

CVW Long Lake Public Library

BOARD MINUTES

Thursday, July 11, 2013 6:00 pm

**APPROVED
July 25, 2013**

ROLL:

Past President, Steve Signell	Present
President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Adele Williams	Present
Secretary, Jules Comeau	Present

Emily Farr, Library Director
Sue Kunzmann, Clerk

John Hosley, Building & Grounds Committee

Dona Hall
Donna McBride

President Steve Signell called the meeting to order at 6:15 pm

AGENDA AND MINUTES:

Approved: On Motion by Lorrie, seconded by Steve, with all in favor of adopting the **Agenda** for the July 11, 2013 meeting

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of approving the **Minutes** for the June 27, 2013 meeting

ELECTION OF OFFICERS:

President:

Adele nominated Lorrie, Jules seconded the nomination
Ed nominated himself, Lorrie seconded the nomination
The vote was 3 for Lorrie and 1 for Ed
President – Lorrie Hosley

Slate of Other Officers:

Vice President – Ed Koch
Vice President of Finance – Adele Williams
Secretary – Jules Comeau
Treasurer – Ray Martin, CPA

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of accepting the **Slate of Officers**

Steve then turned the meeting over to Lorrie as President

COMMITTEE CHAIRS:

Chairs of the committees were determined

Finance: Jules, Chairman with Adele as member

Personnel: Lorrie

Buildings & Grounds: Ed

Policies: Lorrie

Program: Jules

Long Range Planning: Adele

Friends – Originally there was a Board Member acting as liaison with the Friends, but that position was eliminated in order to allow the Friends to act independently in their role in fundraising.

The Board Members are the chairpersons of the committees; members of the public may serve on these committees. Any committee action between Board Meetings should be reported on at the next Board Meeting.

FINANCE:

Adele, Lorrie and Emily met on Wednesday, July 10, 2013 to go over finances

Card Holders:

Since the cost of the card holders (100 at \$3.09 each) is less than Emily's discretionary \$500, no motion was needed.

There was a discussion about the distribution of the card holders. The library might sell them with or without flash drives. Some may be given as gifts to recognize patrons.

Computer Replacement:

The library's computers are on a three year replacement schedule with SALS, and the cost of the ones needing replacement this year is \$5,358.

Emily will ask Mary Ann Roche, as President of the Friends, if they will help with the cost this year.

In the future, there will be a line item in the Budget for Computer Replacement, and that money will be held for three years.

PROGRAM:

Emily asked if the Board would approve the Program Expenses for July and August in the amount of \$2,395. This amount is within the budget and would allow payment in a timely fashion.

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of approving the **Program Expenses** for July and August.

Book Discussion:

Approved: On Motion by Lorrie, seconded by Adele seconded, with all in favor of forwarding the memo that Micaela Hall wrote to the **Book Discussion Group** about the possibility of becoming a Library Program, as well as the guidelines for becoming a Library Program.

BUILDINGS & GROUNDS:

Steve and John Hosley discussed issues with the building and grounds.

Town owns the building, which is called the Masonic Temple. The library has a 30 year lease, which is renewable in the event neither party objects. There is no rent.

The library's lawyer has drafted a new lease which spells out what each party is responsible for. The Town has given that lease to their lawyer. Our lawyer is wondering if an intermunicipal agreement would be better.

The library budgets for the utilities. The lease spells out that the library is responsible for grass cutting and snow shoveling, and the Town plows and landscapes.

For items such as the roof or furnace, the library does not have much of a say since the Town owns the building. The Friends have provided some items (lighting) and we have received grants for other items.

The library has paid for the addition and the solarium.

Clark Seaman, Supervisor, has appointed Lew Plumley, Councilman, as the point person for the Town, and Chad Baker does the work for the Town at the library, such as replacing the bilco door.

The Library's budget for Building and Grounds is limited. It is difficult to get the Town to respond to the library's needs in a timely fashion.

For long range planning, there should be a meeting between the Town, library and Masons. If a meeting is scheduled on a Friday, our lawyer would be able to attend. He said that meeting would be included in his fee.

John said that the Town will have to be forced to make any changes to the situation. He said that the attitude of the Town is that the building is an albatross. Even though the Town owns the building, the Town will not face up to the problems. The library cannot afford to take over the building. The Masons still do meet on the second floor. John felt that the town board would not want to be involved in the library taking over the building for political reasons.

OTHER BUSINESS:

Adele proposed that the library distribute a quarterly newsletter in order to get the word out to the public about the benefits of the library.

She also mentioned that the library is not prevented from fundraising, and perhaps the library could pursue raising money for a specific project.

Emily stated that on Wednesday, July 10, 2013 there were 158 people visiting the library in the four hours the library was open. She also stated that there was nowhere to park.

Steve Signell read his resignation letter.

Adele thanked Steve for his service to the library.

The next Board Meeting will be Thursday, July 25, 2013 at 6:00 pm
The following one will be Wednesday, August 28, 2013 at 7:00 pm

Adjournment: On motion by Lorrie, seconded by Adele, with all in favor, the Board adjourned at 7:30 pm