

## CVW Long Lake Public Library

### BOARD MINUTES

Tuesday, August 18, 2015 7:00 pm

APPROVED  
SEPTEMBER 15, 2015

#### ROLL:

President, Ed Koch	Present
Vice President, Marty Friedman	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Abbie Verner	Present

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Bob Tice  
Dona Hall  
Donna McBride

President Ed Koch called the meeting to order at 7:02 pm

#### AGENDA, MINUTES AND EXPENDITURES:

**Approved:** On Motion by Jules, seconded by Abbie, with all in favor of adopting the **Agenda** for the August 18, 2015 meeting

**Approved:** On Motion by Marty, seconded by Abbie, with all in favor of approving the **Minutes** of the July 21, 2015 meeting

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period July 22, 2015 through August 18, 2015

Jules noted that the reconciliation of the Operating account shows that \$29,000 of checks were cashed during the month of July. Part of this was due to checks that were issued in June but not cashed until July, and the opening of the computer account with \$6,000.

Expenses for the past month were \$14,000. A portion of the tax receipts will be received in November, and Jules feels that we will be in good shape.

Payroll expenses have been lower than last year, partially because Lay was paid 10 hours a week for cleaning, and Kevin spends between 3 and 4 hours a week to clean. The Friends have also helped by purchasing items.

Christine will ask Kevin if he will shovel the sidewalks this winter.

#### CORRESPONDENCE:

Thank you notes were sent in Ed's name to:  
Clark Seaman for Hamilton County aid of \$2,582

Ann Silliman Lofting for her donation of \$50  
Carl Ashford for his donation of \$50  
and to Brian Castler for making and donating two Adirondack chairs for the patio.

#### **MANAGER'S REPORT:**

The new budget has been input into Quickbooks. Christine is checking with Brian at Ray Martin's office to ask why the coffee fund disappeared at the end of the budget year. The coffee fund is self supporting, and had over a \$200 balance at the end of June.

Christine said that the staff is responsive, takes initiative and are a pleasure to work with.

#### **PRESIDENT'S REPORT:**

The status of the grant for the air conditioner will be reported shortly.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

Ed will contact Ray Martin with items that should be discussed when Ray visits during next month's Board Meeting. If a trustee would like something discussed, please send the list to Ed.

Jules reported that the fund for computer replacement has been opened with a deposit of \$6,000.

##### **PERSONNEL:**

**Approved:** On Motion by Marty, seconded by Abbie, with all in favor of approving a **raise of 5%** for all job titles effective July 1, 2015. Sue will prepare the forms for Hamilton County and Ray Martin.

#### **BUILDINGS & GROUNDS:**

Ed will contact the Masons about the basement key

NYSEG is all set to complete the project

Ed will contact CDE Electric about the motion detector light

The building situation will be discussed in September. In the meantime the resolution allowing the library use of the building for 30 years is in effect. The other proposal is that the Library take title to the building with the understanding that the Town will give the library \$20,000 per year as they do for the library in Raquette Lake.

Brian will start the grinding of the railing after Labor Day

Ed will contact the Town about the missing pieces of siding on the front of the building and about drainage

The siding also needs cleaning. Ed and Marty will discuss this with the Town after the second week of September.

The floors need buffing. Lay used to borrow the Town's equipment. Christine will research what is available for purchase.

**Approved:** On Motion by Abbie, seconded by Marty, with all in favor of approving the **purchase of floor mats up to a cost of \$1,500**. The rental of mats from Unifirst will then be discontinued.

#### **POLICIES:**

**Approved:** On Motion by Marty, seconded by Jules, with all in favor of approving the **Use of Library Areas Policy**

Tom said that Item 12 regarding liquor concerns liquor use by other groups.

**Approved:** On Motion by Marty, seconded by Jules, with all in favor of approving the **Suspension of Sending Invoices** to the Masons and Eastern Stars groups for the use of the first floor.

**PROGRAM:**

Christine reported that next summer the library would like to apply for a grant for a John Muir weekend.

In conjunction with the Long Lake Historical Society, the library will sponsor a talk by Matt DeLaMater about Thomas Cole's trip to Long Lake on September 28, 2015 at 7:00

Christine will ask Harry Buxton to label the Maximum Capacity allowed in the building.

**FRIENDS:**

The Book Sale raised about \$2,600, and the Garage Sale receipts were higher than that.

**STRATEGIC PLANNING:**

Names and email addresses are being gathered. In mid-September an introductory video will be sent to all mailbox recipients.

**OTHER BUSINESS:**

Christine will look into the replacement of the chairs around the meeting table.

**PUBLIC EXPRESSION:**

Donna McBride mentioned that in addition to wonderful employees, Christine is an exceptional director.

Dona Hall mentioned that she trusts Christine to choose carpeting that will complement the décor in the library because everything that Christine has done is tasteful and artistic.

**Next Meeting: Tuesday, September 15, 2015 at 7:00 pm**

**Adjournment:** On Motion by Abbie, seconded by Jules, with all in favor, the Board adjourned at 8:32 pm