



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, December 10, 2015

- I. Call to order by President Herceg at 7:02 PM.
Present: Gary Beattie, Paul DelRosso, Nadine Herceg, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe. Excused: Christine Brown, Marie McLean-Yurecka.
Reception of visitors: None.
- II. Approval of minutes from November 12, 2015: Jen moved to accept, Paul seconded, carried unanimously.
- III. Manifest of Bills #6 for November 2015 (revised): Patrick moved to accept, Jo seconded, carried unanimously. #7 for December 2015: Gary moved to accept, Jen seconded, carried unanimously.
- IV. Financial report: Ed reviewed revenue and expense projections, all trending well. Fund balance at end of November \$845,367.23. Jo moved to accept, Gary seconded, carried unanimously.
- V. Old Business:
 - a. Expiring terms: Chris informed the board he could no longer meet on the second Thursday of the month due to a conflict in his schedule. Patrick motioned to move the regular meeting date to the third Thursday. Gary seconded, carried unanimously. Ed will forward the names of Chris and Paul to the Mayor and Village Board for recommended reappointment.
 - b. Retiree health insurance: Ed reported the changeover is proceeding well and should be in place by January 1, 2016.
 - c. Holiday party: Scheduled for December 17. The board will be bringing in refreshments starting at 10:30 AM.
 - d. 2016 calendar: Ed suggested that the board consider closing the library on December 26, 2016 and January 2, 2017 due to the fact that the holidays fall on a Sunday. Approved by consensus.
- VI. New Business
 - a. June 2016 personnel change: Ed, with regret, informed the board of the pending retirement of Library Assistant Donna Shofkom following thirty-five years of impeccable service.
 - b. Friends of the Library bench request: Ed told the board of a request by the Friends group to place a bench near the rear library entrance, at their expense. There were no objections.

- c. 4CLS/BCPL administrative fee: Ed read a letter from 4CLS Executive Director Steve Bachman discussing the reluctance of BCPL to pay the 4CLS administrative fee and the repercussions should that decision stand.
- d. Public computer change: Ed discussed his decision to institute automated extensions of computer sessions from sixty to ninety minutes, with no additional extensions except for pre-arranged proctored tests. There were no objections.
- e. Substitute clerks: Ed discussed the advantages of having substitute clerks available to meet sporadic staffing needs, as well as the difficulty in finding qualified candidates due to the intermittent nature of the position. Ed identified a candidate who happens to be the child of a current employee, but the board declined to grant its waiver of Section 304 of the GFJ Employee Handbook which otherwise prevents the hiring of close relatives of staff.

VII. Other Business/Committee Reports

Health Insurance Committee: See above.

- IX Adjournment: Jo moved to adjourn at 8:31, Jen seconded, carried unanimously.

Marie McLean-Yurecka, Secretary

Date