

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 16, 2024 6:00 pm

APPROVED
AUGUST 20, 2024

ROLL:

President, Rick Paula	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Donna Furlong	Present
Secretary, Pam St John	Present
Trustee, Kent Stanton	Present

Kristel Guimara, Library Manager
Sue Kunzmann, Clerk

Clerk of the Board Sue Kunzmann called the meeting to order at 6:04 pm

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

AGENDA:

Approved: On Motion by Rick, seconded by Pam, with all in favor of adopting the **Agenda** for the July 16, 2024 meeting

ELECTION OF OFFICERS:

Approved: On Motion by Donna, seconded by Bob, with all in favor of electing **Rick Paula as Board President.**

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

Approved: On Motion by Rick, seconded by Pam, with all in favor of electing **Donna Furlong as Vice President of Finance**

Approved: On Motion by Rick, seconded by Bob, with all in favor of electing **Pam St John as Secretary**

President Rick Paula conducted the remainder of the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Bob, seconded by Pam, with all in favor of approving the **Minutes** of the June 18, 2024 meeting

Approved: On Motion by Donna, seconded by Bob, with all in favor of approving the **Expenditures** for the period June 19, 2024 through July 16, 2024

ORGANIZATIONAL MEETING:

- A. Oath of Office for Kent was signed
- B. Conflict of Interest statements were signed by all trustees

- C. **Approved:** On Motion by Donna, seconded by Pam, with all in favor of appointing **Brian Dukett as Treasurer**
- D. The following **Committee Chairs** were appointed by the President:
 - Personnel – Rick
 - Buildings & Grounds – Donna
 - Policies – Kent
 - Program – Pam
 - Long Range and Strategic Planning - Bob
- E. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of appointing **Donna as Claims Reviewer**
- F. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of **appointing Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- G. No motion was made to appoint an **Independent Auditor**
- H. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of designating **Community Bank as the bank depository**
- I. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of designating **Jay Martin and Brian Dukett of Martin & Dukett, LLC for the approval of accounts and for the authorization to sign checks and to approve the President of the Board along with Martin & Dukett the ability to open accounts**
- J. **Approved:** On Motion by Donna, seconded by Pam, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, SLIC, Helmer's, Insurance, NYSEG, RICOH and SALS
- K. **Approved:** On Motion by Rick, seconded by Donna, with all in favor of establishing a **\$500 Petty Cash fund**
- L. **Approved:** On Motion by Bob, seconded by Donna, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- M. **Approved:** On Motion by Donna seconded by Pam, 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
- N. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- O. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- P. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of designating the third Tuesday of each month at 6:00 pm as the **regular monthly meeting date and time**

PRESIDENT'S REPORT:

Rick asked Kristel to find out who the Auditor is for other libraries, as our present Auditor is unresponsive

MANAGER'S REPORT:

Kristel will be virtually attending the Association of Small & Rural Libraries conference in September

Kristel asked the Board if they could meet a week earlier in September. The September meeting will be Tuesday, September 10, 2024

Approved: On Motion by Donna, seconded by Pam, with all in favor of making the following **budget transfers:**

\$3,204 from County Aid (4020) to Salaries (5010)
\$442 from Local Library Aid (4040) to Salaries (5010)
\$1,674.67 from Audio (5110) to Salaries (5010)

\$1,858.50 from DVD (5130) to Social Security (5020)
\$772.56 from Fuel (5310) to Telephone (5800)

Kristel said the Robyn's (Colgate Fellow) last day will be August 2, 2024. The Summer Reading Program will end on that day. Her programs were well received, and her data will help in future years.

Robyn has also put together a set of questions on the library's website. The data will be collected and used to create the next Strategic Plan.

Program Reports:

July 5, 2024 – Adirondack Raptors 42 participants
July 6, 2024 – Joe Ferris Caricature Artist 70 people, with 20 caricatures
July 11, 2024 – Dungeons & Dragons 6 participants
July 13, 2024 – Adirondack Experience
July 13, 2024 – Author Amy Godine "The Black Woods"

Upcoming Programs:

July 18, 2024 – Kristel will attend the Farmer's Market
July 23 – 26, 2024 – Comic Book Camp
July 27, 2024 – Pickle Pie Children's Program
July 31, 2024 – Gail Huntley's Play "Adirondack Legends"
August 3, 2024 – Bill Crosby, co-sponsored with the Town
August 31, 2024 – Introduction to Embroidery

Kristel has promoted the events in the newspaper, on the library and Town webpages, and in the Mountain Times. There are also flyers in the Library and in the Post Office

The Friends Art Show is in August. Decorated wooden bowls will be auctioned off.

The Friends scholarship recipient, Bryon Bozak, and his mother were present at the last Friends meeting. He was presented a \$500 check.

The Book Nook Shed has arrived, and Jules and Kevin are installing shelving.

Grant Reports:

2024 SALS Construction Grant – Sump Pump
BJ Queen has completed installation of the sump pump and new drainage piping

Adirondack Foundation
Prospect Hill has fully funded \$2000 - \$1,800 for Internet and \$200 toward electricity

Adirondack Lakes Center for the Arts
\$2,500 will be received for the Café Livre series in the winter of 2024

Pearsall Foundation

Kristel has submitted a proposal for the cost of the books for both book clubs

Hoopla now has 41 subscribers, and \$454.10 has been spent from our deposit
Kristel has followed up with the lawyer

She also is wondering about the age of the hot water heater

Sara Dallas will be attending the November Board Meeting.

COMMITTEE REPORTS:

FINANCE:

Approved: On Motion by Donna, seconded by Pam, with all in favor of having Sue check into the renewal of the Certificates of Deposit

OTHER:

The Board decided to conduct two one hour training sessions from 5:00 until 6:00 prior to the August and the October meetings

Next Meeting: Tuesday, August 20, 2024

Adjournment: On Motion by Bob, seconded by Pam, with all in favor, the Board adjourned at 6:55 pm

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