

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, July 15, 2014 7:00 pm**

**APPROVED**  
**AUGUST 26, 2014**

**ROLL:**

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

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Donna McBride

President Lorrie Hosley called the meeting to order at 7:00 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of adopting the **Agenda** for the July 15, 2014 meeting

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the **Minutes** of the June 17, 2014 meeting

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period June 18, 2014 through July 15, 2014

Legal fees are paid quarterly

The library is on a cash basis, so the check for FLAME was taken out of this year's budget

**APPOINTMENT OF NEW BOARD MEMBER:**

**Approved:** On Motion by Ed, seconded by Lorrie, with Lorrie, Ed, and Jules in favor, and Marty abstaining, of appointing **Tom Scahill** to the Board. Marty abstained as he does not know Tom.

**CANVASS REPORT:**

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of accepting the Election Canvass Report

Lorrie will call the Board of Election to ask about the availability of training for the election inspectors

**OFFICERS:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of naming **Lorrie as President**

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of naming **Ed as Vice President**

**Approved:** On Motion by Lorrie, seconded by Marty, with all in favor of naming **Jules as Vice President of Finance**

**Approved:** On Motion by Ed, seconded by Jules, with all in favor of naming **Tom as Secretary**

**Approved:** On Motion by Lorrie, seconded by Marty, with all in favor of naming **Ray Martin as Treasurer**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of naming **Sue Kunzmann as Clerk of the Board**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of naming **Sue Kunzmann as Records Information Officer**

#### **COMMITTEE CHAIRS:**

The following Committee Chairpersons were named:

Finance: Jules

Personnel: Lorrie

Buildings & Grounds: Ed

Policies: Tom

Program: Jules

Strategic Planning: Marty

No Chairperson of the Friends Committee is necessary.

#### **CORRESPONDENCE:**

Lorrie received a thank you from Adele thanking the Board for the plants and flowers.

Sue Kunzmann will send thank you notes in Lorrie's name to Tom Scahill for the installation of the Emergency Furnace shutoff; to the Long Lake Central School Faculty Association for their donation; to Hugh Farley for his help in obtaining \$3,500 in Bullet Aid for the library and to John Hosley for mowing the lawn

Michelle Hamdan has been notified that a response to her **FOIL request** has been sent to our attorney for approval

#### **DIRECTOR'S REPORT:**

Emily reported that she is still on Medical Leave because she has not yet seen her doctor.

**Approved:** On Motion by Marty, seconded by Jules, with all in favor of **paying Emily** her salary for the days she has not been able to work.

Lorrie will talk to the attorney and accountant to determine the next step.

#### **PRESIDENT'S REPORT:**

John and Nancy Weyl have **donated \$10,000** to the Friends. The Board would like to keep this donation separate so it will not be used for operating expenses

Air Conditioning and a Generator were named as uses for the money. Emily will call BJ Queen for an estimate. Lorrie will talk to Sara Dallas about a matching grant, and then to Sue Lombardi to write the grant

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of signing **Sue Svoboda's** revised contract, and paying her the \$1,000 due upon signing the contract. The revised contract is for two years, at a cost of \$2,000 a year, with a biannual audit.

Emily said that last winter when the library was having trouble with calls dropping, **Frontier** advised the purchase of new telephones. New phones were purchased, but calls are still being dropped. Frontier will investigate; if the problem is outside, there will be no cost, but if it is inside, the cost will be \$120 for the first half hour, and \$55 after that. Sue will ask Frontier to investigate.

Marty asked if we could have a **water cooler** in the building.

#### **PERSONNEL:**

Lorrie asked SALS for ideas on how to approach **Emily's job appraisal**. Members of the Board are to send Lorrie what he or she feels are Emily's strengths and weaknesses

The Policy Handbook does not state if **employees are to be paid for holidays**. Lorrie will investigate.

**Approved:** On Motion by Lorrie, seconded by Marty, with all in favor of **increasing Pat's hours** by 1.5 to allow her to be present during summer reading on Wednesdays

#### **BUILDINGS & GROUNDS:**

Ed reported that the Emergency Shut Off for the Furnace has been installed next to the thermostat. Tom Scahill did the installation using Town materials.

The window above the front door is under warranty, and the Town is following up.

Tom plugged in the emergency lighting system, but it might also need new batteries.

The alarms are now able to be armed during closed hours. Ed will produce instructions, and will post a sign at each door indicating the presence of alarms.

#### **POLICIES:**

The **Holiday List** in the Policy Handbook does not agree with our Brochure. Most of the holidays that the library is closed do not affect library hours as they are celebrated when the library is closed. However, the library is closed on the 4<sup>th</sup> of July, and that holiday is not listed in the handbook. The handbook will be corrected after Lorrie investigates whether employees are paid for holidays.

#### **PROGRAM:**

Jules reported that summer programs are underway and that the committee is working on Fall programs.

#### **FRIENDS:**

There has been no progress on the Memorandum of Understanding

**Adjournment:** On motion by Ed, seconded by Lorrie, with all in favor, the Board adjourned at 8:55 pm

**Next Meeting: Tuesday, August 26, 2014 at 7:00 pm (NOTE CHANGE FROM AUGUST 19, 2014)**