

**CVW Long Lake Public Library**  
**BOARD MINUTES – SPECIAL MEETING**

**Thursday, October 3, 2013 9:30 am**

**APPROVED**  
**OCTOBER 15, 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

Bob Schofield, Attorney, Whiteman, Osterman & Hanna LLP

Sue Lombardi

President Lorrie Hosley called the meeting to order at 9:30 am

Lorrie welcomed Attorney Bob Schofield

Bob said that this meeting will have an open agenda, and that he feels the timing of this meeting a day after the meeting with Sara Dallas will work well.

**LIBRARY AIR QUALITY:**

Emily stated that the air quality in the library is still not acceptable. Members of the public, staff and volunteers do not feel well after spending time in the building.

Marty said that he and Ed vacuumed the vents and found construction debris (white insulation and dried spackle). They also saw rusted registers and elbows, and wondered if the rust was due to the excessive use of floor cleaning solution.

Marty said that the register in Emily's office contained sand, and that there was a hot, mechanical, rubbery smell. These smells probably originate in the basement, and permeate the cracks in the floor. A solution would be to put flooring in Emily's office.

Bob said that whether or not the compromised air quality is perceived or real, it is not in the library's interest to ignore the issue. The library must show the public that the Board has obtained professional evaluations and that the recommendations of those professionals have been done. Air monitoring has already been done, and some mold has been found. The mold should be encapsulated in order to rule mold out as a potential source of the problem. The cleaning solution should also be changed.

Ed said that he has contacted Service Master, and that they would clean the ducts using air scrubbers and a scrubbing brush.

Lorrie said that the entire library should be professionally cleaned, the ducts should be professionally cleaned, and that the library should switch to green products. She said that the library must show patrons and employees that the Board is taking them seriously and that the Board must do everything necessary to correct the problem. Lorrie said that the budget need not be compromised as the money market account could be used instead of the operating account. She said that after the work has been done, the Board should contact the Town and tell them that the problem was one shared by both the library as tenant, and Town as building owner. In the past, the town has sometimes shared the cost. The Town does have a \$5,000 limit on discretionary spending.

#### **BANK ACCOUNTS:**

Adele said that there is no difference in the character of the funds between the operating and money market accounts. The only restricted account is the endowment. Mary Lou Whitney gave \$250,000 on 5/12/08, and two others have added to the account. All the funds must be treated similarly. Funds total around \$277,000.

The interest from the endowment account has been used, but the library has never needed to borrow from it. Lorrie said that she has spoken with John Hendrickson (Mary Lou Whitney's husband), and that John was adamant that the principal funds in the account are not to be used. The interest from the account may be used, but not much interest is generated because the funds in it are considered public funds, and there are limitations in what type of accounts public funds may be invested. Interest is less than 1%.

The endowment account is in Community Bank. All accounts are covered by a pledged collateral agreement with M&T Bank, which is similar to insurance. The pledged collateral agreement allows that library to have more funds than what is covered by the FDIC insurance, which presently is \$250,000, but might be reduced to \$100,000 on 1/1/14. M&T is security for the deposit.

Bob suggested that he write a letter to John Hendrickson showing the financial history of the account from when it was given, then when it was with Searle & Co, and through today's account with Community Bank. He will also include General Municipal Laws 10 and 11 which will show John the limitations in what types of accounts the library may use for investments.

Jules said that he has contacted a financial advisor, and that the advice he received was that there is not much that can be done about the situation. A 10 year Treasury note is liquid, but at a discount.

#### **LIBRARY CLEANING:**

Ed said that Rockwood Air & Water's proposal included the following scope of work –  
Fogging first floor and basement  
Encapsulation of mold in basement  
Sanitizing the ducts (which does not include cleaning)  
Air purifier

Rockwood said that the goal for humidity is between 40 and 50%

Bob said that the goal is to make everyone comfortable and to open the library. Competitive bids are not necessary for a project less than \$15,000. It also is not necessary to go with the lowest bid.

Ed said that for \$250, Service Master will estimate the cost to clean the ducts and to clean the library.

Ed will contact Rockwood to ask what the order should be for the entire scope of work.

**Approved:** On motion by Lorrie, seconded by Adele, with all in favor of allowing Ed to coordinate the work up to a cost of \$7,500.

**Approved:** On motion by Adele, seconded by Marty, with all in favor of installing a wood laminate floor in Emily's office for a cost of up to \$500. Lorrie will coordinate project.

After the floor is installed, the trap door in Emily's office will not be able to be used to access the basement. The bilco door to the basement will need to be kept clear year round. Ed will talk to Clark about this.

### **LEASE:**

In 1991, the Masonic Hall building was given to the Town. Bob said that the Deed gives the use of the second floor to the Eastern Stars in perpetuity. If the library would not be able to use the second floor, there is probably no reason to own the building. The library would not be allowed to use public funds to give a private group free space. Ownership of the building would be a cost issue for the library. If ownership is pursued, a condition should be that the vote to override the tax cap is passed. A lease was drafted in July 2012, but it was never signed. The town lawyer thought that an Intermunicipal Agreement would be better, but has never drafted one. Bob said that an Intermunicipal Agreement is normally used for shared services, and that in this case, there is no reason for one.

The library has a Resolution by the Town issued in 2005 to lease the building for 30 years, and that lease is renewable for another 30 years.

There is also a list of items agreed to dated 1/2012

Bob said that whether or not the Town wants to take responsibility for the building, they do own it. A lease would serve to clarify what party is responsible to pay for what.

Ed and Marty will work on a lease, with Bob's help, and will talk to Clark.

Bob suggested that if the library is trying to work out a lease with the Town, perhaps it is not the best time to bill the Town for expenditures. And, if the library does not bill the Town, the bill would not be able to be placed in the uncollectible account.

### **ELECTION:**

The Board should resolve to stay under the tax cap every year. A vote is not necessary unless the tax levy increases. The budget can change without a vote.

Bob said that the list of what the library cannot spend money on is very small, and he will send that list to Adele. It includes things like political contributions, gifts to individuals and bribes.

**Adjournment:** On motion by Adele, seconded by Ed, with all in favor, the Board adjourned at 12:00 pm

**Next Meeting: Tuesday, October 15, 2013 at 7:00 pm**