



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.

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Emilie Chang, Secretary

Date