

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, April 21, 2020 6:00 pm via Zoom

**APPROVED
MAY 19, 2020**

ROLL:

President, Tom Scahill	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Present
Trustee, Ed Koch	Present

Crystal Niedzwiadek, Library Manager
Sue Kunzmann, Clerk

President Tom Scahill called the meeting to order at 6:07 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Rick, seconded by Bill, with all in favor of adopting the **Agenda** for the April 21, 2020 meeting

Approved: On Motion by Tom, seconded by Bill, with all in favor of approving the **Minutes** of the March 17, 2020 meeting

Approved: On Motion by Rick, seconded by Bill, with all in favor of approving the **Expenditures** for the period March 18, 2020 through April 21, 2020

CORRESPONDENCE:

The library received \$500 from Stewart's from their Holiday Match Program which will be used to fund the Escape Room program.

PRESIDENT'S REPORT:

Tom reported that this is our first meeting via Zoom. He said that later in the meeting the Board will look at some updates to the Policy Manual and will vote on the Election Resolution.

MANAGER'S REPORT:

Crystal said that staff have been working from home except for essential duties inside the library. Sue has been working her regular hours on Tuesday and Friday; Kevin has been performing building maintenance; Pat is on call; and Crystal has been primarily working from home.

The Evaluation Form has been completed and everyone has developed their goals. The team goal is to expand the Interlibrary Loan Services. The individual goals are: Sue – Publisher; Kevin – eMaterials; Pat – Readers Advisory bookmarks; and Crystal – complete minimum standards before the next Annual Report is due

Crystal is discussing a collaborative digital art gallery with the school
Crystal is filling carts for new acquisitions.

She has created a review schedule for all policies and will also be creating new policies. Some policies will be posted on the website and others will be for the library's use. Crystal is also in contact with SALS about our reopening plan. The Directors have been meeting once a week to discuss issues.

Approved: On Motion by Rick, seconded by Bill, with all in favor of allowing the library manager flexibility in **moving budgeted amounts** from one line to another within the same category.

COMMITTEE REPORTS:

FINANCE:

Crystal reported that use of Overdrive and Libby has increased by 30% during the COVID pandemic. The library will send SALS an additional \$200 to support ebooks.

BUILDINGS & GROUNDS:

Tom said that the Bilco doors will be installed this spring. He also will install the 2 outdoor lights to shine on the sign in front of the building.

Crystal discussed the Construction Grants.

The grant for shelving, computer desks and lighting has a hard deadline of June 30, 2020. She will ask for an amendment to delete the lighting as the cost of the shelving and computer desks is more than the grant. If the amendment is not approved, the library will have to do the lighting portion quickly. Tom said that he is able to do the lighting for a lot less than what was budgeted in the grant proposal. He will donate his labor.

Crystal will discuss the grant for the siding, doors and windows with the architect. She also will discuss the project with the Masons and Eastern Stars. The upstairs windows were boarded over in the 1950 – 1960 era. The schedule will be to go out to bid on May 10, 2020, have a pre bid meeting on June 1, 2020 at 11:00 am, open the bids on June 15, 2020 and recommend a contractor on June 16, 2020.

POLICIES:

Copies of the Draft Pandemic Response Procedures and Emergency Closure Policy were distributed and will be voted on at the May meeting.

PROGRAM:

The DEC grant for Café Livre spending will be delayed until the fall.

Two artists are lined up for the summer and there will be a reception for each.

OTHER BUSINESS:

The Board discussed the difficulty of candidates for the Trustee vacancy to obtain 25 signatures due to social distancing requirement.

Approved: On Motion by Tom, seconded by Bill, with all in favor of approving the setting of the **petition deadline** as June 1, 2020, which will give candidates two additional weeks.

Approved: On Motion by Bill, seconded by Rick, with all in favor of approving the **Resolution to Override the Tax Cap**

Approved: On Motion by Tom, seconded by Bill, with all in favor of approving the 2020-2021 **Fiscal Year Budget of \$158,863**, of which \$154,250 will be the tax levy

Approved: On Motion by Tom, seconded by Bill, with all in favor of approving the **Election Resolution** showing the annual levy of \$154,250, and one trustee vacancy and appoints Charles Richard Farr and Robert Keough as Election Inspectors and Robert Benson and Carol Benson as Alternate Inspectors with a compensation rate of \$75 each for those serving.

Next Meeting: Tuesday, May 19, 2020 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bill, with all in favor, the Board adjourned at 7:12 pm