

Minutes of the George F. Johnson Memorial Library Board meeting of  
Thursday, July 9, 2009

- I. Call to order by President Paul DelRosso at 7:00 P.M.  
Present: Paul Del Rosso, Marie McLean-Yurecka, Jan Pecen, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Brian Steele, Library Director Ed Dunscombe, Village Liaison Frank Flint, Clerk-Treasurer Anthony Bates. Absent: Chris Ryan. The meeting was preceded by the interview of a board applicant.
- II. Reception of visitors: The Board met with Village Clerk-Treasurer Anthony Bates. Discussion of proposal whereby the village would charge the library \$10,000 annually as follows: grounds work and snow removal: \$6,000; Reports/Payroll services: \$3,000; Treasurer Services: \$1,000.00. Anthony reviewed the chargebacks in place between the village and other independently-funded departments (water, light, and airport) and explained that the amount was set to reflect approximately one percent of the library budget.
- III. Approval of minutes of June 11, 2009: Sara-Jo moved to accept, Yvonne seconded, carried unanimously.
- IV. Manifest of Bills #2 for July 2009. Brian moved to accept, Sara-Jo seconded, carried unanimously.
- V. Financial report: Balance of \$954,681.01 in library funds as of June 30 (as reported to Ed following meeting). Revenue report not received from village. Brian moved to accept, Marie seconded, carried unanimously.
- VI. Old Business:
  - a. Village audit: Has been commenced and will include library fund.
  - b. Café: Taxing questions persist. Anthony offered to look into it.
  - c. Unique automation contract: Yvonne moved to accept, Marie seconded. Yvonne, Marie, Patrick and Sara-Jo voted yes, Brian, and Jan voted no, motion fails to obtain five votes need for passage. Ed . will check with clerical staff to get a better feel for how much time the manual process is taking, and gather expense and return information to date.
  - d. Vacant board seat: Brian moved to appoint Christine Brown to replace Denis Kovalich. Jan seconded, carried unanimously. Brian will contact both applicants and Ed will prepare a folder for Ms. Brown.
  - e. Mayor's chargeback proposal: As per conversation with Anthony Bates noted above.

f. Title search: Ed reported on the search as performed by Monroe Title. Indicates village owns the property but makes no mention of current building.

VII. New business:

- a. Policy review: Board continued review of confidentiality and circulation policies. Circulation policy revised to remove confidentiality portion and reference separate confidentiality policy. Ed will review NYS Confidentiality Law and report back to Board. Discussion of requiring presentation of card in order to transact, and to permit use of other person's cards only when picking-up reserves. Tabled.
- b. Sunshine Fund: Board members will collect annually and leave funds with director. Director will communicate with board as occasions dictating expenditure of funds occur. Ed will provide the Secretary with a roster of employees along with their anniversary and birth dates for recognition.
- c. Review of trustee workshop: Ed distributed copies of handout courtesy of Paul. Paul and Ed reported on satisfactory review of liability insurance as applies to directors and officers. Ed reported 4CLS has offsite backups of patron and bibliographic databases. Anthony indicated village does not have offsite backup of records to his knowledge.
- d. Construction grant application: Ed reviewed the construction grant application for remodeling of the four bathrooms. Project estimated to cost \$100,000 with roughly half coming from NYS grant. Contractor's quote due soon and preliminary work is being done by Bearsch Compeau Knudson with Bob Costello lead architect. Brian moved to accept the application, Sara-Jo seconded, carried unanimously.
- e. Non-profit study: Ed reported on correspondence from South Central New York Nonprofit Executive Director's Group. Group is planning a study to be conducted in conjunction with Binghamton University to analyze quality of life and economic impact of area nonprofits. Yvonne moved to allocate \$200.00 to the study, providing it will include specifics relating to libraries. Jan seconded, carried unanimously save for Brian's abstention.

VIII Other Business/Committee Reports \_\_\_\_\_

- a. Long range Plan of Service Committee: No report.
- b. Budget Committee: No report.
- c. 414 Committee: No report.

- d. Special District Committee: Ed reported still awaiting response from BCPL board.
  - e. Patron report: Discussion of moving fines from child's card to parent's card. Board decided to forgive fines on child's card, place note regarding incident on parent's card. Grandparent to provide proof of guardianship.
  - f. Vacation time: Board clarified vacation hours should be a multiple of number of hours worked in standard employee work week.
  - g. Color copies: Board directed Ed to pursue switching to color copies in adult room at 15 cents per. Three free copies in adult room to be dropped if color copies are initiated.
- IX. Adjournment: Sara-~~Ed~~ moved to adjourn at 9:20 PM. <sup>Patrick M</sup>~~Sara-Ed~~ seconded, carried unanimously.



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Brian Steele, Secretary, George F. Johnson Memorial Library