

Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 18, 2008 (rescheduled from December 11 due to inclement weather)

- I. Call to order by President Yvonne Slate at 7:15 P.M. Present: Paul Del Rosso, Jan Pecen, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe, Excused: Denis Kovalich, Marie McLean-Yurecka and Village liaison Frank Flint. Absent: Chris Ryan.
- II. Reception of visitors: None
- III. Minutes from November 13, 2008: Sara-Jo moved to accept, Paul seconded, carried unanimously.
- IV. Manifest of Bills #6 for November 2008 (revised). Brian moved to accept, Paul seconded, carried unanimously. #7 for December 2008: Paul moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance in library funds of \$652,679.50. Revenue and expense reports not received from Village. Review of six-month revenue and expense spending. Brian moved to accept, Paul seconded, carried unanimously. Ed suggested transfer of \$25,000 from Equipment line, \$12,000 from Book line, and \$3,000 from Liability Insurance line to Contracted Services line to accommodate legal expenses caused by Town of Union Board. Ed suggested transfer of \$1,000 from Telephone line to Postage line to cover anticipated shortfall. Brian moved to accept budget transfer recommendations, Sara-Jo seconded, carried unanimously.
- VI. Old Business:
 - a. Village audit: No report.
 - b. Café: Ed discussed self-service coffee option as opposed to a full-service café.
 - c. Health care costs: Ed submitted a report and requested the Board review for action during new budget deliberations. Question pertains to possible increase in employee share of premiums. Ed also noted Village is phasing-out the health insurance buyout. Board will need to decide whether it wishes to also implement these changes
 - d. Sick-time banks: Ed reported Village allows a loosely-structured system of permitting employees to borrow sick-time from other willing employees. No motion to so implement at library.

VII. New Business:

a. Policy review: Ed submitted reworded Circulation Policy, including the Confidentiality Policy. Fees for fax service to be changed to \$1.00 per page for first five pages, 25 cents per page thereafter. Ed will update attached fine list. Sara-Jo moved to accept, Paul seconded, carried unanimously.

b. Patron fall: Ed reported that a patron slipped and fell on a wet floor in the rear lobby. Report filed with insurance company. Patron declined medical attention. An additional floor mat has been installed.

c. Correspondence from 4cls: 4CLS Board President Bill Taber contacted member libraries to inform them of likely increases in fees 4cls charges member libraries due to NYS cutbacks in funding to systems. Noted was increase in processing fees from 75 cents to \$1.00 per item (excluding audio-visuals which do not receive physical processing).

d. Ed reported on a meeting with architect from Bearsch Compeau Knudson. BCK will study changes to HVAC system to provide better climate control in staff workroom, children's room, and George F. Johnson Room. Also noted BCK could perform a building study to focus on potential changes in building and related costs.

e. Ed noted new Gates Foundation computers are in place and being heavily used. Printing problems still being addressed.

f. BCPL/4CLS computer merge: Ed reported that BCPL patron and item databases are being merged with the 4CLS system. Bugs being worked out but should be a milestone improvement in area library service. Head of GFJ Circulation Department has volunteered to assist at BCPL on their "go-live" date (December 19). Ed will attend brief ceremony at BCPL.

VIII. Other Business/Committee Reports:

a. Long Range Plan of Service Committee: No report.

b. 414 Committee: Library attorney has submitted brief to Court of Appeals moving to block a second Town of Union appeal of their earlier legal defeats. Ed reported on the pathetic waste of taxpayer monies due to Town Board's continued efforts.

c. Special district committee: Ed reported on a meeting he had with 4CLS CEO David Karre and Your Home Public Library Director Steve Bachman. Ed distributed the Binghamton University intern's study to the Committee, The Committee will review this and related materials from NYS Division of Library Development and Ed and

Steve will work with Mr. Karre to set a February meeting with a State representative and representatives from other public libraries in Broome County to discuss the concept of a county-wide special legislative library district.

d. Adjournment: The Board enjoyed home-made Christmas cookies by Yvonne, following which Sara-Jo moved to adjourn at 8:44 P.M. Jan seconded, carried unanimously.

I HEREBY CERTIFY THAT THE ABOVE MINUTES OF THE GEORGE F. JOHNSON MEMORIAL LIBRARY BOARD ARE CORRECT:

Sara-Jo Sites

Library Board Secretary