

Minutes of the George F. Johnson Memorial Library Board meeting of
Thursday, September 13, 2007

- I. Call to order by President Chris Ryan at 7:02 P.M.
Present: Paul Del Rosso, Denis Kovalich, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Library Director Ed Dunscombe. Excused: Alan Katz, Yvonne Slate.
- II. Reception of visitors: None.
- III. Approval of minutes from July 12, 2007: Sara-Jo moved to accept, Marie seconded, carried unanimously.
- IV. Manifest of Bills #3 for August, 2007 & #4 for September, 2007: Marie moved to accept, Patrick seconded, carried unanimously.
- V. Financial report: Balance of \$923,892.09 in Library Funds as of 8/31/2007. Ed noted that spending is running under budget and revenues ahead of projections. Ed noted we are over budget in our general repair and maintenance line due to breakdowns in the HVAC system. Ed asked the Board to authorize transfer \$2000 from the equipment repair line and \$1,000 from the periodicals line to the general repair and maintenance line. Paul noted this might mask the overspending in the general repair line, but it was pointed out that budget adjustments are readily noticeable on the budget spreadsheet, and that the village would transfer funds to make up the difference if we did not. Patrick moved to make the transfers, Sara-Jo seconded, carried with Paul voting nay. Marie moved to accept the financial report, Jan seconded, carried unanimously.
- VI. Old Business:
 - a. Elevator project: Ed reported good progress is being made on the elevator portion of the project, but we are awaiting a variance on the vertical travel of the lift. Project foreman indicated project completion about December 1 with no reason given for delay. Ed will check contract to see if a completion date is listed, Chris will write a letter requesting a revised completion date, and Ed will raise the question at his meeting with the contractor and architect on Sept. 21.
 - b. Property/Liability insurance: Increase in library premium still under investigation.
 - c. Envisionware: Ed presented Envisionware policies, written by Cathy Seary, Sara-Jo and Yvonne, for approval. Paul moved to accept, Denis seconded, carried. Ed and Sara-Jo noted staff is very pleased with the system. Print control in children's room and filtering interface still being worked on.

d. Board President Archives: No suggestions. Ed noted 2007 minutes and 2004, 2005, and 2006 annual reports are now available on the library web site. Ed will add items as requested by Board.

e. Collection agency: General discussion. Ed will contact Unique Management Services Inc. for presentation at future meeting.

f. County/Town funding: Extended discussion. Chris has sent thank-you letters for favorable library legislation to representatives. Ed will send a copy of proposed letter to Town of Union Board to attorney for review and recommendation.

g. Village audit: No word on a start date.

h. Café: No report.

i. Prior approval on spending: Paul presented his policy. Sara-Jo moved to up the amount requiring approval from \$1500 to \$2500. Marie seconded, carried unanimously. Paul will distribute revised copies.

VII. New Business:

a. Security system: Ed presented a proposal from Sentry Alarms for a door/window security system with monitoring along with existing Sentry monitoring. Paul questioned current contract expiration date, Ed will report back. Tabled until completion of construction project.

b. Policy manual review: Chris reported on effort to review and revise the library policy manual as a long-term project.

VIII. Other Business/Committee Reports:

a. Long range plan of service: Ed reported he, Sara-Jo and key staff had a preliminary meeting at which Ed requested staff input for new/expanded services and/or capital projects. Board committee will report in October.

b. 414 Committee: No report. Ed informed the Board of a letter from Steve Bachman at Your Home Public Library that YHPL will need to go for a 414 increase vote in November 2008. Ed requested Board input in creation of projected budgets to run through May 2013. Brief discussion of petition requirements.

c. Special district committee: YHPL Board open to reconsideration of Special District following 2008 414 vote.

VIII. Adjournment: Sara-Jo moved to adjourn at 9:30 PM, Marie seconded, carried unanimously.