

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, April 21, 2015 7:00 pm

**APPROVED
MAY 19, 2015**

ROLL:

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Absent
Trustee, Marty Friedman	Present

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob Tice
Donna McBride

President Lorrie Hosley called the meeting to order at 7:00 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Ed, with all in favor of adopting the **Agenda** for the April 21, 2015 meeting

Approved: On Motion by Marty, seconded by Jules, with all in favor of approving the **Minutes** of the March 17, 2015, March 23, 2015 and April 17, 2015 meetings

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period March 18, 2015 through April 21, 2015

Jules said that the Helmer's bill for fuel oil showed kerosene instead; this will be corrected in the future

The non-itemized receipts (such as those from Shaheen's or the ADK Trading Post) must have what was purchased written on the receipts.

CORRESPONDENCE:

Sue will send a thank you note in Lorrie's name to the Friends for their donation of the Adirondack Museum Membership

PRESIDENT'S REPORT:

Lorrie said that we will not know the grant status until June

She asked that everyone solicit people interested in running for a trustee position. Marty will create a poster, and copies will be placed around town; Marty will write a Letter to the Editor and the sign board will advertise the fact that we are looking for candidates.

COMMITTEE REPORTS:

FINANCE:

Ray Martin sent a letter in response to the one the Board sent to him. His letter stated that it is the Board's responsibility to audit the bills. His letter establishes the relationship between his firm and the Library Board.

Sue will write a letter to Ray in Lorrie's name in response to his.

The Board will ask Ray to attend a Board Meeting after the new Board is in place.

Approved: On Motion by Marty, seconded by Jules, with all in favor of approving the **Tax Cap Resolution**.

The Budget Workshops determined that the 2015-2016 Budget will exceed the tax cap. In any event, Bob Schofield feels that the Tax Cap Resolution should be passed each year, just in case the tax cap calculation shows that the budget exceeds the tax cap.

Approved: On Motion by Marty, seconded by Ed, with all in favor of approving the 2015-2016 **Budget** of \$148,697, of which \$144,002 will be the tax levy.

Sue will calculate the increase in the tax rate.

Approved: On Motion by Marty, seconded by Ed, with all in favor of approving the **Election Resolution** showing the annual levy of \$144,002, and two trustee vacancies and appoints Charles Richard Farr and Robert Keough as Election Inspectors.

Approved: On Motion by Jules, seconded by Lorrie, with all in favor of approving the **Travel Policy**

Jules will discuss the collection of sales tax with Bob Schofield

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **SALS Annual Trustee** meeting on May 18, 2015 as eligible for travel expenses for the trustees and library manager.

Approved: On Motion by Jules, seconded by Ed, with all in favor of opening a separate bank account for the purpose of **computer replacement**, to be funded initially with a \$2,000 transfer from the present account.

Jules will discuss the opening of a savings account with Bob Schofield

PERSONNEL:

Kevin Glandon has been hired as the library cleaner at a rate of \$12.00/hour for up to 10 hours per week

BUILDINGS & GROUNDS:

Ed said that there are two quotes for the bathroom fan – BJ Queen for \$1290, who would vent to the basement, and Tim for \$755, who would go through the kitchen. The Board would like additional quotes, and Christine will call local contractors.

NYSEG is still working on providing all the light bulbs in the contract. Melissa will talk to Christine. The Board feels that this is a "good faith issue" and asked Christine to ask Bob Schofield what options the library would have.

Tom will work on the light timers and motion detector.

Ed then reported on the status of the lease. On March 30, 2015, Ed and Marty met with Clark Seaman and members of the Masons and Eastern Star. Discussion centered on transfer of the title to the building to the library and use of the second floor. At this time, the Masons are unwilling to relinquish exclusive right to the use of the second floor.

Clark told Ed that every councilperson would be in favor of approving the transfer of the building to the library and adding \$20,000 in the budget for the library.

Concerns of the Board were how to fund depreciation and maintenance and building insurance.

Bob Schofield and Ray Martin should be consulted.

Ed has purchased the maintenance kit for the generator

Bob Tice is working on seating space outside by the solarium entrance. He has already placed timbers, and will place pavers in the ground and would like a bench or two.

The front and rear entrance rails need painting. Christine will contact Duane Finch.

PROGRAM:

The first program in the Authors Series, Mary Sanders Shartle, who wrote Lily Martindale, was very successful.

The library will have a float in the Memorial Day parade.

Christine is working on summer reading and a summer lecture series.

FRIENDS:

Christine said that she would talk to the Friends about a vacuum cleaner, new projector (with the thought that the present one could then be lent), video camera and benches.

STRATEGIC PLANNING:

Marty has been thinking of ways to expand the library, and one way to do that would be for the Fire Commissions to surrender the Fire Hall to the Town. His thoughts are that the library could use the first floor for meetings, arts and crafts and programs for senior citizens; the Masons could have the rights to the second floor. The Board gave Marty permission to continue conversations with the Town and Masons.

Marty then explained his idea for a switchboard concept. The library would become a communication hub for the community. Interested subscribers to the service would give their email address to the library, and then an invitation to join would be sent to that email address. The library would send notices to all subscribers as a blind copy (bcc). Notices could be about a library event, town emergency, or something from a subscriber. Any announcements from a member would have to conform to the policy. Bob Schofield has told Marty that there are no legal issues. Marty and Christine will work on the guidelines.

Additional discussion on both issues will be held at the May meeting.

OTHER BUSINESS:

Marty is working on the display documents. His idea is to put the dedication to Emily on an acrylic book, and to have the history of the burl on nice paper.

Next Meeting: Tuesday, May 19, 2015 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Ed, with all in favor, the Board adjourned at 10:40 pm