

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, November 12, 2013 7:00 pm**

**APPROVED  
DECEMBER 19, 2013**

**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  
Christine LaRocque

President Lorrie Hosley called the meeting to order at 7:03 pm

**AGENDA AND MINUTES:**

**Approved:** On Motion by Adele, seconded by Ed, with all in favor of adopting the **Agenda** for the November 12, 2013 meeting

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of approving the **Minutes** of the October 15, 2013 meeting with one correction – the comments made by Ed under the Building and Grounds Committee Report heading were not a committee report but Ed's personal comments

**CORRESPONDENCE:**

Sue Kunzmann will send thank you notes in Lorrie's name to Christina Boylan for her donation of Blu-Ray and DVD movies, to John Hosley for the installation of flooring in Emily's office, and to Pat Blodgett for her making greeting cards for sale to benefit the library. The sale of Pat's cards have generated \$260.85 since July.

Lorrie sent a thank you to **Barbara Taylor** for her help with evaluating the health status of the library

The library will send a thank you note to Hugh Farley for the Bullet Aid for Libraries; the library received \$2,500 **Grant In Aid** appropriation from the Bullet Aid

The library also received \$400 from the **Waite Fund** of the Adirondack Community Trust and will acknowledge this gift in the newsletter

**DIRECTOR'S REPORT:**

Vickie Snide will be sending \$70,357.49 from the **tax account**

The **Friends** had a meeting November 12, 2013 at 10:00 am. Emily gave them a copy of the Wish List and asked if the Friends would support programming and materials in the future. The purpose of the Friends is to support the library.

There is a donor interested in providing a fireplace insert. Because the donor is a foundation, the money has to be given to the Friends as a 501 3 c corporation.

A gazebo was mentioned as an additional item on the wish list

The Memorandum of Understanding between the library and Friends was to have been evaluated in May of 2013, but was not done. The Board should look at the document and determine common goals.

The **Quarterly Newsletter** is still being worked on. Adele is rewriting the Finance portion, and will mention the \$2,500 Grant in Aid appropriation from NYS Senator Hugh Farley, the Local Library Services Aid of \$1,258, and the Adirondack Community Trust grant of \$400 from the Waite Fund.

Emily then reported on Building issues.

Raquette Lake Supply has cleaned the **furnace** and changed the filters. The fan was checked as it would not shut off, and a switch was replaced.

There is no option to change the flex duct to metal.

There are no holes in the ductwork. There are black plugs from the process of sanitizing the ducts

There is no propane line to the furnace; there are lines for fuel – in and out

One item of concern is that the red emergency switch is not connected.

John Hosley has installed a **floor** in Emily's office, and there is no longer an odor.

There is concern about Lay being able to **shovel** the library sidewalks when he is on town time. The library is willing to reimburse the Town for the hours Lay is shoveling at the library. Ed will talk to Clark Seaman to see if Lay can just put his library shoveling hours on his library time card, and not show those hours on his Town time card.

#### **PRESIDENT'S REPORT:**

Lorrie suggested that the Board look into increasing Lay's hours by 2 hours per week, and to increase Emily's hours by 5 hours per week in the winter. Lorrie feels that both would be more effective with more hours to do their jobs, and that there is money available for staffing. (The estimate is about \$5,100.) Emily will ask Jackie from Ray Martin's office to compute the expense per hour for both Lay and Emily.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving the **Expenditures** for the period 10/16/13 through 11/12/13

Jules said that the Finance Committee will have an extra meeting on December 5, 2013 to look at the Budget for the first four months (July 1, 2013 through October 31, 2013) to see if any transfers need to be made.

**PERSONNEL:**

**Tabled: Emily's Paid Time Off**

**Tabled: Staff Evaluation**

**BUILDINGS & GROUNDS:**

Lorrie explained that if the Buildings & Grounds Committee has not met prior to the Board meeting, then there is no Committee report.

Since Buildings & Grounds issues are taking so much time, it was suggested that perhaps there should be a second Board meeting if the Buildings & Grounds has much to discuss.

It was agreed that Barbara Taylor's presentation did a lot to allay the public's concerns about the building.

**Lease:**

Marty presented several "covenant issues" to the Board with the goal of starting the process of obtaining a Commercial Lease from the Town.

The Board advised Marty that before anything goes to the Town that it should go to Bob Schofield first. Marty agreed to send an e mail to Bob indicating the Board's position of each covenant.

1. Ownership of Leasehold Improvements  
Leasehold Improvements become a part of the building, and, as such, are owned by the Town.

Adele would like responses to the following:

- A. Is it legal for the library to fund improvements and betterments to a building owned by the Town, and is it legal for the library use taxpayer dollars to enhance a town building?
- B. What incentive would the Town have to pay a bill for the building?
- C. If the library pays for items for the building, would that be a detriment to the negotiating power of the library

2. Lease Term  
30 years with a 30 year option
3. Lease Survives any Change in Ownership
4. Alarm System  
Town is responsible
5. Annual Rent  
\$1.00
6. Responsibility for Capital Improvements  
Town  
The Town has money in the Town Budget for the Maintenance of the Town Buildings, including the Masonic Hall Building, and should fund for repairs to the Masonic Hall Building

7. Responsibility for Benefits to Other Tenants  
Town  
The Library does pay for heat, electricity and water for the entire building
8. Snow Removal and Parking Lot Maintenance  
Town  
The library will shovel the path if the Town has already been through and the path needs clearing again. The library will also be responsible for the handicapped entrance
9. Right to Cancel and Withdraw  
5 Years

**Other Issues:**

Ed reported that **Service Master** will be coming on November 19, 2013 at 11:00 am to quote on Post Construction Cleaning, which involves windows, woodwork, lights

**TAG** will be coming on November 18, 2013 at 10:00 am to quote on cleaning the ductwork. A brush will be used on the metal parts and a vacuum on the flex ducts. A camera will check for any clogs.

Lorrie will check with Bob Schofield to ask what can be done about the Green Tech **Environmental Air Purifier**. The library would like to return it to Rockwood. Marty will call the manufacturer to ask if the ozone generator process may be turned off, leaving just the ionization process working.

**POLICIES:**

The Program Committee determined on June 4, 2013 that the Audiovisual equipment will not be loaned to the public. The policy was discussed by the Board on August 28, 2013, and a formal **AV Policy** will be written.

**PROGRAM:**

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving the Program Budget of \$2,226 for the months November 2013 through March 2014.

An ALCA grant has been applied for, and, if approved, programs of Hansel and Gretel and Flame (disabled musical group) will be possible.

**FRIENDS:**

**Approved:** On Motion by Adele, seconded by Jules, with all in favor of approving the Wish List

**STRATEGIC PLANNING:**

Adele reported that Sue Lombardi is working on a draft plan. New Members are Sam Keller, Sheri Cook and Sally Long

**OTHER:**

The Board would like **Ray Martin** to visit after the first of the 2014 year.

Jules will work on the Finance and Adele will work on the Strategic Planning portions of the **Quarterly Newsletter**.

**Adjournment:** On motion by Ed, seconded by Jules, with all in favor, the Board adjourned at 9:50 pm

**Next Meetings:** THURSDAY, December 19, 2013 at 7:00 pm  
THURSDAY, January 23, 2014 at 7:00 pm