

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, August 16, 2016 7:00 pm

**APPROVED
SEPTEMBER 20, 2016**

ROLL:

President, Ed Koch	Present
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Patty Farrell	Present
Trustee, Abbie Verner	Absent

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Brian Castler
Kathy Duffendack
Bob Tice

President Ed Koch called the meeting to order at 7:00 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Patty, with all in favor of adopting the **Agenda** for the August 16, 2016 meeting

Approved: On Motion by Jules, seconded by Patty, with all in favor of approving the **Minutes** of the July 19, 2016 meeting

Approved: On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period July 20, 2016 through August 16, 2016

PUBLIC EXPRESSION:

Brian Castler spoke about a possible addition for storage, and said that the library should consider future needs when determining the size of the addition. Ed said that the library would have to find out the required setbacks; Jules said that the library needs to be good neighbors.

Christine said that it is too late to pursue a construction grant this year, so all discussions on a possible addition are a moot point.

CORRESPONDENCE:

A thank you was sent to David Hill for his donation of \$50.

A thank you was received from Jack Carney for the use of the library on July 16, 2016.

MANAGER'S REPORT:

Christine reported on upcoming events: Thomas Cole program by Matt Delamater in conjunction with the Historical Society at the Town Hall on Friday, August 19, 2016

& Monarch Butterfly program by Jim West on Friday, August 26, 2016

Christine also reported on usage numbers in 2015 and 2016 as follows:

	JUNE	JULY	AUGUST
2015	1960	3862	3830
2016	1825	2994	1836 (to date)

She feels that the usage of the library is weather dependent, so numbers are down this year because the weather has been so nice.

Christine presented Sue Svoboda's engagement letter for 2016 and 2017.

Sara Dallas would like to come to conduct Board Training on Wednesday, September 21, 2016 at 1:30 pm.

Christine said that the John Muir weekend was successful, and that the Café Livre with the CC Vagabonds on August 12, 2016 was well attended.

She also reiterated that there is no time to pursue the Construction Grant for 2017.

Christine thanked the Friends for their contributions the Camp Readmore. The Book Sale and Garage Sales were held last weekend.

PRESIDENT'S REPORT:

Ed said that he has been in contact with Clark Seaman about the issues with the building.

COMMITTEE REPORTS:

FINANCE:

On Motion by Jules, seconded by Tom, with all in favor of authorizing Ed to sign the **Engagement Letter** with Sue Svoboda for the 2016 and 2017 years.

Jules said that cash flow is good, and we should start to see the tax income in October.

BUILDINGS & GROUNDS:

Ed appointed Brian Castler to the Building and Grounds committee.

Tom has compiled a list of items needing attention, and ranked them in priority order. There is not enough money in the budget to take care of every item. Repair costs will need to be determined.

Christine said that the library received a bill from NY Fire & Security for the monthly monitoring charge. Christine asked for a copy of the contract stating the library would pay this charge. Our records do not show that we agreed to pay for monitoring.

POLICIES:

Tom and Christine read the draft of the revised Public Expression Policy. Copies were distributed and the draft policy was discussed.

FRIENDS:

Christine reported that the Friends have held their Annual Meeting.

LONG RANGE & STRATEGIC PLANNING:

Patty has read the previous Long Range Plan, and mentioned that one of the items in the Plan was to increase the number of parking spaces for the library. She suggested that all employees park in the space on School Lane.

PUBLIC EXPRESSION:

Brian Castler said that the title to the parking area should be checked prior to discussing an increase in the size of the parking lot. There will also be a drainage issue to deal with.

Kathy Duffendack agreed that the Board needs to prioritize the issues with the building. She also said that she does not feel that the President should talk to the Town Supervisor before discussing the issues with the Library Board.

Next Meeting: Tuesday, September 20, 2016 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Tom, with all in favor, the Board adjourned at 8:15 pm