

Minutes of the George F. Johnson Memorial Library Board meeting of  
Thursday, June 12, 2008

- I. Call to order by President Chris Ryan at 7:03 P.M.  
Present: Paul Del Rosso, Marie McLean-Yurecka, Jan Pecen, Chris Ryan, Patrick Schafer, Sara-Jo Sites, Yvonne Slate, Board nominee Brian Steele, Library Director Ed Dunscombe. Excused: Denis Kovalich.
- II. Reception of visitors: None.
- III. Election of officers: Sara-Jo moved to accept the slate of Yvonne as President and Paul as Vice-President. Patrick seconded, carried unanimously.
- IV. Approval of minutes from May 8, 2008: Marie moved to accept, Paul, seconded, carried unanimously.
- V. Manifest of Bills #13 for May 2008: Chris moved to accept, Sara-Jo seconded, carried unanimously. #1 for June 2008: Chris moved to accept, Jan seconded, carried unanimously.
- VI. Financial report: Balance of \$962,594.98 in Library Funds as of 5/31/2008. Second of County library aid installments received. Revenue report not received from Village Treasurer. Patrick moved to accept report, Sara-Jo seconded, carried unanimously.
- VII. Old Business:
  - a. Village audit: No report.
  - b. Café: No report.
  - c. Policy manual audit: Ed reported Village Attorney has reviewed proposed Family & Medical Leave policy and suggested no changes. Chris moved to accept, Patrick seconded, carried unanimously. Ed reported Safety Policy has been working well and recommended its adoption as is. Sara Jo moved to accept the policy, Paul seconded, carried unanimously.
  - d. Board Vacancy: No response from Town of Union on Brian's appointment to fill Alan Katz' vacant seat to expire December 31, 2008. Jan moved to appoint Brian, Patrick seconded, carried unanimously. Ed noted recommendation from Council of Community Services of New York State Inc. that non-profit boards should have a person functioning in the office of Secretary. According to GFJ Bylaws the President may appoint a Secretary. Yvonne appointed Sara-Jo to the office of Secretary. The Board discussed general succession of Vice-President to President and Secretary to Vice-President.

e. Unique Management Services: Ed reported on three-month trial period. Fifty-nine accounts submitted, 45 accounts in process, 14 incorrect addresses. \$4,993.93 submitted for collection, \$1,301.84 dollars in “skips” (from incorrect addresses). \$226.59 collected, \$568.46 in materials returned, \$106.91 in fines waived. 44.44% of submitted accounts activated (not including “skips”). Jan moved to sign the agreement to continue with Unique, pending clarification of several items in the three-month trial period report. Sara-Jo seconded, carried unanimously.

VIII. New Business:

a. Personnel change: Ed reported the June 21 resignation of Julie Conklin. Ed noted various options for staffing Julie’s hours. Temporary coverage will be by Erin Singleton, potentially through December 21, pending Brooke Butler’s leave status.

IX. Other Business/Committee Reports:

- a. Long Range Plan of Service Committee: No report.
- b. 414 Committee: Funding proposition petitions are being circulated. Discussion of the petition effort.
- c. Special district committee: No report.
- a. Adjournment: Jan moved to adjourn at 8:45, Marie seconded, carried unanimously.

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

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Library Board Secretary