

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Thursday, December 19, 2013 7:00 pm**

**APPROVED  
JANUARY 23, 2014**

**ROLL:**

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

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Dona Hall  
Donna McBride

President Lorrie Hosley called the meeting to order at 7:05 pm

**AGENDA AND MINUTES:**

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of adopting the **Agenda** for the December 19, 2013 meeting

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the **Minutes** of the November 12, 2013 meeting

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of going into **Executive Session** at 7:15

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of coming out of **Executive Session** at 7:45

**Approved:** On Motion by Marty, seconded by Ed, with all in favor except Adele who abstained, of allowing Ed and Marty meet with Clark Seaman, Town Supervisor, to discuss the nine items in a possible **Lease** that the Board discussed on November 12, 2013, and which Bob Schofield, Attorney, has approved.

**CORRESPONDENCE:**

Sue Kunzmann will send thank you notes in Lorrie's name to Gail & Ed Gale for their donation, to Nancy Tracy for the wreaths, and to Sharon Waagner for her donation toward children's programs. Emily sent a thank you to Nancy Weyl for her donation of the fireplace insert.

Emily read a thank you note from the Eastern Stars for their use of the library lobby for their mitten tree.

## **DIRECTOR'S REPORT:**

The library has received the \$70,357.49 from the **tax account**.

Sara Dallas, SALS, feels that the library will receive Hamilton County aid this year.

The Friends purchased new computers. SALS is able to strip the two old laptops and install software for use by the public for \$100 each. In doing this, the two laptops could be used during computer classes.

**Approved:** On Motion by Lorrie, seconded by Marty, with all in favor of sending the **laptops** to SALS to be stripped and returned.

The first three items in the **Friends Wish List**, camera, easels and shelving, have been purchased with \$4,700 from the Friends.

Emily will purchase a **Postal Permit**.

Alex Roalsvig has given Emily some information on the **Broadband** coming to Long Lake. SALS is compiling information, and feels that Broadband might be beneficial to the library as a community hub. Marty agreed to attend future meetings.

## **COMMITTEE REPORTS:**

### **FINANCE:**

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period 11/13/13 through 12/19/13

**Approved:** On Motion by Lorrie, seconded by Jules, with all in favor of approving **increasing Emily's winter hours** by 5 hours per week and increasing **Lay's year round hours** by 2 hours per week.

### **PERSONNEL:**

The Policy Manual states "The Library Manager is eligible for **paid time off**. The Library Manager will receive a total of 25 paid days off to be used as either vacation, personal, or sick days."

**Staff Evaluation forms** will be investigated.

### **BUILDINGS & GROUNDS:**

Ed reported that he, Marty and Emily met on December 14, 2013, and discussed the following items:

**Lease** – Code related issues will not be discussed until the lease has been executed

**Bilco Doors** – Currently stored at the Town facilities. Orkin provided an estimate to install them. It is not known whether or not the gap at the top of the existing door has been sealed.

**Roof Diverters** – Status is unknown, but Town is trying to contact roofer. The manufacturer should be contacted to determine how the diverters could be attached without invalidating the warranty on the roof.

**Roof Valley Ice Buildup** – Landscaping should be graded

**Snow removal to Basement Doors** – Septic and drainfield do not appear to be a problem, but Brian Farr should be asked to stake the septic system

**Alarm System** – Ed will change batteries in the kitchen and will investigate activation of the security system

**TAG** – Marty reported that the duct cleaning by TAG would be a duplication of the process Rockwood used as TAG uses a chemical mist to sanitize the ducts; they would not remove dust and cobwebs

**Service Master** – a rough estimate is \$15,000.

A discussion of alternatives to Service Master included other cleaning companies (one from Malone), Kevin and Clarice Glandon, and asking Lay what he does not have time to do and hiring him for additional hours. Jules mentioned that renting a scissors lift might be prudent for safety. Jules will ask the school if they have one. Emily will ask Lay what he does not have time to do, and his estimate of the hours to perform those tasks.

**Furnace Emergency Switch** – Emily will ask Raquette Lake Supply to investigate

**POLICIES:**

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of approving the **Audiovisual Equipment Policy**

**PROGRAM:**

**Monday Hours** in Winter was tabled

**FRIENDS:**

**Memorandum of Understanding** will be discussed in March

**STRATEGIC PLANNING:**

Sue Lombardi broke her wrist, so there is no news

**OTHER:**

**Ray Martin's visit** will be scheduled after tax season

**Quarterly Newsletter** is almost ready for distribution

**Air Purifier:** Lorrie will ask Bob Schofield whether or not the machine may be sold. The manufacturer has advised that it may be operated as an ionizer without using ozone.

**Adjournment:** On motion by Ed, seconded by Adele, with all in favor, the Board adjourned at 9:00 pm

**Next Meeting:** Thursday, January 23, 2014 at 7:00 pm  
Thursday, February 27, 2014 at 7:00 pm  
Tuesday, March 18, 2014 at 7:00 pm  
Tuesday, April 22, 2014 at 7:00 pm