

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, October 11, 2007

- I. Call to order by President Chris Ryan at 7:03 P.M.
Present: Paul Del Rosso, Alan Katz, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Village liaison Priscilla Garringer, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes from September 13, 2007, 2007: Marie moved to accept, Patrick seconded, carried unanimously.
- IV. Manifest of Bills #5 for October, 2007. Jan moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance of \$892,105.31 in Library Funds as of 9/30/2007. Budget adjustments noted. Alan moved to accept, Yvonne seconded, carried.
- VI. Old Business:
 - a. Elevator project: Elevator delivery delayed and projected for later this month. Access to rear door to be made available by November 1. Will need to close library for approximately four hours for electrical work. Lift due to arrive December 1; speculation rear portion of project will be complete before then. Discussion of sign and possible logo for outside of new lobby wall. Ed will discuss with architectural firm possible creation of logo and its inclusion on new wall. Discussion and approval of installation of door counters, Ed will report back if cost to exceed \$500.
 - b. Property/Liability insurance: Increase in library premium still under investigation.
 - c. Collection agency: Ed reported 4cls report showing 80 patrons since June with \$100 plus in overdue material. Ed collecting overdue notices for patrons with \$100 plus in overdue material as they occur. Ed will check with Broome County Public and Norwich libraries to learn the delinquency thresholds they use to refer patrons to collections. Alan noted need to adhere to Fair Credit law requirements. Unique Management Services Inc. not able to send representative to meet with Board.
 - d. County/Town funding: No response from attorneys. Ed will contact with deadline of October 19 for posting of return receipt letter, preferably on firm stationary, to Town detailing Board's stance on the

matter. Board will send letter as is if firm cannot meet this deadline.
Deadline for Town budget is November 20.

e. Village audit: No report.

f. Café: No report.

g. Sentry: Ed reported contract runs to 2010 with \$22.00 per month monitoring fee.

VII. New Business:

a. Policy manual review: Extended discussion of best manner to proceed. Ed will bring one policy per month to Board for review/approval. Ed submitted the American Library Association's "Library Bill of Rights" for formal adoption. Brief discussion of ramifications should controversial groups want to use meeting rooms. Yvonne moved to accept the document as written, Jan seconded, carried with Paul abstaining.

b. Formation of Budget Committee: Alan and Paul volunteered to serve with Ed on a Budget Committee charged with writing projected annual budgets through fiscal year 2012/13. These budgets will form the basis for library district 414 funding request at November 2008 vote. Ed will contact Alan and Paul to plan work.

VIII. Other Business/Committee Reports:

a. Long range plan of service: Chris reported preliminary findings of the Board's Long Range Plan Committee, including Jan and Paul. Plan will focus on Outreach, Physical Plant, Governance & Operations, Relationship with Your Home Public Library, and New Sources of Revenue. Ed will report on staff committee's report.

b. 414 Committee: No report.

c. Special district committee: No report.

d. Holiday tree: An artificial holiday tree has been donated and will be put up after Thanksgiving. Cathy has contacted Mom's House in hopes of decorating the tree with gift suggestion tags for their residents. Patrons could take the suggestion tags, purchase the book, and return to library for gift wrapping and delivery. General discussion of appropriateness of holiday tree in library. Seasonal, non-religious decorations will also be used. General consensus to proceed with concept.

e. Adjournment: Yvonne moved to adjourn at 9:30, Marie seconded, carried.