



Minutes of the George F. Johnson Memorial Library Board meeting of Thursday, February 12, 2015

- I. Call to order by President Beattie at 7:03 PM.
Present: Gary Beattie, Christine Brown, Paul DelRosso, Nadine Herceg, Marie McLean-Yurecka, Jen Musa, Chris Ryan, Patrick Schafer, Jo Whitney, Library Director Ed Dunscombe.
- II. Reception of visitors: None.
- III. Approval of minutes from January 8, 2015: Nadine moved to accept, Christine seconded, carried unanimously.
- IV. Manifest of Bills #8 for January 2015 (revised): Christine moved to accept, Jo seconded, carried unanimously. #9 for February 2015: Paul moved to accept, Jen seconded, carried unanimously.
- V. Financial report: Fund balance at end of January \$626,929.20. Joe moved to accept, Nadine seconded, carried unanimously.
- VI. Old Business
 - a. Lighting project: All but a few of the new lights have been installed.
 - b. Parking lot project: Ed and Bob Costello met with the Village Board January 8 and informed them of the opportunity to pursue a grant to cover much of the cost. Seeking to partner with Village and Town of Union on local share of cost. Village will contact the Town to gauge their interest.
 - c. Employee handbook: Work is proceeding.
 - d. Whistleblower policy: Ed distributed opinion of Village Attorney on section of draft policy relating to executive session. Jen moved to accept the policy changed so that distribution to staff is included as part of the employee handbook. Christine seconded, carried unanimously.
 - e. Cleaning service: Night Shift was the only bidder and their proposal has been accepted.
 - f. Special district: Ed reported on meetings with Assemblywoman Lupardo and an aid to Senator Libous. Recent problems have surface with County involvement. Paul suggested Four County might be able to act as a lead agency in the effort instead of Broome County. A theoretical draft budget for the 2016 year was distributed by Ed.

- g. HVAC unit in staff room: Ed presented proposals from four local vendors. Paul moved to accept ANC's proposal, second lowest of the four. Nadine seconded, carried unanimously. The low bid included a smaller unit than the other three.
- h. Minimum wage implications: Ed presented a proposal to increase some of the lower-end salaries in order to maintain an acceptable gap between them and the new minimum. Will be considered further during budget preparations.

VII. New Business

- a. Conflict of interest forms: Ed distributed copies and reminded the board to return their certifications.
- b. Tech Center: New staffing is in place due to a resignation. Two potential volunteers from Binghamton University being interviewed.
- c. Budget: Ed distributed a draft 2015-16 budget.
- d. Children's Room carpet: Ed noted need to replace and distributed a proposal by Endwell Rug under a NYS contract. Ed will check the library procurement policy and square foot price.

VIII. Other Business/Committee Reports

- a. Special District Committee: See above.

IX. Adjournment: Jo motioned to adjourn at 8:26, Marie seconded, carried unanimously.

Christine Brown, Secretary

Date