

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, July 17, 2018 7:00 pm**

**APPROVED  
AUGUST 21, 2018**

**ROLL:**

President, Tom Scahill	Absent
Vice President, Bob Dechene	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Bill Sandiford	Present
Trustee, Rick Paula	Present

Christine LaRocque, Library Director  
Sue Kunzmann, Clerk

Bob Tice  
Carol Benson  
Sharon Faulkner

Clerk of the Board Sue Kunzmann called the meeting to order at 7:03 pm

**Approved:** On Motion by Bob, seconded by Bill, with all in favor of appointing Sue as **Temporary Chair**

**AGENDA:**

**Approved:** On Motion by Bob, seconded by Bill, with all in favor of adopting the **Agenda** for the July 17, 2018 meeting

**ELECTION OF OFFICERS:**

**Approved:** A Motion was made by Jules, seconded by Bill, to nominate **Tom Scahill as Board President**.

**Approved:** On Motion by Bill, seconded by Jules, with all in favor of electing **Bob Dechene as Vice President**

**Approved:** On Motion by Bill, seconded by Rick, with all in favor of electing **Jules Comeau as Vice President of Finance**

**Approved:** On Motion by Rick, seconded by Jules, with all in favor of electing **Bill Sandiford as Secretary**

In President Tom's absence, Vice President Bob conducted the remainder of the meeting.

**MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Bill, with all in favor of approving the **Minutes** of the June 19, 2018 meeting

**Approved:** On Motion by Jules, seconded by Bill, with all in favor of approving the **Expenditures** for the period June 20, 2018 through July 17, 2018

## **PUBLIC EXPRESSION:**

Bob Tice commented on how wonderful the raised bed gardens look. Christine noted that the gardens were planted by Carol Benson.

## **ORGANIZATIONAL MEETING:**

- A. Officers were elected; the Oaths of Office for Bob and Rick were distributed and Conflict of Interest statements were signed by all trustees
- B. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of appointing **Ray Martin as Treasurer**
- C. The following **Committee Chairs** were appointed by the Vice President:
  - Personnel – Jules
  - Buildings & Grounds – Tom
  - Policies – Rick
  - Program – Bill
  - Long Range and Strategic Planning - Bob
- D. **Approved:** On Motion by Bob, seconded by Bill, with all in favor of appointing **Jules as Claims Reviewer**  
**Approved:** On Motion by Jules, seconded by Bill, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- E. **Tabled:** No Motion was made to appoint **Sue Svoboda as Independent Auditor**
- F. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of designating **Community Bank as the bank depository**
- G. **Approved:** On Motion by Rick, seconded by Jules, with all in favor of designating **Ray Martin CPA for the approval of accounts and for the authorization to sign checks**
- H. **Approved:** On Motion by Jules, seconded by Rick, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG and RICOH
- I. **Approved:** On Motion by Rick, seconded by Jules, with all in favor of establishing a **\$500 Petty Cash fund**
- J. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- K. **Approved:** On Motion by Bill, seconded by Rick, with all in favor of authorizing the Director to attend Director Council Meetings sponsored by SALS during the year, and for the Director and any Trustee to attend the SALS Annual Meeting
- L. **Approved:** On Motion by Bill, seconded by Rick, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- M. **Approved:** On Motion by Rick, seconded by Bill, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- N. **Approved:** On Motion by Bill, seconded by Rick, with all in favor of designating the third Tuesday of each month at 7:00 pm as the **regular monthly meeting date and time**

## **CORRESPONDENCE:**

A thank you was sent to Kurt & Janet Cavano for their donation of books for the Friends Book Sale

## **DIRECTOR'S REPORT:**

Christine mentioned the following Programs

Summer Reading, Libraries Rock, Fridays July 13 through August 17, 2018 from 1:00 until 2:00 pm

Writers Workshop with Gail Huntley, Mondays June 25 through August 20, 2018 from 9:00 until 11:00 am. There will be an Open Mic on August 7, 2018 at 7:00 pm

Lego Program, Thursdays July 19 through August 23, 2018 from 4:00 until 5:00 pm

Children's Opera "Billy Goats Gruff" by the Seagle Music Colony, July 30, 2018 at 11:00 am at the Newcomb School

Puppet Show "Wizard of Oz" by The Puppet People, August 17, 2018 at 1:00 pm at the Newcomb School

Expressive Arts Workshop with Hamilton County Prevention, Monday, July 23, 2018 at 1:00 pm

Gibson Brothers, Sunday, August 5, 2018 at 7:00 pm at the Long Lake Central School

Library Space Planning at Paul Smiths, July 24, 2018 from 8:30 until 3:00 pm. Christine will attend.

NCPR's North Country at Work Story Slam, Saturday, August 25, 2018 from 6:00 until 8:00 pm

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Jules, seconded by Rick, with all in favor of authorizing the Director to make a **Budget Transfer** to the 2017-2018 Budget. \$1,115.87 will be transferred from Code 5200, Professional Fees, to Code 5400, Building Maintenance

##### **PERSONNEL:**

Christine will be working on staff reviews. She said that the Board has requested regular increases. Christine also said that Kevin is now in charge of Programming and would deserve more than just a cost of living increase.

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

Christine said that Brian Penrose will be sending an estimate for the damage to the building from an automobile.

**Approved:** On Motion by Jules, seconded by Rick, with all in favor of approving a sum not to exceed \$5000 to **repair the 4 pillars**.

##### **POLICIES:**

**Approved:** On Motion by Jules, seconded by Bill, with all in favor of approving the revised **Use of Library Areas Policy**

##### **FRIENDS:**

Sharon Faulkner and Carol Benson commented on:  
Board membership

The Friends will continue as a not-for-profit entity to benefit the library.

##### **LONG RANGE & STRATEGIC PLANNING:**

A meeting was set for Monday, July 23, 2018 at 12:00 pm

**OTHER BUSINESS:**

**GIBSON BROTHERS:**

**Approved:** On Motion by Jules, seconded by Bill, with all in favor of authorizing payment to the **Gibson Brothers** in the amount of money the library has collected and deposited for ticket sales

**Next Meeting: Tuesday, August 21, 2018 at 7:00 pm**

**Adjournment:** On Motion by Rick, seconded by Bill, with all in favor, the Board adjourned at 8:12 pm