

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, October 15, 2013 7:00 pm

**APPROVED
NOVEMBER 12, 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

Christine LaRocque
Dona Hall
Donna McBride

President Lorrie Hosley called the meeting to order at 7:10 pm

AGENDA AND MINUTES:

Approved: On Motion by Jules, seconded by Adele, with all in favor of adopting the **Agenda** for the October 15, 2013 meeting

Approved: On Motion by Ed, seconded by Marty, with all in favor of approving the **Minutes** of the September 17, 2013, September 20, 2013, September 30, 2013 and October 3, 2013 meeting with one correction to the minutes of October 3, 2013 (the pledged collateral agreement protects all accounts, not just the endowment account).

PUBLIC EXPRESSION:

Christine LaRocque expressed her continued concern that the Board purchased an air purifier using ozone, which aggravates asthma sufferers.

Ed responded that the ozone was used for three days (October 10, 11 and 12, 2013). It was originally set at 500, then lowered to 250, then turned off. The machine may be run without ozone.

CORRESPONDENCE:

Sue Kunzmann will send a thank you note in Lorrie's name to Kate Curry for her donation of her book "The Adirondack Cannon Mystery".

PRESIDENT'S REPORT:

Lorrie reported that Bob Schofield has not yet sent the information on investments to John Hendrickson

COMMITTEE REPORTS:

FINANCE:

Jules reported that he has discussed moving our investments into a different type of account with Michael O'Connor, and that there is not really any account available to the library that would pay a higher interest rate, and that would be safe.

Approved: On Motion by Marty, seconded by Jules, with all in favor of Approving the **Expenditures** for the period 9/18/13 through 10/15/13

Approved: On Motion by Jules, seconded by Marty, with all in favor of Approving the payment of \$3,639 to **Rockwood Air & Water**

PERSONNEL:

Tabled: Emily's Paid Time Off

Tabled: Staff Evaluation

BUILDINGS & GROUNDS:

Ed reported that Rockwood Environmental has performed the following services on October 10 & 11, 2013:

1. Fogged the basement using an antimicrobial to kill mold spores
2. Ozonation
3. Applied Bac Shield, an antifungal antibacterial protection that inhibits the growth of mold and mildew
4. Fogged the library to clear any residual contaminants that might exist with Vital Oxide
5. Used a non-toxic disinfectant in the basement and first floor
6. Ran ozone in the duct work to sanitize ducts and vents
7. Sanitized the library area by ozonation with an air purifier overnight
8. Purchased a GT3000 air purifier to be placed in the library main area

The new flooring for Emily's office has been purchased and will be installed by John Hosley and Jules Comeau

Ed also reported that he and Marty met with Clark Seaman on Friday, October 10, 2013 with the following results:

1. Clark will have Chip Farr schedule plowing the sidewalk to the front steps
2. Chip will also have the snow cleared to allow access to the basement door. It was suggested that Chip access this area from the road side so the septic and leach field is not driven over.
3. The library will shovel the walkway ramp to the side door.
4. Clark will contact the roofer to discuss the installation of diverters. The roofer has reinstalled the rows of breakers.
5. Chad will correct the exposed section between the basement doors and the building to eliminate snow and water intrusion. The library purchased bilco doors, but these were removed from the basement by the Town.
6. Chip will cold patch the parking area

Ed then discussed three items of concern to him personally, and not as a part of the Building and Grounds Committee

1. A light should be installed at the main breaker panel in the basement
2. An exhaust fan should be installed in the bathroom
3. The children's room should have at least one of the following:

- A. Panic Hardware
- B. Lighted Exit Sign
- C. Fire Extinguisher
- D. Smoke Detector
- E. Emergency Lights

Ed noted that ADA requirements do not allow an exit door leading to a stairway

Ed feels that the architect that was responsible for the addition (Ethan Hall from Saratoga) be contacted to determine the next step.

Ed said that all air returns should be uncovered to ensure the heating system is efficient.

The Board then discussed these issues.

Ed is to contact Service Master for cleaning the library, including windows, and to schedule this cleaning on an annual basis.

The Board would like to have the ducts cleaned, but Ed does not feel this is possible because the ducts are not metal, but flex-ducts.

Jim Dillon will be contacted to clean the furnace, and to advise how many furnace filters are in the furnace. Jim is to check all filters. Jim is also to advise the Board why there are propane and oil lines connected to the furnace.

FRIENDS:

Sue and Emily will produce a Wish List for the Friends.

LONG RANGE PLANNING:

Air conditioning of the building was discussed. The Long Range Planning Committee will see if a grant would be available. Sue Lombardi will help with grant writing. BJ Queen should be contacted to obtain a quotation.

The Long Range Planning committee is working on revising the plan to be more goal oriented.

Approved: On Motion by Adele, seconded by Lorrie, with all in favor of changing the name of the Committee to **Strategic Planning Committee**.

PUBLIC EXPRESSION:

Dona Hall mentioned that she smells something that she feels is coming from the carpets. Emily will contact Unifirst to see if they have changed their cleaning solution, and will have them removed from the building and picked up by Unifirst.

Emily suggested contacting Susan Kennedy, Public Health Engineer, for advice. The library had no smell prior to the weekend that the town employees cleaned the basement. Now patrons, employees and volunteers are affected. Lorrie will discuss the situation with Bob Schofield.

Ed and Marty agreed not to have the ozone running when the library is open.

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

Next Meeting: Tuesday, November 12, 2013 at 7:00 pm
Thursday, December 19, 2013 at 7:00 pm
Thursday, January 23, 2014 at 7:00 pm