

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, August 26, 2014 7:00 pm**

**APPROVED  
SEPTEMBER 17, 2014**

**ROLL:**

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

Sue Kunzmann, Clerk

Dona Hall  
Christine LaRocque

President Lorrie Hosley called the meeting to order at 7:02 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Tom, seconded by Jules, with all in favor of adopting the **Agenda** for the August 26, 2014 meeting

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the July 15, 2014, the July 28, 2014, the August 8, 2014 and the August 14, 2014 meetings

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period July 16, 2014 through August 26, 2014

**PUBLIC EXPRESSION:**

Dona Hall said that she saw on the Agenda that an air conditioner and generator are to be discussed tonight. She expressed her concerns about improving a building owned by the Town. Lorrie said that the money donated by the Weyls is to be used to make the library a better place, and that the library is working on a lease for the building with the Town.

Ed reported on the quote from BJ Queen that Emily received for the air conditioner and generator. Two air conditioners would be needed for a cost of \$18,900. A 20 watt generator would cost \$10,500. Ed will find out more details from BJ Queen.

**CORRESPONDENCE:**

FOIL Request to Michelle Hamdan: Sue sent a draft letter to Bob Schofield, who reviewed the information and changed some of the wording. The official response was sent to Michelle on July 22, 2014.

Sue sent thank you notes in Lorrie's name to Germaine Knapp and to Douglas Horn for their cash donations.

## **COMMITTEE REPORTS:**

### **FINANCE:**

Jules reported that the monthly fee to Ray Martin CPA has increased from \$475 to \$550, and increase of \$75 per month.

### **BUILDINGS AND GROUNDS:**

Ed reported that Cynthia Thompson will contact the contractor to determine if the window above the front door has a warranty

Tom will check the batteries in the emergency lights and connect everything

The Town will pave the entrance to the parking lot

The Town attorney is reviewing the Lease

Nothing has been done on the roof snow guard issue.

Ed will locate the basement door. Lorrie said that John would help with installation.

Sue will obtain 4 digit codes from everyone with a key to the library. The Eastern Stars and Masons also have a keypad at their entrance.

### **POLICIES:**

New York State enacted a law amending the Not-for-Profit Corporation Law to require a “**Conflict of Interest**” policy adopted by library board of trustees. A Draft copy was distributed.

### **PROGRAM:**

A program about the Civil War will be at Mt Sabattis tomorrow evening. The September display will be from artists that have shown at the library recently.

### **FRIENDS:**

The Memorandum of Understanding discussion was tabled.

### **PERSONNEL:**

Lorrie discussed the new position: The position will be for a **Library Manager**, instead of a Library Director. Sue gave Lorrie the former Civil Service Duties Statement, and Lorrie will contact Kim to discuss the form. Discussion centered on qualifications and duties – 28 hours, \$15/hour, provisional for 90 days, High School diploma and 2 years college.

Lorrie will send the proposed ad to Bob Schofield, Kim Byrne and Sara Dallas. The ad will run for 3 weeks. Ed and Marty have agreed to interview the applicants. The entire board will then interview the candidate.

Benefits and Salary will be discussed after a year of employment.

Sue will print a Library Brochure and the Personnel manual for discussion on holidays and holiday pay for employees

Lorrie said that Sara Dallas suggested that two people be on staff at any one time, but there should be no policy stating that as it is always not possible to have two people at all times.

Lorrie said that staff should be reviewed annually, and that possible raises should be discussed in February as part of the budget process.

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of giving Sue a raise from her current \$10.30 per hour to \$12.50 per hour, effective 8/23/14, as she is the interim library manager.

**OTHER BUSINESS:**

Ed suggested that Sue Lombardi pursue a **grant** for the Air Conditioning and Generator.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of the Board acquiring a work of art to be placed in the library in **recognition of Emily Farr's contributions to the library**. The cost is not to exceed \$750.

**PUBLIC EXPRESSION:**

Dona Hall asked if a suggestion box could be installed. Jules will make one.

**Adjournment:** On motion by Ed, seconded by Tom , with all in favor, the Board adjourned at 9:15 pm

**Next Meeting:** Wednesday, September 17, 2014 at 7:00 pm

Wednesday, October 15, 2014 at 7:00 pm