



Minutes of the George F. Johnson Memorial Library Board meeting of March 15, 2018.

- I. Call to order by President Musa at 7:00 PM.
Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Excused: Jo Whitney.
- II. Reception of visitors: Jennifer introduced Lisa Strahley, SUNY Broome Civic Engagement Coordinator who discussed The Literacy Legacy Project, designed to foster early childhood development through reading. GFJ Library looks forward to partnering with the LLP on this critical effort. GFJ Children's Department Head Sara-Jo Sites attended and provided insights on GFJ's long-standing involvement with early childhood literacy. Library patron and Friends of the Library volunteer Cyndi Jones was also in attendance.
- III. Approval of minutes from February 15, 2018: Dr. Ribner moved to accept, Joe seconded, carried unanimously. Paul moved to accept the February 3, 10, and 15 minutes of the Personnel Committee; Christine seconded, carried unanimously.
- IV. Manifest of Bills #10 for March, 2018. Nadine moved to accept, Dr. Ribner seconded, carried unanimously
- V. Financial report: Ed reviewed revenues and expenses, highlighting lines running ahead or behind budget. \$608,589.25 in library fund at end of February 2018, 27,000 more than last year. The Town of Union library district check arrived in March and has been deposited but is not reflected in the above fund total. Joe moved to accept, Dr. Ribner seconded, carried unanimously.
- VI. Old Business.
 - a. Parking lot: Ed updated the board on progress. L2 Studio will be conducting surveys and soil borings on the property and will be able to provide the required contractor estimate on time for grant submission. The Board requested Ed obtain an estimate from L2 Studio on when the contractor's estimate might be available.
 - b. Personnel Committee: Chris moved to go into Executive Session to discuss a personnel matter, Dr. Ribner seconded, carried

unanimously. Session lasted approximately forty-five minutes. Chris moved to exit Executive Session, Dr. Ribner seconded, carried unanimously. Chris moved to fix the salary for the new Library Director at \$68,000 annually; Dr. Ribner seconded, carried unanimously. Chris moved to authorize up to \$3000 for relocation expenses; Nadine seconded, carried unanimously. Chris moved to create a temporary position of Assistant to the Director at the rate of \$68,000 annually to last for about two weeks, commencing about June 18; Dr. Ribner seconded, carried unanimously. Chris moved that the probationary status of the new Library Director would run through April 30, 2019; Christine seconded, carried unanimously.

- c. 2018-19 budget: Ed distributed slightly revised expense figures, with additional funds to pay for the new telephone equipment (approximately \$65.78 per month for twenty-four months), and increased NYS Retirement System costs as estimated by the Village Treasurer. General discussion on raises and health insurance. Ed will report back on the percentage of health insurance paid by employees in other Village of Endicott departments. Tabled.
- d. Library fund: Ed distributed copies of NYS Comptroller's Opinion 91-57, addressing whether or not municipal public library funds should be kept physically separate from other municipal funds. The gist is that they do not have to be, but that the library board can require that they be so separated if they so desire. Ed has requested a copy of the earlier Opinion 86-54 which also pertains to this question. Ed will benchmark how some earlier library fund figures as reported by the Village compare to his records on library revenue/expense.

VII. New Business:

- a. New voucher software: The Village is acquiring new financial software which is also used by the library. Library's cost for the package will be \$2400, payable in two payments of \$1200 each, hopefully out of the current 2017-18 budget.
- b. 2018-19 officers: General discussion. Tabled.
- c. Tech Center Coordinator position: Joanna Bachman will resign her position effective April 6 to pursue academic interests. Ed will assign Kenny Roman to the post with an additional ten hours per week, bringing his regular number of weekly hours to thirty-one. Kenny is looking forward to the expanded responsibility. The position will be reviewed by Ed and Kenny to determine if the added ten hours are sufficient.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Dr. Ribner moved to adjourn at 9:30, Joe seconded, carried unanimously.

Emilie Chang, Secretary

Date