

CVW Long Lake Public Library

BOARD MINUTES

Thursday, May 30, 2013 7:00 pm

APPROVED

JUNE 27, 2013

ROLL:

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

Emily Farr, Library Director
Sue Kunzmann, Clerk
Sue Svoboda, Auditor
Dona Hall

Steve called the meeting to order at 7:13 pm

Lorrie made motion, Adele seconded, all in favor of Sue Kunzmann assuming duties of Clerk of the Board

MINUTES:

Steve made motion, Lorrie seconded, all in favor of approving minutes of meetings for February 28, 2013, March 28, 2013 and April 25, 2013 with corrections in spelling

AUDIT:

Sue Svoboda reported on the audit she performed.

Sue has filed the New York State Comptrollers Report for the 2012 Fiscal Year.

Sue charges us a \$2500 fee for the audit, the New York State Comptrollers Report (which is due 3 months after the end of the fiscal year, which will be September for us in the future) and the final 990 Tax Return. A former Board member, John Hosley, Treasurer, will sign the completed 990 form. She has completed the audit and Comptrollers Reports for last year.

A motion to retain Sue Svoboda for one year was tabled. The Board asked Sue to send a proposal indicating what she will do for her retainer.

FINANCE:

Lorrie made a motion, Steve seconded, all in favor of approving the expenditures from the check register that Adele has already gone over.

Supplemental Materials

The Board has approved a \$3000 cap. There is \$799.02 remaining which will be for barrels, flowers and soil.

Steve made a motion, Adele seconded, all in favor, to follow Sue Svoboda's recommendation to transfer \$27,000 from savings to operating checking account prior to June 30, 2013 so that the annual report will show money coming in and going out in the same fiscal year.

CORRESPONDENCE:

Emily reported that she has requested the voting booth from the Long Lake School for election day.

Disability Insurance will be First Rehab Life

Sara Dallas' SALS visit will be in the fall

We received \$2454 from Hamilton County Aid. Lorrie will write a thank you to Clark Seaman, as the representative from Long Lake.

DIRECTORS REPORT:

Micaela could not make the meeting tonight.

PRESIDENTS REPORT:

Steve reported that his home is up for sale, and will be moving out of the area. He will be resigning as President in July, but will stay on the Board until he moves. He will stay on the Building and Grounds committee until he moves, but would like another Board member to take his place on the Long Range Planning committee.

COMMITTEE REPORTS:**FINANCE:**

Adele proposed that committee chairpersons have some flexibility to spend some money without Board approval. The alternative is to spend three months in discussion. Tabled.

Emily discussed the Program Budget.

Emily also asked if the Board would approve \$600 for the fiscal year for the programs at the Nutrition site, instead of approving each month's program expenses. Tabled.

PERSONNEL:

Emily has 25 days of vacation left to be used by July 1, 2013. She will check with Hamilton County Personnel to see if they may be carried over.

Summer hours for June will be the same as last year.

For the next fiscal year, the hours will change for Tuesday and Saturday. On Tuesdays, the library will open at 11 in the summer and 1 in the winter, and will close at 7 all year. On Saturday, the library will close at 3 all year.

Steve made the motion, Lorrie seconded, all in favor of accepting these hours starting July 1, 2013.

The possibility of opening the library on a Monday for 2 hours for outreach, programs or meetings was discussed. Emily will talk to George Canon, Newcomb Supervisor, about their needs. Lorrie said that we need to determine who would use the library and when they would like it open.

BUILDING & GROUNDS:

Emily brought up the issue of adding electricity to the conference table. Lorrie made the motion, Steve seconded, all in favor of allowing Emily to pursue the work with BJ Queen for up to \$600.

NYS Construction Grants were then discussed. Ideas were additional parking and solar panels.

Orkin has sent us four notices that the Bilco door needs to be repaired. The library pays Orkin, but Orkin has been trying to contact the town to let them know about the bilco door situation. They have left messages, but have not been able to talk to anyone.

Chad from the town does not think that the access to the basement is unsafe.

Steve has contacted the town to ask that they repair the damage to the lawn as the roofer they hired did not fix their errors. The town will deliver lime, grass seed, hay and the Board will pay Lay to repair the lawn.

Lay may mow the library lawn with the town mower.

John Hosley has reset the hot water heater.

Emily has asked the Friends if they will consider putting benches outside, near the outlets.

Emily has placed a report sheet above the Fire & Security alarm.

Steve will talk to John Hosley about the front step repair as the stone has separated from the front of the step.

Micaela will talk to the Friends about a screened in gazebo with electricity.

The Masons do not have full funding for the upstairs bathroom.

POLICIES:

Social Media policy was discussed and tabled.

The library website was discussed. Steve will take the blog down, and teach Emily how to use the calendar.

The library is now on Facebook.

PROGRAM:

Kevin has given Emily information about a microphone. Lorrie moved, Steve seconded, all in favor, of purchasing the system for up to \$500 out of Program budget.

FRIENDS:

The Friends would like a 20th anniversary celebration to be held at the library on Monday, August 12, 2013 during open hours. No Board member volunteered to be on the committee.

OTHER:

The newsletter will go out next week.

Emily thanked the Board for all their hard work during the transition to the Public Library. She thanked Steve for his leadership during the challenging year, and Micaela for determining what was required under Civil Service.

A Vice President will be decided in July.

The meeting was adjourned at 9:30. Motion was made by Steve, seconded by Adele, all in favor.