

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 15, 2025 6:00 pm

Approved

August 19th, 2025

ROLL:

President, Rick Paula	Present
Vice President, Kent Stanton	via Telephone
Vice President of Finance, Donna Furlong	Absent
Secretary, Marcia Acita	Present
Trustee, Pam St John	Present

Kristel Guimara, Library Manager
Sue Kunzmann, Clerk

Clerk of the Board Sue Kunzmann called the meeting to order at 6:00 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 15, 2025 meeting

ELECTION OF OFFICERS:

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

Approved: On Motion by Pam, seconded by Rick, with all in favor of electing **Kent Stanton 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 Pam, with all in favor of electing **Marcia Acita as Secretary**

President Rick Paula conducted the remainder of the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Kent, seconded by Pam, with all in favor of approving the **Minutes** of the June 17, 2025 meeting

Approved: On Motion by Pam, seconded by Kent, with all in favor of approving the **Expenditures** for the period June 18, 2025 through July 15, 2025

ORGANIZATIONAL MEETING:

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

- C. **Approved:** On Motion by Rick, 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 - Marcia
- 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 Kent, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- G. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of appointing **Michael Rossi of West & Co CPA as 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 Pam, 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 Rick, seconded by Kent, 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 Marcia, with all in favor of establishing a **\$500 Petty Cash fund**
- L. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- M. **Approved:** On Motion by Rick 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 Marcia, 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 Pam, 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 Marcia, 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 said that he has been scraping and painting the back of the library building. The Board discussed placing a barrier to prevent vehicles from striking the building

He said that the D&D group is taking the summer off. The group will resume meeting in September

MANAGER'S REPORT:

Kristel thanked Donna for attending the Zoom call with Martin & Dukett on July 1, 2025.

- A. \$5,000 from the Capital Fund has been placed in the Salary line item of the Operating account for the 2025-2026 fiscal year

- B. \$5,000 from the Adirondack Foundation account has been placed in the Salary line item of the Operating account for the 2024-2025 fiscal year
- C. Brian is willing to complete the financial worksheet of the Annual Report. Kristel said that the cost will be less than \$2,000
- D. The monthly fee for the services provided by Martin & Dukett will be increasing
- E. Kristel will be balancing the budget in August

Kristel will be virtually attending the ARSL Conference from September 17 through 20, 2025

Brian Dukett will provide the necessary information for the auditor

Rick will ask Caroline Sass of Community Bank about the renewal of our 2 CDs. One renews on August 5, and the other on August 6

Upcoming Events:

July 12 – RiverJackZ

July 17 – Farmer's Market

July 19 – Writing Workshop

July 26 – AARCH – Santanoni

August 2 – Author Aurora Pfaff – Aviation in the Adirondacks

The Summer Reading Program will be held during July. Caiden Combs will do Crafternoons on Mondays and Tuesdays from 11:00 – Noon. Toddler Storytime will be on Mondays from 1:00 until 2:00; Infant Hangout will be on Tuesdays from 1:00 until 2:00

The Friends Art Show will be at the Town Hall on August 8 through August 10, 2025. The paddle auction will be at 1:00 on Sunday

The Friends Book Nook is open on Saturday.

They are continuing the Farm2Library program this summer

The Friends gave 3 scholarships and held a meet and greet at the library on July 8, 2025. Two students from Long Lake and 1 student from Newcomb received scholarships

Kristel said that most of our computers have reached the 5 year mark. JA will no longer provide support. Each new computer will cost about \$2,000, and she would like the Board to think about where to obtain the funds because the Computer Account will not have enough money to replace all 6 computers.

Kristel would also like the Board to schedule Trustee Training

She is also recommending that Camille Cristaldi be named as the Volunteer for 2025

OTHER BUSINESS:

The Board welcomed Marcia Acita, and thanked her for volunteering to be a Library Trustee

Next Meeting: Tuesday, August 19, 2025 at 6:00 pm

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