accept, Jen seconded, carried unanimously.
- V. Financial report: Ed noted high copier and low fine receipts. The fact that there will be a previously unnoticed extra payroll period in our 2016-2017 fiscal year will result in an approximate \$25,000 overspending of the salary line. \$722,240.54 in fund at end of December 2016, \$45K more than last year. Christine moved to accept, Nadine seconded, carried unanimously.
- VI. Old Business
 - a. LED project: Complete except for a few odd lights. Ed has added replacement of public bathroom lights, book sale room lights, and repair of front exterior pole light to utilize extra grant funds.
 - b. Library Board applicants: General discussion. Nadine moved to recommend Emilie Chang to fill the seat previously held by Patrick Schafer. Christine seconded. Carried five yes to zero no, with Jen, Chris and Jo abstaining as they had missed the January 11 interview of the two other candidates.
 - c. Minimum wage impact: Ed detailed several options and their projected costs.

- d. Roof drainage: No report. Ed will contact a plumber to ascertain whether or not the drains on the Lincoln Avenue side of the building still terminate in the dry well.

VII. New Business

- a. Staff resignation: Ed announced the resignation of Cassandra Augustine from her Page position.
- b. 2017-18 budget: Ed distributed copies of his draft budget for review.

VIII. Other Business/Committee Reports: None.

- IX. Adjournment: Jo motioned to adjourn at 8:07, Dr. Ribner seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
February 16, 2017

- I. Call to order by President Del Rosso at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg Jen Musa, Chris Ryan, Library Director Ed Dunscombe. Excused: Jeffrey Ribner, Jo Whitney.
- II. Swearing ceremony: Paul; administered the oath of office to Nadine Herceg and Emilie Chang.
- III. Approval of minutes from January 19, 2017: Jen moved to accept, Nadine seconded, carried unanimously.
- IV. Manifest of Bills #9 for February 2017: Joe moved to accept, Christine seconded, carried unanimously.
- V. Financial report: Ed noted underspending on lighting grant, will discuss possibilities for using remaining \$1,875. \$651,706.64 in fund at end of January 2017, \$47K more than last year. New cleaner Charles Proudman hired. Nadine moved to accept, Jen seconded, carried unanimously.
- VI. Old Business
 - a. LED project: Complete except for remaining unspent \$1875 as noted above.
 - b. Minimum wage impact: Christine moved to accept Ed's \$1.00 floating gap plan (maintaining at least a \$1.00 per hour gap between minimum wage and non-minimum wage positions) through the currently planned 12/31/20 increase in the minimum to 12.50 per hour. Affected non-minimum wage employees to receive their special adjustments June 1 of each year, i.e. five months after the minimum wage increases go into effect. Those getting substantial minimum wage increases not to receive the additional customary June increase. Nadine seconded, carried unanimously. The director to prepare an annual letter to the Village of Endicott Treasurer and payroll clerk itemizing all raises, to be signed by the Library Board President prior to delivery.

- c. Roof drainage: No report. Ed will contact a plumber to ascertain whether or not the drains on the Lincoln Avenue side of the building still terminate in the dry well.
- d. 2017-18 budget: Ed noted an additional \$10,000 in salary line. Will distribute revised copies to board in preparation for preliminary adoption at March meeting.

VII. New Business

- a. State report: Joe moved to accept, Nadine seconded, carried unanimously.
- b. Tax cap filing: Filed electronically February 15, 2017.
- c. Tree trimming: Completed on trees proximate to library building.

VIII. Other Business/Committee Reports: None.

- IX. Adjournment: Nadine motioned to adjourn at 7:52, Joe seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
March 16, 2017

- I. Call to order by President Del Rosso at 7:00 PM.
Present: Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg
Jen Musa, Chris Ryan, Library Director Ed Dunscombe. Excused:
Christine Brown, Jeffrey Ribner, Jo Whitney.
- II. Approval of minutes from February 16, 2017: Jen moved to accept,
Nadine seconded, carried unanimously.
- III. Manifest of Bills #10 for March 2017: Joe moved to accept, Emilie
seconded, carried unanimously.
- IV. Financial report: \$1,578,552.44 in fund at end of February 2017,
\$43K more than last year. Paul noted we will go slightly over budget
on active employee health insurance. Jen moved to accept, Nadine
seconded, carried unanimously.
- V. Old Business
 - a. Minimum wage impact notice. Suggested edits to Ed's draft
letter.
 - b. 2017-18 budget: General discussion of percentage of health
insurance premium paid by employees and raises for the new
year. Nadine moved to adopt the draft budget, including keeping
the employee share of health insurance at fifteen percent and
giving a 2.5 percent increase to all staff except for those who
received a substantial minimum wage increase on December 31,
2016, and those who will receive a special adjustment as
approved at the February 2017 meeting, and shifting \$2,000 from
the Books line and \$1,000 from the A-V line to salaries. Jen
seconded, carried unanimously.
- VI. New Business
 - a. Letter from Broome County Health Department on establishing a
smoke-free campus. General discussion of presumed Village of
Endicott ownership of grounds. Ed will reply.
 - b. Weather closings: Jen inquired about the effect of the 3.5 foot
snowfall. Ed reported the library was closed March 14 and 15,

and that the Village had plowed the library lots in time for opening on March 16.

c. Sara-Jo Sites: Due to return from medical leave early April.

VII. Other Business/Committee Reports: None.

VIII. Adjournment: Nadine motioned to adjourn at 8:23, Joe seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of April 20, 2017

- I. Call to order by President Del Rosso at 7:03 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe. Excused: Nadine Herceg.
- II. Approval of minutes from March 16, 2017: Jen moved to accept as corrected, Jo seconded, carried unanimously.
- III. Manifest of Bills #11 for April 2017: Dr. Ribner moved to accept, Christine seconded, carried unanimously.
- IV. Financial report: \$1,512,600.06 in fund at end of March 2017, \$37K more than last year. Ed reviewed the status of various budget lines. Dr. Ribner moved to accept, Joe seconded, carried unanimously.
- V. Old Business.
 - a. Roof drainage: Ed presented a proposal from Mr. Rooter to investigate the Lincoln Avenue-side roof drainage at \$874.00. Sense of board to proceed.
 - b. CHOW mobile market: Ed presented a proposal from CHOW to run a periodic food market on the library site. The board formulated several questions which Ed will discuss with CHOW and report back on.
 - c. BAT Committee: Ed reported on a proposal from the Committee to pursue the installation of a story garden on the library grounds. Also interest on the part of the Committee in pursuing grant funds to address the deteriorating library parking lot.
 - d. Tobacco-free grounds: Ed reported a response from Village Trustee Chapman that the Village has already declared Village property to be tobacco-free. Ed will touch base with Broome County Health Department to accept their offer of signs and any needed assistance to apply this status to the library grounds. Ed will inform the staff that smoking is no longer permitted on library grounds as per Village of Endicott policy.

VI. New Business

- a. Employee incident: General discussion and agreement on steps to proceed.
- b. Sara-Jo Sites: Has returned from medical leave.
- c. Items for May meeting: Raise letter, Slate of officers for June election, CHOW proposal, roof project status, employee situation. Chris also requested a general discussion on how we can better serve diverse populations.

VII. Other Business/Committee Reports: None.

VIII. Adjournment: Jo motioned to adjourn at 8:42, Christine seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of May 18, 2017

- I. Call to order by President Del Rosso at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Excused: Jo Whitney.
- II. Reception of visitors: Mr. Gregory Branum of Endicott spoke on matters relating to his behavior in the library. Discussion of the matter after Mr. Branum left. Jen will write a response letter to him.
- III. Approval of minutes from April 20, 2017: Dr. Ribner moved to accept, Nadine seconded, carried unanimously.
- IV. Manifest of Bills #12 for May 2017: Dr. Ribner moved to accept, Christine seconded, carried unanimously.
- V. Financial report: \$1,444,949.57 in fund at end of April 2017, \$39K more than last year. Ed reviewed the status of various budget lines. Jen moved to accept, Joe seconded, carried unanimously.
- VI. Old Business.
 - a. Roof drainage: Ed reported that all four roof drains have been snaked and they appear to successfully reach the drywells.
 - b. CHOW mobile market: Has started the positive results. Paul asked if we could get a count of how many customers they have.
 - c. Tobacco-free grounds: Village OK'd placing tobacco-free grounds signs on library grounds.
 - d. 2017 raise letter: The Board clarified that the new rates will go into effect with the first day of the new payroll period that straddles June 1. This year, that makes the raises effective May 28. Paul signed the letter and Ed will forward it to payroll.
 - e. Employee incident: Ed reported the employee is back to work following successful resolution. Ed will monitor.
- VII. New Business
 - a. Conflict of Interest forms: Ed distributed and the Board agreed they should be due annually no later than the June meeting.
 - b. Roof damage: Five punctures due to falling tree debris during recent storm have been repaired. Some leaks ensued with loss of

some books and need to repair a smoke alarm that had been inundated.

- c. Slate of Officers: To be announced at June meeting.
- d. Serving diverse populations: Chris distributed an e-mail with links to numerous ALA diversity sites. He will contact representatives from local agencies to see if some would be willing to attend a future board meeting.
- e. On tap for June: Election of officers, post-mortem of 2016-17 budget, possible diversity speaker.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Dr. Ribner motioned to adjourn at 9:00, Nadine seconded, carried unanimously.

Christine Brown, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of June 15, 2017

- I. Call to order by President Del Rosso at 7:00 PM.
Present: Christine Brown, Emilie Chang, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Absent: Joe Ciccarino. Excused: Jo Whitney.
- II. Election of officers: Jen Musa, Christine Brown, and Emilie Chang were accepted as nominees for the offices of President, Vice-President, and Secretary respectively. Paul moved to accept the slate, Dr. Ribner seconded, carried unanimously.
- III. Reception of visitors: None.
- IV. Approval of minutes from May 18, 2017: Paul moved to accept, Dr. Ribner seconded, carried unanimously.
- V. Manifest of Bills #12 for May 2017 (revised): Nadine moved to accept, Dr. Ribner seconded, carried unanimously. #1 for June 2017: Christine moved to accept, Dr. Ribner seconded, carried unanimously.
- VI. Financial report: Ed reviewed final figures for the 2016-17 budget,. Revenues exceeded budget by \$6,648.67, totaling \$1,072,763.37. Expenses totaled \$1,063,866.20, \$2,248.80 under budget. \$1,356,240.03 in library fund at end of May, 2017, \$9,000 more than last year. Ed noted the retiree health insurance line for 2017-18 is some \$5,000 under budgeted. Paul moved to accept, Dr. Ribner seconded, carried unanimously.
- VII. Old Business.
 - a. CHOW mobile market: Has started the positive results. About 10-15 customers weekly to date.
 - b. Diversity: Ed distributed a report showing some of the library's outreach efforts.
- VIII. New Business
 - a. Proposed health insurance increase: Excellus has requested an increase of 8.2% on the active employee plan starting Oct. 2017. To be determined.

- b. Disruptive students: Ed reported on recent incidents. U-E Superintendent agreed disciplinary cases would no longer be sent to library for tutoring.
 - c. NYS Construction Grant: Awarded to the maximum for our emergency door project. Work to start August/September.
 - d. 4CLS Annual Report: Emilie and Ed attended the 4CLS annual dinner. Ed distributed the System's annual report and noted several statistics.
- IX. Other Business/Committee Reports: Chris raised the possibility of making the public restrooms uni-sex. Tabled.
- X. Adjournment: Nadine motioned to adjourn at 8:10, Dr. Ribner seconded, carried unanimously.

Emilie Chang, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of July 20, 2017

- I. Call to order by Vice-President Brown 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jeffrey Ribner, Chris Ryan, Jo Whitney
Library Director Ed Dunscombe. Excused: Jen Musa.
- II. Reception of visitors: Bob Costello of Lombardini & Layton discussed his proposal for reconstruction of the parking lots to the rear of the library.
- III. Approval of minutes from June 15, 2017: Nadine moved to accept, Dr. Ribner seconded, carried unanimously.
- IV. Manifest of Bills #1 for June 2017 (revised): Paul moved to accept, Nadine seconded, carried unanimously. #2 for July 2017: Nadine moved to accept, Jo seconded, carried unanimously. (Note: Jo left following this vote for another engagement).
- V. Financial report: Ed reviewed early budget trends. \$1,250,554.08 in library fund at end of June, 2017, \$43,000 more than last year. Joe moved to accept, Dr. Ribner seconded, carried unanimously.
- VI. Old Business.
 - a. Diversity: Chris plans on inviting a speaker for the September meeting.
 - b. Door project: Scheduled for August 28 & 29.
 - c. Parking lot: General discussion. The Board directed Ed to solicit a proposal from a second firm.
- VII. New Business
 - a. Unique Management Services: Ed reported 1,486 accounts have been submitted for a fee of approximately \$14,000. \$16,957 in cash has been paid on these accounts and \$33,971.75 in materials returned.
 - b. Posting fees to patron accounts: Discussion of the practice of posting miscellaneous fees (reserves, fax, printing etc.) to patron accounts as a convenience to the patron. Tabled.
 - c. Health insurance contribution for pre-age 65 retirees: The Board added the wording “under the same terms as the active employee”

to section 701 of the GFJ Employee Handbook following the phrase “for coverage under the active employee health plan” to clarify that such retirees would pay the same percentage of the premium as active employees pay.

VIII. Other Business/Committee Reports:

- a. Restrooms: Ed reported the first floor public restrooms have been converted to gender non-specific.
- b. Volunteers and Non-resident fee: Ed reported on a request from a volunteer to have her volunteer service qualify her for a non-resident library card in lieu of the annual fee. The Board declined to enact this change.

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

Emilie Chang, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
September 21, 2017

- I. Call to order by President Musa at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes from July 20, 2017: Paul moved to accept, Dr. Ribner seconded, carried unanimously.
- IV. Manifest of Bills #3 for August 2017: Nadine moved to accept, Christine seconded, carried unanimously. #4 for August 2017: Jo moved to accept, Dr. Ribner seconded, carried unanimously.
- V. Financial report: Ed reviewed early expense budget trends, most are running under budget, and most revenue lines running slightly ahead. \$1,124,796.98 in library fund at end of August, 2017, \$29,000 more than last year. Joe moved to accept, Dr. Ribner seconded, carried unanimously.
- VI. Old Business.
 - a. Diversity: Chris has invited Keith Leahy of The Mental Health Assn. of the Southern Tier to our November meeting to discuss how the library can better serve our community (Jo Whitney left after this discussion).
 - b. Door project: Has been completed. Work by Howard's was excellent and Ed is closing out the grant.
 - c. Parking lot: Chris moved to accept Bob Costello's proposal and to authorize expenditure of up to \$20,000 from library funds toward Mr. Costello's design and engineering fees, contingent on the Village of Endicott covering a similar share of his approximately \$40,000 fee. Lighting and landscaping fees to be dropped from the proposal. Paul moved to accept, Dr. Ribner seconded, carried unanimously. Ed, Paul and Joe have a tentative meeting with Anthony Bates and Cheryl Chapman on October 6.

VII. New Business

- a. 2018 calendar: Ed proposed closed holiday dates of January 1, May 28, July 4, September 3, November 22, December 25 and 25,. Also closing at 5 PM on November 21 and December 31.
- b. Delinquent patrons: Ed discussed incidents where adult patrons with severely delinquent cards apply for cards for their children and then the children's cards quickly become delinquent. Ed suggested ways to limit the number of items borrowed on the child's card in these instances. There may be a way to institute limits via the computer. Ed will report back in October.
- c. GFJ Night at Binghamton Devils: Scheduled for March 4, 2018 in conjunction with Dr. Seuss's birthday.
- d. Mango renewal: Ed reported the renewal for 2018 is \$2005. 4CLS has recently made available Transparent Languages, a similar online language learning tool. The cost for Transparent Languages is bundled into the Research Center annual subscription cost. Ed reported on Mango usage and will start a survey on preferences between the two products. Tabled.
- e. Meeting with YHPL Director: Scheduled with Ed for September 25. Ed will report back.
- f. Staff member health insurance request: The Board will reply directly.
- g. Personnel: Ed informed the Board he intends to retire with a last day of June 29, 2018.

VIII. Other Business/Committee Reports: None.

- IX. Adjournment: Joe motioned to adjourn at 8:35, Dr. Ribner seconded, seconded, carried unanimously.

Emilie Chang, Secretary

Date



Minutes of the George F. Johnson Memorial Library Board meeting of
October 26, 2017

- I. Call to order by President Musa at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Absent: Jo Whitney.
- II. Reception of visitors: None.
- III. Approval of minutes from September 21, 2017: Paul moved to accept, Dr. Ribner seconded, carried unanimously.
- IV. Manifest of Bills #5 for October 2017: Nadine moved to accept, Dr. Ribner seconded, carried unanimously.
- V. Financial report: Ed reviewed early expense budget trends, most are running under budget, particularly salaries and audio-visuals. Office supplies, repairs, and books running over. \$1,051,523.02 in library fund at end of September, 2017, \$26,000 more than last year. Nadine moved to accept, Dr. Ribner seconded, carried unanimously.
- VI. Old Business.
 - a. Parking lot: Ed, Paul, Joe and Bob Costello met with Village of Endicott representatives who reported back to the Village Board. Awaiting a response.
 - b. Language learning databases: The online poll launched to assess preferences has garnered only one response. Ed recommends we maintain both products for a year and then reassess.
 - c. New User profile: Ed reported on an option to classify children of parents with delinquent library cards as "New Users." This is a patron category that limits such patrons to checking out a maximum of two items at a time. General discussion settling on \$75.00 in fines as they amount that will trigger assignment of a patron's children to this category.
 - d. Personnel Committee: Jen reported on several tools she feels would be useful in the new director search. She appointed Chris to head the committee. Also serving will be Jen, Joe, and Paul.

VII. New Business:

- a. 4CLS Menu of Services: Ed presented a menu of services offered by the Four County Library System along with associated costs.
- b. Elevator service contract: Ed reported on two options from Schindler, and has solicited an offer from Thyssenkrupp.
- c. Staff training: Ed reported on a homeless person training webinar he has purchased access to. General agreement to pay part-time staff up to seven hours to complete the training if they cannot complete it on work time. Full-time staff will complete it on work time.
- d. Meeting with YHPL Director: Ed reported they can wait until 2019 for the next funding vote.
- e. Tablets: Ed reported on the donation of ten computer tablets to the Children's Department.
- f. Paid Family Leave: Ed presented some background on New York's new Paid Family Leave legislation. As a public employer GFJ is not required to offer this benefit. Ed is still seeking information on our options.

VIII. Other Business/Committee Reports: None.

- IX. Adjournment: Nadine motioned to adjourn at 8:28, Dr. Ribner seconded, seconded, carried unanimously.

Emilie Chang, Secretary

Date

George F. Johnson Memorial Library Board Personnel Subcommittee Meeting

Chris Ryan

8 November 2017

1 Attendance

- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino

2 Location

George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

3 Larger strategic issues

There was some discussion of strategic issues that relate, in a broad way, to hiring a new director. These included the status of Your Home Public Library and its funding; the nature of the relationship between our two libraries as it relates to ballot initiatives; potential shared resources and future between the two libraries; the possible role for an interim or acting director. This was a broad, long-range, strategic discussion; no decision was intended or reached at this point. The consensus was that these questions will require a longer time for further exploration, beyond the timeline for the GFJ director search.

4 Questions to guide our deliberations

Paul shared a useful list of questions that we should answer, or get answered, to guide our work. Many of them relate to Civil Service rules and processes.

5 Desired characteristics of new director

A general discussion ensued about what we are looking for in a new director. These include budgeting skills, grantsmanship (in relation to annual construction grants), energetic community outreach and networking, and a high level of professionalism in librarianship.

6 Recruiting

A general discussion ensued about features of the library, and of the community, that candidates might find attractive, and that we should emphasize. Regarding the library, these include stable finances, excellent staff, and a large and diverse collection, both physical and virtual. Regarding the community, these include proximity to Binghamton University and SUNY Broome, and some promising signs of economic resurgence.

7 Timeline

- Place recruiting advertisement in relevant publications and websites by *<2018-01-07 Sun>*
- Conduct first interview by *<2018-03-01 Thu>*
- Present the subcommittee's preferred candidate to Board by *<2018-04-19 Thu>*
- Make offer to first candidate by *<2018-04-20 Fri>*

Our aim is to overlap new and current director by about 2 weeks to enable orientation and training, for a smooth transition.

8 Tasks

Chris contact Jill Gardiner from Broome County Civil Service and schedule a subcommittee meeting that she can attend

Jen compose advertisement, with input from other subcommittee members via Google Docs

9 Next meeting

To be determined. The date will depend on Jill Gardiner's availability.



Minutes of the George F. Johnson Memorial Library Board meeting of
November 16, 2017

- I. Call to order by President Musa at 7:02 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe. Excused: Nadine Herceg.
- II. Reception of visitors: None.
- III. Approval of minutes from October 26, 2017: Christine moved to accept, Dr. Ribner seconded, carried unanimously.
- IV. Manifest of Bills #6 for November 2017: Chris moved to accept, Dr. Ribner seconded, carried unanimously.
- V. Financial report: Ed reviewed early expense budget trends, most are running under budget, repairs running high. \$981,834.75 in library fund at end of October, 2017; \$25,000 more than last year. Paul moved to accept, Jo seconded, carried unanimously.
- VI. Old Business.
 - a. Parking lot: Ed, Paul, and Bob Costello met with Village of Endicott Board to present the parking lot proposal calling for the Library and the Village to split the local share of the costs. Village Board will vote on the proposal at their next meeting. Dr. Ribner moved to increase the library's amount to up to \$25,000, including amounts for lighting and landscaping design. Jo seconded, carried unanimously.
 - b. Paid Family Leave: Ed presented his findings. The library as a public employer does not have to comply, and since the Village carries the Library's disability insurance and the Village has opted out, the library cannot offer PFL unless it withdraws from Village disability insurance and acquires its own disability insurance. Ed reviewed costs and submitted summaries of PFL benefits. No action was taken to adopt PFL at this time.
 - c. Personnel Committee: Chris reviewed their first meeting. A timeline has been developed to fill the June 30, 2018 vacancy in the Library Director position. The Committee will meet with a representative from Civil Service soon.

- d. Elevator service contract: Ed never received a proposal from Thyssenkrupp. Dr. Ribner moved to accept the six-year service contract proposal from Schindler, with a 4% annual cap on increases, with an initial \$2,220.00 annual cost. Schindler also to provide free installation of emergency lowering battery. Chris seconded, carried unanimously.
- e. Homeless training: The Library Board unanimously requested access to the Dowd Homeless Training resource.

VII. New Business:

- a. Holiday party: The Library Board will provide refreshments for the staff on December 15.
- b. Jen Musa's term: Set to expire at the end of 2017. Jen graciously offered to renew her term and Ed will send his recommendation to the Village Board that they do so.
- c. TASC proposal: Jen presented her proposal she has developed in conjunction with BCC Professor Craig Jefferson to develop TASC (high school equivalency) training for our community utilizing the Library's Tech Center and various online resources. Jen, Ed and Professor Jefferson are on a Civic Responsibility Committee (not affiliated with the Library) tasked with improving the economic and social health of the Endicott area and its residents.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Jo motioned to adjourn at 8:30, Joe seconded, seconded, carried unanimously.

Emilie Chang, Secretary

Date

George F. Johnson Memorial Library Board Personnel Subcommittee Meeting

Chris Ryan

27 November 2017

1 Attendance

- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino
- ☒ Jo Whitney

and Jill Gardner from Broome County Civil Service

2 Location

George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

3 Civil service tutorial

The bulk of the meeting consisted of an excellent presentation by and conversation with Jill Gardner about the workings of the New York State Civil Service system and how it interfaces with our recruitment and hiring activities. The salient points include:

- The Board has flexibility regarding both the specific Civil Service title, and the salary range, for a new director.
- Any reference to a civil service “test” for this position actually refers to an assessment of training and experience; the applicants don’t need to sit for an actual exam.
- The well-known civil service “list” is a factor only if there are more than three people who meet the standards of the test.
- Ties are possible on the test, i.e. there could be more than three people among the “top three” scorers on the test. However, this is not anticipated.
- It is acceptable, and in fact commonplace, for a candidate to be hired and for the test to take place later. Prior to the test, the new director is in “provisional” status.

- After successfully meeting the standards of the test, the new director enters a “probationary” period, with fairly broad minimum and maximum limits that are at the discretion of the Board.

In summary, the recommended sequence of events is to advertise, search, interview, and identify a suitable candidate before requesting the test.

4 Advertisement

We reviewed the advertisement and discussed a few more modifications.

5 Timeline

We expect the advertisement to be ready ahead of schedule. We revised the target date for posting to *<2017-12-15 Fri>*.

6 Tasks

Chris share with or circulate among the members a copy of the Broome County Civil Service job application form.

All email to Chris two questions that you would like to include in interviews.

7 Next meeting

To be determined.



Minutes of the George F. Johnson Memorial Library Board meeting of
December 14, 2017

- I. Call to order by President Musa at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Absent: Jo Whitney,
- II. Reception of visitors: None.
- III. Approval of minutes from November 16, 2017: Paul moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills #7 for December 2017: Nadine moved to accept, Dr. Ribner seconded, carried unanimously.
- V. Financial report: Ed reviewed revenues most of which are running ahead of budget, and expenses, most are running under budget. \$892,604.31 in library fund at end of November, 2017; \$24,000 more than last year. Joe moved to accept, Christine seconded, carried unanimously.
- VI. Old Business.
 - a. Parking lot: Ed reported that the December 12 Village Board meeting was cancelled due to lack of quorum. The proposal is now due to be voted on at their January 9, 2018 meeting, which the Library Board may wish to attend.
 - b. Personnel Committee Meeting: Chris reported on a meeting with Broome County Personnel and on plans for advertising the director's position.
 - c. Holiday party: Scheduled for December 15.
- VII. New Business:
 - a. VHS/DVD conversion policy: Dr. Ribner moved to accept the draft policy, Nadine seconded, carried unanimously.
 - b. Speaker from the local Muslim community: Christine reported and will invite her to the February library board meeting.
 - c. Weiss Ratings online service: Ed reported on this product which will replace the current print subscriptions. Dr. Ribner advised against the Medigap ratings component. Ed will initiate the subscription.

- d. LyndaLearning online service: Ed reported on this line learning product. Consensus of the Board to proceed.
- e. June 2018 Saturday schedule: The Board confirmed the first Saturday the library will be closed will be June 30.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Chris motioned to adjourn at 8:10, Dr. Ribner seconded, seconded, carried unanimously.

Emilie Chang, Secretary

Date