

CVW Long Lake Public Library

BOARD MINUTES

Thursday, July 25, 2013 6:00 pm

APPROVED
AUGUST 28, 2013

ROLL:

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Adele Williams	Present
Secretary, Jules Comeau	Absent

Emily Farr, Library Director
Sue Kunzmann, Clerk

Martin Friedman
Christine LaRocque
Dona Hall
Donna McBride

President Lorrie Hosley called the meeting to order at 6:00 pm

AGENDA AND MINUTES:

Approved: On Motion by Adele, seconded by Ed, with all in favor of adopting the **Agenda** for the July 25, 2013 meeting

Approved: On Motion by Adele, seconded by Ed, with all in favor of approving the **Minutes** of the July 11, 2013 meeting

Approved: On Motion by Adele, seconded by Ed, with all in favor of **Amending the Minutes** of the April 25, 2013 meeting to reflect that the Budget Resolution passed and that pay raises were approved effective July 1, 2013 for Emily Farr (9% or \$18.00 per hour) and Susan Kunzmann (3% or \$10.30 per hour)

CORRESPONDENCE:

Sue Kunzmann will send thank you notes in Lorrie's name to:
Bob Tice for his donation of his Program Stipend
Friends of the CVW Long Lake Public Library for the membership to the Adirondack Museum
Long Lake Central School for their donation of \$103. from "Jeans Day"
Steve Signell for his role as President of the Board of Trustees

DIRECTOR'S REPORT:

Approved: On Motion by Lorrie, seconded by Adele, with all in favor of Approving the **Expenditures** for the period 6/28/13 through 7/25/13

Emily will suggest that **Sara Dallas** visit the library in September

Emily will also ask **Ray Martin**, CPA, Treasurer, to come to a Board Meeting

The **Friends** 20th Anniversary Celebration will be held Monday, August 12, 2013 from 2:00 pm until 4:00 pm. There will be entertainment and refreshments on the front lawn, and a ceremony at 3:00 pm honoring the founding board. They will hold their Annual Meeting at 4:15 pm. The Friends will have a timeline and scrapbooks in the library.

They have also asked if they may add a plaque in the solarium, and all were in agreement.

The Friends have agreed to replace the library's **computers** at a cost of \$5,358. The SALS contract requires replacement of computers every 3 years. All are replaced at one time so that the operating systems are the same. The cost will cover ten computers, including two laptops. Emily has requested that the card catalog computer also be loaded with the software necessary to be used as a staff computer so that patrons may be checked out from both computers. In the future, the library will build the cost of computer replacement into the each year's budget, and roll the money over until the next time the computers are due to be replaced.

Steve Signell has taught Emily and Sue how to load events into the Google Calendar, and how to update the **website**. Sue has asked Alex Roalsvig to link the library's website to the town's.

PRESIDENT'S REPORT:

Lorrie said that all **committee** chairs have been appointed. The chairs should now prepare a document with that committee's role and responsibilities, and ask members of the public to serve on the committee.

Emily should be involved in committee meetings, and notes from the meetings should be kept. Be prepared to give a short report at each Board Meeting of what the committee has done since the last report.

COMMITTEE REPORTS:

FINANCE:

Adele reported that she, Jules and Emily met on Saturday, July 20, 2013. Jackie Denis of Ray Martin CPA's office puts everything on Quickbooks. Reports are always available.

Our accounts are with Community Bank NA. We cannot invest the operating account.

There are restrictions in what investments are available to the library. Adele is investigating Certificates of Deposit.

The Whitney account cannot be touched except for interest.

We do have a money market account that may be used when circumstances require and then repaid. This account is used from July through November to cover expenses, as our year begins in July but we do not receive the tax dollars until November.

There is a petty cash account for items up to \$500.00, used for day to day expenses.

The Pledged Collateral Agreement is with M&T. The agreement is similar to insurance. If something went wrong with Community Bank, the pledged collateral would be available.

We have an account with ACT (Adirondack Community Trust). We receive an occasional grant from them.

The Federal government guarantees deposits up to \$250,000 right now; that amount will be changing to \$100,000.00 in January 2014. Adele suggested that we break down the Whitney endowment of \$275,000 into separate accounts, and laddering them, so that each account expires in a different year.

Reports are kept, and the committee meets the 3rd Thursday of each month.

Amending the Budget was discussed. Adele suggested that changes be made quarterly. Prior to the end of the quarter, she would bring any necessary changes to the Board for approval.

Notes would be kept on what changes were made and why. It is anticipated that no change would affect the bottom line.

PERSONNEL:

Discussion on whether Emily's vacation, sick and personal days may be classified as PTO (Paid Time Off) was **Tabled**.

The attorney has no information on Staff Evaluations.

Emily thanked the Board for increasing staff.

BUILDINGS AND GROUNDS:

Ed thanked the Board for electing him to the position of Vice President and to chair the Buildings and Grounds committee.

Ed says that the library has a Fiduciary duty to the taxpayers to make the library safe and accessible to the public.

He feels that in addition to safety issues, his committee should focus on the lease and insurance.

Ed distributed copies of his report dated July 25, 2013

Exhibit A – copy of 30 year lease, dated 2005

The Town owns the building, known as the Masonic Hall, and the library operates within the Masonic Hall building

Ed has many concerns about the Lease document as the library has put much money into the building, such as the lighting, addition, handicapped entrance, and the Masons have the right of first refusal if the Town were to divest itself of the Masonic Hall. The library needs to discuss the lease with the lawyer. The library does not want an intermunicipal agreement unless our lawyer or BOT agree.

Ed found problems with the basement doors, mold and mildew in the basement, roof, columns, railings, siding and parking lot, all of which are detailed in his report.

Suggestions to Ed were to get the list of items to be addressed by the Town in September so that the Town can include money for the items in their next budget.

Ed will check into the security system issues.

Adjournment:

Adele had to leave at 7:15

On motion by Lorrie, seconded by Ed, with all in favor, the Board adjourned at 7:15 pm

Discussion continued on Buildings and Grounds

Masonic Hall Building

The library occupies the first floor of the building; the Masons and Eastern Stars occupy the second floor. Both share the kitchen, and the Masons use our bathroom. The second floor was plumbed for a bathroom, but the Masons are \$1000 short in order to complete the project.

Orkin has made recommendations to improve the building, but the Town has not responded. A dehumidifier was recommended, but the Town installed something different from what was recommended.

Snow removal has also been a problem with the Town.

Lew Plumley and Craig Seaman are the Councilmen on the Town's Buildings and Grounds Committee.

Next Meeting: Wednesday, August 28, 2013 at 7:00 pm