

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, November 8, 2007

- I. Call to order by Vice President Alan Katz at 7:00 P.M.
Present: Paul Del Rosso, Alan Katz, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Library Director Ed Dunscombe. Excused: Denis Kovalich, Village Liaison Priscilla Garringer.
- II. Reception of visitors: None.
- III. Approval of minutes from October 11, 2007: Sara-Jo moved to accept, Paul seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2007 (revised): Marie moved to accept, Yvonne seconded, carried unanimously. Manifest of Bills # 6 for November, 2007: Jan moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance of \$758,480.28 in Library Funds as of 10/31/2007. Ed noted October salary and benefit expenses absent due to incompleteness of Village expense ledger. No revenue report as revenue ledger not received from Village. Ed noted we are half-way through fiscal year and budget lines appear in good shape. Sara-Jo moved to accept, Paul seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported supply delays have caused opening of rear entrance to be delayed until Nov. 21. BCK Architects are designing a library logo. Board will review completed logo and decide on appropriateness for placement on exterior of new rear lobby. Alternative is a plaque with G.F. Johnson profile and library-related quote.
 - b. Property/Liability insurance: Village Treasurer Tom Johnson reported the library's 2006-07 premium was low due to a possible miscalculation by the Village. The prevailing higher rate paid before and since that year is the correct premium.
 - c. Collection agency: Ed reported on use of Unique Collections by Broome County Public Library and Guernsey Library in Norwich. Ed reported some \$2500 in lost material on patron cards since September first. General discussion of fine and borrowing limits. Ed will contact 4cls libraries to learn if any are limiting number of items that can be borrowed, or dollar value of items that can be borrowed, and whether the automation system can enforce said limits. Ed will also contact Unique for a copy of their contract, a verification that they adhere to

state and federal collection laws, and a decision on whether the \$8.95 fee can be passed on to the delinquent borrower. Tabled till December.

d. County/Town funding: Ed reported on his conversation with attorney Ellen Bach in which she advised against sending proposed letter to Town arguing for Town-collection of full amount of library assessment and timely payment. Board decided not to send the letter, but Chris will frame a short letter we will send early every year to the Town formally requesting payment in full ASAP.

e. Village audit: No report.

f. Café: No report.

g. Policy manual audit: Ed presented the American Library Association's Code of Ethics. Sara-Jo moved to accept, Paul seconded, carried unanimously. Ed presented existing Confidentiality of Patron Records policy. Alan moved to accept as amended, Patrick seconded, carried unanimously. Ed presented new Safety policy. Board suggested implementation of policy on a trial basis with Ed to report back in June 2008 along with suggested revisions.

VII. New Business:

- a. Patron incident: Ed reported on subpoena from District Attorney's office for records of a particular library patron. Ed had subpoena reviewed by attorney Joe Meagher who advised compliance. Jeff Henry of 4cls automation staff assisted Ed in assembling records which were submitted to D.A.'s office via Endicott Police Department detectives.
- b. Activity reports: Ed submitted summation of activity in library (meetings, classes, etc.) for November. Will be submitted to Board monthly but will not be an agenda item.
- c. Director's vacation: Ed reported he will be out of town November 25 through December 2.
- d. Friends of Library fee waiver: Ed suggested waiver of non-resident fee for members of Friends of the Library Board. Alan suggested the Friends pay for their Board members fees out of Friends funds. Ed will make suggestion to Friends Board.
- e. 2008 Holiday Schedule: Ed submitted proposed holiday schedule for 2008. Same closed dates as 2007 (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve close at 5 PM, Thanksgiving Day, Christmas Eve and Christmas Day).

VIII. Other Business/Committee Reports:

- a. Long range plan of service: Ed reported on staff committee's recommendations. Chris noted general agreement with board committee's recommendations and that board committee would incorporate staff ideas into their plan. Chris enumerated further board committee ideas and advised that Board committee will report back when their plan is complete. Ed noted need to communicate with Budget Committee.
- b. 414 Committee: No report.
- c. Special district committee: No report.
- d. Adjournment: Marie moved to adjourn at 8:48, Jan seconded, carried.