

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, December 15, 2015 7:00 pm**

**APPROVED  
JANUARY 19, 2016**

**ROLL:**

President, Ed Koch	Present
Vice President, Marty Friedman	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Abbie Verner	Absent

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Donna McBride  
Patty Farrell

President Ed Koch called the meeting to order at 7:08 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the December 15, 2015 meeting

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the November 17, 2015 meeting

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period November 18, 2015 through December 15, 2015

The package of invoices sent to Ray Martin's office was again delayed by the Post Office. Marty volunteered to deliver the information to Ray Martin's office in the future.

Christine said that the receipt for itunes in the amount of \$9.99 was sent to Ray Martin. This was for the download of music for the ALCA DEC Grant application.

Christine also said that our phone bill will be reduced by \$22.50, for a monthly charge of \$160.26

**PUBLIC EXPRESSION:**

Donna McBride said that the SALS website still shows circulation information from 2013. Christine told her that the website is maintained and updated by SALS.

Patty Farrell commented about the potential ownership of the building. She is concerned as a taxpayer about additional taxes that might be necessary if the library owns the building and wondered why the library would want to own the building.

**MANAGER'S REPORT:**

She said that SALS is having a Long Range Planning meeting on March 9, 2016. She and one trustee are invited.

Cards were sent to Ray Martin, Brian Dukett, Sue Svoboda and Bob Schofield.

She is pursuing a new contract with RICOH.

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of approving the purchase of 2 wreaths made by Sam Keller, and sold by the Friends of the Long Lake Library, for an amount not to exceed \$50.

**PRESIDENT'S REPORT:**

Ed said that Jackie Mallery asked him if the Friends Board could have a joint meeting at the next Library Board meeting. The Board agreed to put them on the Agenda after the first Period of Public Expression.

Ed will report on his conversation with Bob Schofield about the library accounts at the January meeting.

Ed will research the advantages of belonging to the Library Trustees Association, as the cost seems expensive.

**COMMITTEE REPORTS:****FINANCE:**

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of approving the **removal of Surplus Material.**

Christine said that the front book drop sees little use and is rusting. The Board asked her to contact other libraries to see if any would like it, and if no one claims it within 30 days, to take it to the dump. Christine will call the two people who normally use the front book drop.

**BUILDINGS & GROUNDS:**

Tom reported that BJ Queen has looked at the needs of the library for air conditioning, and is recommending smaller units than what were in the Grant Application. The revised quote will show two 18,000 btu units, and will have their own 20 amp circuit. They will be 40 x 12 ½ x 10 inches deep, and will fit nicely above the windows. A new quote will be received.

NYSEG told Christine that the light bulbs were sent last week.

Tom said that he has received two quotes for the refinishing of the floors. Boushie quoted \$2/square foot for 5 coats of poly. The area is about 2400 square feet. The other quote was from Brandon Moeller, and was \$3/square foot for 3 coats. The Board agreed that \$5000 is too much.

Ed will meet with Kevin to discuss other options – purchasing a buffer, borrowing one or refinishing the floors. Ed said he knows of a product that might suffice.

Marty will ask Clark if the library may borrow the Town's buffer.

**PROGRAM:**

Christine said that the coffee house program had over 50 people in attendance.

The bake sale at the library on the day of the Friends Tree and Wreath sale earned about \$150.

**STRATEGIC PLANNING:**

Marty said that if the library had use of the firehouse space, more people could attend programs. He said that the building was quite full for the coffee house.

The first Switchboard email is ready to be released. The second one will have the rules to use the Switchboard.

Marty said that Clark is waiting to act on the building ownership issue until the time period for the permissive referendum has expired. Bob Schofield should then hear from Carl Ferrentino, the attorney for the Town.

**PUBLIC EXPRESSION:**

Patty Farrell asked about the reason for the library wanting the firehouse space. Marty told her that his goal as the chair of the Strategic Planning Committee is to expand the library services and the physical plant.

**Next Meeting: Tuesday, January 19, 2016 at 7:00 pm**

**Adjournment:** On Motion by Jules, seconded by Tom, with all in favor, the Board adjourned at 8:50 pm