

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, September 17, 2013 7:00 pm

**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

Christine LaRocque
Donna McBride
Bob Tice
Bill Kunzmann

President Lorrie Hosley called the meeting to order at 7:01 pm

AGENDA AND MINUTES:

Approved: On Motion by Marty, seconded by Jules, with all in favor of adopting the **Agenda** for the September 17, 2013 meeting

Approved: On Motion by Adele, seconded by Marty, with all in favor of approving the **Minutes** of the August 28, 2013 meeting

CORRESPONDENCE:

Sue Kunzmann will send thank you notes in Lorrie's name to:

Sara Dallas, SALS Director, for the new wireless router
Celeste Mureno for donation of planter

COMMITTEE REPORTS:

FINANCE:

Jules has been in contact with a financial advisor to see if we can earn more on our investments. The library is limited as to what type of accounts are available for investment. The advisor will talk to Ray Martin, Treasurer.

Approved: On motion by Jules, seconded by Lorrie, with all in favor of increasing **Pat Blodgett's hours** by 3.5 hours per week

The budget will not be amended now for this change, as that process is done quarterly. Any changes to the budget will be clearly stated so that a trail may be followed.

Jules is working on Roles and Responsibilities.

Approved: On Motion by Lorrie, seconded by Marty, with all in favor of Approving the **Expenditures** for the period 8/29/13 through 9/17/13.

PERSONNEL:

The library was closed on Friday, September 13 and Saturday, September 14, 2013 so the Town employees could clean the basement.

The library is also not permitted to be open when the temperature is 60 degrees or below. Each time the temperature of the library is below 60 degrees, the situation should be reported to the Town.

The Board discussed paying employees and then billing the Town. If the Town does not reimburse the library, Sue Svoboda will add that bill to the unpaid bill account.

Approved: On motion by Lorrie, seconded by Adele, with all in favor of **paying staff** when the library is closed.

Tabled: Emily's Paid Time Off

Tabled: Staff Evaluation

BUILDINGS AND GROUNDS:

Approved: On motion by Ed, seconded by Lorrie, with all in favor of adopting the **Buildings and Grounds Roles and Responsibilities.**

Ed and Marty will discuss **snow removal** at the Masonic Hall building with Clark Seaman, Town Supervisor. Snow needs to be removed in the parking lot, front walkway, and a path to the bilco doors. It was felt that if the parking lot is plowed correctly that shoveling would not need to be done in the back. Ed and Marty will ask Clark if the library could reimburse the Town for the hours Lay is at the library to shovel during his Town time.

The **alarm system** was then discussed. Ed feels that a heat sensor is part of the system, and would just need to be activated. Ed said he called the company and that Clark and Chad Baker are notified any time the system has an alarm. Ed also feels that a keypad should be added to the side entrance. Prior to any commitments, Adele said that the cost needs to be discussed.

Ed reported that Susan Kennedy, Public Health Engineer, visited the Masonic Hall building on Monday, September 16, 2013 and said that "I do not believe that mold is an issue at the library at this time."

However, there is an unpleasant smell in the building. Emily will contact Jim Swedberg from the Masons to let him know there might be a problem.

Approved: On motion by Marty, seconded by Adele, with all in favor of spending up to \$500 for Rockwood Air and Water to **test the building for air quality.**

Emily will contact Jim Dillon of Raquette Lake Supply to have him clean the ducts. Emily also feels that the library should be cleaned professionally.

Approved: On motion by Marty, seconded by Lorrie, that **Ed Koch be given a key** to the building.

Ed and Marty are working on a potential lease.

PROGRAM:

Tabled: Monday hours in Winter

FRIENDS:

The Friends would like to receive a **Wish List** in writing. Ideas should be sent to Lorrie. Some items discussed were: Camera, Easels, Shelving, Fireplace insert

LONG RANGE PLANNING:

Adele has a meeting set for September 24, 2013 at 11:00 am

OTHER:

Sara Dallas, SALS, is coming on Wednesday, October 2, 2013 at 1:00 pm
Bob Schofield, attorney, is coming on Thursday, October 3, 2013 at 9:30 am
Ray Martin's visit was postponed

Emily and Sue have been working on the Quarterly **Newsletter**.

Lorrie will write a **letter to the community** about the building situation.

Ruth Howe has agreed that the **Order of the Eastern Star** will pay for staffing during their meetings.

PUBLIC EXPRESSION:

Concern for the health of patrons and employees due to the poor air quality was discussed. Numerous people have felt ill after being in the building, and there is a definite smell in the building that was not present prior to the basement being cleaned last week.

Approved: On motion by Lorrie, seconded by Adele, with all in favor of closing the library until testing may be done and results obtained.

Adjournment: On motion by Adele, seconded by Ed, with all in favor, the Board adjourned at 8:40 pm

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