

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, August 18, 2020 6:00 pm**

**APPROVED  
SEPTEMBER 15, 2020**

**ROLL:**

President, Ed Koch	Present via Speaker Phone
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Absent
Trustee, Donna McBride	Present via Speaker Phone

Crystal Niedzwiadek, Library Manager  
Sue Kunzmann, Clerk

President Ed Koch called the meeting to order at 6:00 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of adopting the **Agenda** for the August 18, 2020 meeting

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **Minutes** of the July 21, 2020 meeting

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **Expenditures** for the period July 22, 2020 through August 18, 2020

**CORRESPONDENCE:**

A thank you note was sent to Germaine Knapp for her donation of \$50 to the library

**PRESIDENT'S REPORT:**

Ed said that he thinks the library is doing a good job in light of COVID requirements

**MANAGER'S REPORT:**

Crystal reported that Kevin called in sick today. He was given the option of obtaining a COVID test with negative results or quarantining for 14 days.

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of amending the **Sick Leave Policy** as follows:

In case of a possible infectious disease, the library manager may require the employee to provide a doctor's note or medical test document prior to returning to work. If the employee chooses not to provide a doctor's note or negative test result, he or she will be on quarantine leave for 14 days

Crystal said that the Summer Reading Program was a success

She has been weeding the Non-Fiction materials and is ordering new items for the collection

Crystal has conducted the midpoint reviews of the employees

Tom Scahill has completed the work on the indoor lighting. The Board thanked him for his work.

The Friends would like the library to develop a wish list. The Board thanked Jackie Hornstein for her 10 years of work on the Friends Board.

Rick, Tom Scahill and Bob Tice started work on the installation of the Bilco door today.

Copies of the Homeowner's Guide are at the Library.

Work on the timeline for the Construction Grant for the Siding, Windows and Doors will begin after Labor Day.

Crystal will be attending an online seminar on Inter-Library Loans

She is working on the Minimum Standards for libraries and will be looking for wordpress training to update our website

#### **COMMITTEE REPORTS:**

#### **POLICIES:**

Crystal said that revisions are necessary to be made to our **Non-Discrimination and Anti-Harassment Policy** as our present policy does not comply with New York State requirements. Copies of a draft policy were distributed.

On Motion by Rick, seconded by Bob, with all in favor of tabling discussion until the September meeting.

**Next Meeting: Tuesday, September 15, 2020 at 6:00 pm**

**Adjournment:** On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 6:49 pm