

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, November 17, 2015 7:00 pm

**APPROVED
DECEMBER 15, 2015**

ROLL:

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

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Vice President Marty Friedman called the meeting to order at 7:00 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Abbie, with all in favor of adopting the **Agenda** for the November 17, 2015 meeting

Approved: On Motion by Tom, seconded by Abbie, with all in favor of approving the **Minutes** of the October 20, 2015 meeting

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period October 21, 2015 through November 17, 2015

Jules said that one item in the Petty Cash account is missing a receipt, and was put into the 88888 account until the receipt is located. The charge was for \$9.99, and the debit card was used for the production application purchased through itunes for the switchboard concept.

CORRESPONDENCE:

Marty said that the letter asking the Town that the library be considered as a candidate for the firehouse space was sent.

MANAGER'S REPORT:

Christine said that the library floor needs buffing. A mid-range buffer costs between \$700 and \$1000.

Marty suggested that the floor be refinished instead of purchasing a buffer. Tom and Ed will obtain quotes. Marty suggested they contact Boushie's in Tupper Lake. Marty will also ask Clark if the library may borrow the Town's buffer.

PRESIDENT'S REPORT:

Ed was not at the meeting, and did not Skype.

COMMITTEE REPORTS:

FINANCE:

On Motion by Jules, seconded by Marty, with all in favor of approving the use of **online banking** by the employees of Ray Martin, Treasurer. They will then be able to transfer money between the various library accounts in Community Bank NA.

Sue has been working on determining the origin of library funds, and has sent reports to Jules and Ed. She will forward this information to all trustees.

Christine will contact Lorrie to ask what she found out about the funds in the savings account. The majority of these funds came from Marylou Whitney and John Hendrickson.

BUILDINGS & GROUNDS:

Sue has given information from the NYS Construction Grant for the air conditioning system to Ed and Tom. Tom will contact BJ Queen as they provided the original quote.

The light bulbs were supposed to have been mailed to Christine. She will check on the status.

The siding will be cleaned in the spring.

PROGRAM:

Abbie reported that there will be a Coffee House featuring the Adirondack Gypsies on Saturday, December 5, 2015 at 7:00 pm.

The Friends Christmas Tree and Wreath Sale will be Saturday, December 12, 2015. The library will have a Bake Sale the same day.

FRIENDS:

The Friends Ladies Luncheon will be Wednesday, December 16, 2015 at noon.

STRATEGIC PLANNING:

Marty is working on the introductory email for the switchboard.

At their last meeting, the Town Board unanimously approved a resolution agreeing to transfer ownership of the building to the library. The Town Attorney and Bob Schofield will determine the details.

Marty said that the library is on the list of organizations for the firehouse space.

Next Meeting: Tuesday, December 15, 2015 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Abbie, with all in favor, the Board adjourned at 7:45 pm