

CVW Long Lake Public Library

BOARD MINUTES

Wednesday, August 28, 2013 7:00 pm

APPROVED
SEPTEMBER 17, 2013

ROLL:

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Adele Williams	Present
Secretary, Jules Comeau	Present
Trustee, Marty Friedman	Present

Emily Farr, Library Director
Sue Kunzmann, Clerk

Dona Hall
Donna McBride
Doug Blodgett
Christine LaRocque (for a short time)

President Lorrie Hosley called the meeting to order at 7:05 pm

AGENDA AND MINUTES:

Approved: On Motion by Jules, seconded by Adele, with all in favor of adopting the **Agenda** for the August 28, 2013 meeting

In the future, Sue will e mail copies of the **Agenda** to the Board, and put copies of the attachments in each Board Member's mailbox at the library.

Approved: On Motion by Adele, seconded by Ed, with all in favor of approving the **Minutes** of the July 25, 2013 meeting

Draft Minutes are sent to the Board via e mail; changes and corrections are to be made within two weeks.

Adele would like the **meetings to be posted** on our sandwich board.

APPOINTMENT OF NEW BOARD MEMBER:

Approved: On Motion by Ed, seconded by Jules, with all in favor of appointing Marty Friedman as a Member of the Library Board of Trustees. Marty's term will run until May 2014, when the next election will be held.

PUBLIC EXPRESSION:

Dona Hall expressed concern for the employees, patrons and books because of the presence of mold in the basement. Marty said that the issue will be discussed by the Town Board at their monthly meeting, which will begin at 7:30. He asked for permission to leave the Library Board meeting to attend that meeting.

CORRESPONDENCE:

Sue Kunzmann will send thank you notes in Lorrie's name to:

Miranda LaVine for donation of Smokey the Bear stuffed animal

Tony Holtzman for donation of Adirondack Trilogy books

Gilchrist family for their donation of \$50.00

McNamara family for their donation of a picnic table

DIRECTOR'S REPORT:

Approved: On Motion by Lorrie, seconded by Jules, with all in favor of Approving the **Expenditures** for the period 7/26/13 through 8/28/13

Emily will contact **Sara Dallas**, director of SALS, to visit the library in September

Regular **Board Meetings** will be held the third Tuesday of the Month at 7:00 pm. Future Meetings will be

Tuesday, September 17, 2013

Tuesday, October 15, 2013

Tuesday, November 12, 2013 (note that this is the 2nd Tuesday of November)

Finance Committee meetings will be held the second Thursday of the month at 4:00 pm.

Someone from **ANCA Scenic Byways** will visit the library on Thursday to determine handicap accessibility of the library for inclusion in a brochure.

The bus from **Newcomb** comes to Long Lake on Friday mornings at 10:00 am. Emily will greet the people on the bus, and give them library brochures, and answer any questions, with the hope that some of the people on the bus will visit the library during their trip to Long Lake.

The **Friends** have asked Emily for a "wish list". She reported that she told them the library would like a fireplace insert, a new camera, and two easels – one tabletop and one sturdy floor model.

COMMITTEE REPORTS:

FINANCE:

Adele and Jules are working on the committee's Roles and Responsibilities.

Ray Martin, CPA, is the (paid) Treasurer of the Board. Ray has suggested that the Board contact Mike O' Connor to determine where the investments should be placed. Jules will contact Mike.

A possibility is a ladder of Certificates of Deposit.

Adele is following reports that the FDIC insurance will be lowered from \$250,000 to \$100,000 on January 1, 2014 as she is concerned about the pledged collateral.

Reports from Community Bank are received monthly, except for savings, which are received every 6 months.

There is a Finance Notebook in the workroom.

The Budget may be amended quarterly. The next quarter ends 9/30/13. The Budget vs. Actual report would show necessary changes to the Budget.

A new wireless printer was purchased, and placed in the equipment line item.

At this point, Marty left the meeting to attend the Town Board meeting.

PERSONNEL:

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of adopting the **Personnel Committee Roles and Responsibilities.**

BUILDINGS AND GROUNDS:

The Buildings and Grounds Committee, Ed, Marty and John Hosley, along with Lorrie and Emily, met with Clark Seaman and Lew Plumley of the Town Board in the Supervisor's office on August 8, 2013 to discuss the Masonic Hall property. The building is owned by the Town. The Committee made the Town aware of concerns regarding the mold growth in the basement of the Masonic Hall building, and safety issues due to the uneven asphalt in the parking lot. The mold growth is causing concern because of health issues to the employees and members of the public in the library, and also because, once the heat is turned on, the spores will spread within the building, possibly damaging the books. The mold must be eliminated as quickly as possible. Collectively it was agreed that Ed Koch would secure independent professional inspections and reports to determine if mold is present and, if so, what remediation methods would be required and the cost to perform the necessary services.

Ed did receive two reports, sent them to the Town, and the issue will be discussed at the Town Board meeting tonight. The report from Rockwood Environmental Solutions details mold remediation for a cost of about \$3,000; the report from Adirondack Basement Systems details water intrusion control for a cost of about \$16,000.

The Town will look at the parking lot. If the Town has any cold patch available, that might correct the parking lot issues.

The Supervisor reminded everyone that the Town promised the public that, following the passage of the proposition for the library to become a school district public library, the Town would eliminate that line in its budget. Clark Seaman said that the Town may be able to use discretionary funds to perform work in the basement depending on the costs involved.

Adele wondered about mold spores dispersing into the first and second floors of the building, especially once the heat is turned on in the fall. She asked about painting the basement walls. Ed said that the mold is not just on the surface of the walls because stone and mortar are porous and the mold penetrates into the wall.

POLICIES:

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of adopting the **Committee Roles and Responsibilities**

Audiovisual Policy of the Program Committee, dated June 4, 2013, states that the AV equipment will not be loaned to the public.

PROGRAM:

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of adopting the **Program Roles and Responsibilities** and **Program Overview and Guidelines.**

Discussion about **Monday Hours** was tabled.

The **Book Discussion Group** will become a library program and meet on the third Wednesday of each month at 5:00 pm.

LONG RANGE PLANNING:

Adele will work on the Committee's Roles and Responsibilities

The committee is Adele, Sally Long, John Gocke, and Sue Lombardi, who is a grant writer.

OTHER:

The Buildings and Grounds Committee will work on a **Lease** Agreement with the Town, and will involve our Attorney.

Emily and Sue will work on a **Quarterly Newsletter**.

The Board declined **Ron Paterno's** request to put a plaque in the library honoring Linda Vaughn for donating money to the Adirondack Museum and to the Wild Center. Money was not left to the library, so the thought was that the Paterno family could purchase a brick to honor Linda.

The **Eastern Stars** will meet twice in September at 7:00, after the library is closed. The Board felt that a library employee should be in the building during the meetings as the Eastern Stars use the bathroom in the library. A request will be made to the Eastern Stars to either change their meeting time to when the library is open, or make a contribution to cover staffing.

PUBLIC EXPRESSION:

Donna McBride reported that she attended the Town Board meeting for the discussion of the mold in the Masonic Hall Building. Craig Seaman did not think that the mold was a serious problem, and the Town would not want to absorb the cost of over \$10,000.

The issue was tabled by the Town until their next meeting on September 11, 2013..

Marty Friedman stated that licensed mold remediation contractors have stated that there is a mold problem in the building, and that a health issue is present.

Adjournment: On motion by Lorrie, seconded by Adele, with all in favor, the Board adjourned at 8:30 pm

Next Meeting: Tuesday, September 17, 2013 at 7:00 pm