

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Thursday, June 27, 2013 7:00 pm**

**APPROVED**

**JULY 11, 2013**

**ROLL:**

President, Steve Signell	Absent
Vice President,	Position Vacant
Vice President of Finance, Adele Williams	Present
Secretary, Micaela Hall	Present
Trustee, Lorrie Hosley	Present

Emily Farr, Library Director  
Sue Kunzmann, Clerk  
Christine LaRocque

Ed Koch  
Jules Comeau

Dona Hall  
Donna McBride

President pro-tem Micaela Hall called the meeting to order at 7:10 pm

**AGENDA AND MINUTES:**

Micaela made the motion, Lorrie seconded, all in favor of adopting the Agenda for the June 27, 2013 meeting

Lorrie made the motion, Adele seconded, all in favor of approving the Minutes for the May 30, 2013 meeting

**NEW BOARD:**

Micaela congratulated the board members that were elected by the public on June 18, 2013 – Ed Koch, Lorrie Hosley and Jules Comeau

Mitch Epstein gave the new Board Members their Oaths of Office

**CORRESPONDENCE:**

Lorrie Hosley will send Thank you notes to:

Chris Anrig for the donation of the Book, Lavender the Fairy  
Ruth Howe for staining the benches  
Hugh Farley, New York State Senator, for obtaining a special grant of \$2,500  
Micaela Hall for her service to the library as a Board Member

**DIRECTOR'S REPORT:**

Sara Dallas, SALS Director will be making a visit to the library in July or August

The Friends celebration will be held at the library on Monday, August 12, 2013

Prior to the Board appointing a new Board Member to replace Steve Signell to serve until the next election in 2014, Steve must send a resignation letter.

New Officers will be elected at the first meeting in July.

Emily will ask Robert Schofield, the library's attorney, to attend a meeting, primarily to discuss our lease, and building and grounds.

Emily reported that our New York State Senator, Hugh Farley, was able to obtain a special grant of \$2,500, which is separate from our regular State funding.

**PRESIDENT'S REPORT:**

Steve did not attend the meeting, so there was no President's Report

**FINANCE:**

\$27,000 was transferred from our savings account to our checking account per Sue Svoboda's recommendation

Sue Svoboda sent an Engagement letter to the Board. Her fee is \$2,500, which is the same as last year, for the completion of the New York State Comptroller's Report, our Audit and the Annual Report to SALS.

Lorrie made the motion, Micaela seconded, all in favor of sending Sue \$1,000 retainer for the next year.

Lorrie made the motion, Micaela seconded, all in favor of accepting the Audit.

Emily read a letter from Jackie Denis, of Treasurer Ray Martin's office, stating that she had made a keypunch error which overpaid Emily in the amount of \$800 in her paycheck of May 8, 2013. An adjustment to Emily's paycheck was made in the paycheck of June 19, 2013.

Emily distributed the Budget vs Actual report.

A motion to change the Budget if needed was tabled. Emily will ask Ray Martin what the procedures and timeframe should be for the Budget amendments.

Micaela made the motion, Lorrie seconded, all in favor of accepting the expenses for the period June 5, 2013 through June 27, 2013.

**PERSONNEL:**

Lorrie made the motion, Micaela seconded, all in favor of rolling over two of Emily's sick days into next year's sick day bank.

A motion to classify Emily's Vacation, Sick and Floating Holidays as Paid Time Off (PTO) was tabled.

Emily will talk to the lawyer about Staff Evaluations, and consider a Staff Evaluation Policy.

Emily thanked the Board for agreeing to increase staff.

**BUILDINGS & GROUNDS:**

BJ Queen has added power strips to the bottom of the conference table.

Emily reported that the Buildings & Grounds committee met last month. It was agreed that the Town would provide the material and that the library would pay Lay to perform the work necessary to repair the lawn from the damage that the roofers did last year over the weekend. While John Hosley was putting the parking sign back up, Bruce Jennings stopped to report that the town would drop off the necessary materials.

Instead of delivering the material to the library, the Town delivered the topsoil behind the Town Garage, with the thought that Lay would use his pickup or a wheelbarrow to move the topsoil. Lay's civil service job description indicates that he may do light maintenance. Clark said that Steve and he had agreed that Lay could move the topsoil.

Emily said that she cancelled the project and told the town not to move the topsoil to the library.

The possibility of a special board meeting to discuss Buildings & Grounds was discussed. Adele made the motion, Micaela seconded, all in favor of a special Board meeting on Thursday, July 11, 2013 at 6:00 pm. Lorrie will ask Steve Signell and John Hosley to attend. Reorganization will also be discussed.

The ice shields that the roofers installed was discussed as many fell off with the snow last winter. An alternative would be "fences", metal bars, 12 – 18 inches apart with rods between them which bolt onto the metal roof. The roofers will come back in the fall to look at the roof.

**POLICIES:**

Lorrie made the motion, Adele seconded, all in favor of accepting the Social Media Policy with the addition of the number of the Law.

**PROGRAM:**

Adele made the motion, Lorrie seconded, all in favor of allowing the monies collected from fundraising to support programming.

The idea of the Book Discussion Group becoming a library program was discussed with the Book Discussion Group in March. The Group requested more information. Emily and Micaela will discuss options, and the matter was tabled until next month.

Lorrie made the motion, Adele seconded, all in favor of approving \$600 (\$50 per month) for Nutrition Site programming. The Nutrition Site program is traditionally the third Wednesday of the month, which does not allow for the presenter to receive the honorarium close to the time of the program as the Board does not meet until the next week. The motion would allow the check to be issued prior to the program.

There is \$6,645.83 in the Program Budget, \$2,745.83 rolled over from the Friends, plus \$3900 from the current year.

The library has received the sound system that Kevin Glandon ordered, and will be used at the Open Mic.

**FRIENDS:**

The Friends event will be Monday, August 12, 2013.

The Friends now have posted information on their bulletin board. There is a drop box below for membership, a drawing for the items on display, and calendars.

Emily will invite Mary Ann Roche to the July Board Meeting.

**LONG RANGE PLANNING:**

John Gocke and Sally Long are the members of the Committee from the public.

**OTHER:**

Steve Signell has three years left in the term of his Library Board. It was discussed that after Steve resigns, a person will be appointed by the Board to serve until the next election.

Monday hours were discussed in order to accommodate the Friends, Programming, Book Discussion Group and outreach. Emily will talk to the Newcomb Supervisor, George Canon, to see what would help the Newcomb residents. Two hours on a Monday have been placed in the budget. The motion was tabled until July.

Lorrie made the motion, Micaela seconded, all in favor of accepting the Accident Report.

**PUBLIC EXPRESSION:**

Dona Hall asked about the Meeting Room Policy. She was informed that the policy has been rescinded.

The Board thanked Micaela for her valuable service.

Adele made the motion, Micaela seconded, all in favor of adjourning at 8:25 pm.