

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, December 16, 2014 7:00 pm

**APPROVED
JANUARY 20, 2015**

ROLL:

President, Lorrie Hosley	Present via Skype from 4191 Garden Lane, El Sobrante, CA
Vice President, Ed Koch	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Marty Friedman	Present

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

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

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the December 16, 2014 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the November 11, 2014 meeting

Approved: On Motion by Jules and seconded by Marty, with Ed, Jules, Tom and Marty in favor, and Lorrie abstaining, of approving the **Expenditures** for the period November 12, 2014 through December 16, 2014. Lorrie abstained as she could not look at the expenses.

Jules reported that he reviewed the bills, and discovered that the Autopays for Frontier, NYSEG and RICOH included sales tax. Sue has sent our tax exemption form to each company and will monitor the bills.

Jules also questioned an item under "Other Expense" Miscellaneous with an amount of -98.99. The item was a credit placed on our Debit Card as items purchased from Oriental Trading in May was purchased using the Debit Card, and subsequently also paid with a check.

CORRESPONDENCE:

Sue will send thank you notes in Lorrie's name to Ed & Gail Gale for their donation and to Nancy Tracy for the wreaths placed in the library.

MANAGER'S REPORT:

Christine said that some students have already taken advantage of the free printing for homework.

Jules has installed the handrail from the children's room to the kitchen; people who have used it have appreciated its installation.

The library had an Open House on Saturday, December 6, 2014, and many people stopped by, and commented favorably on the Shop Locally display.

The Book Discussion group will make their decision on the 11 books for March 2015-February 2016 on January 13, 2015.

The library will send thank you notes to all who donate books. Christine will work with Carol Day. The Circulation desk employee will take names.

Christine has contacted Grant Preston at Frontier to determine if the library would be able to tie into the fiber network at the school. That would not be possible as the fiber goes into the school from the back, as opposed to passing the library.

Currently our connection is asymmetrical, 20 megabits over 3, for \$149.99. Symmetrical connection prices are: 10 megabits - \$476; 15 megabits - \$587; 20 megabits \$683. A contract would be for 2 years.

Christine does have a mentor from SALS.

The \$250 we received from SALS for training will be used on December 23, 2014 when Brian from Ray Martin's office will offer training on Quickbooks to Christine, Sue and Jules.

Christine will have a column, Long Lake Library News, in the Hamilton County Express.

PRESIDENT'S REPORT:

The generator has been installed, and has already been used when the power went out.

The Construction Grant committee needed some clarification, and that information was sent by Sue Lombardi.

COMMITTEE REPORTS:

FINANCE:

Jules attended a webinar on Wednesday, December 10, 2014. He summarized the key points via email to board members.

Claims (invoices) must be audited; we need a debit card use policy; payroll and utilities pre-pays need to be approved annually at the Board's reorganizational meeting; internal cash controls must be used; we must have a purchasing policy. The auditor should report to the Board at a public meeting, investment choices are limited, insurance limits should be evaluated, background checks should be used prior to hiring, and the library should have a business continuity plan.

Presently Pat counts the cash each Friday, Sue confirms the amount against the cash receipts and deposits the money. Christine does sign off on the time cards.

Approved: On Motion by Lorrie, seconded by Ed, with all in favor of approving the appointment of the Vice President of Finance as **claims auditor** for the library. Jules will audit the bills prior to Sue sending them to Ray Martin's office.

BUILDINGS & GROUNDS:

The roof snow guards seem to be working.

Ed will follow up on the basement door.

The contractor is getting a replacement window for above the front door.

The alarm has been set up and Ed will work on getting directions for its use to all.

The Friends did not meet this month, so Christine will ask them about purchasing the led lights in January.

The Generac 20 kw generator has been installed. Ed said that the oil in the generator is a break-in oil, and must be changed in 3-4 months. A kit may be purchased for \$40-\$50.

The generator is a capital improvement and belongs to the library. The library will maintain it.

Lease: The town attorney has looked at our proposal, and the town board and library board will meet jointly on Friday, December 19, 2014 at 3:00 pm.

Approved: On Motion by Lorrie, seconded by Marty, with all in favor of giving Ed and Marty, and, if possible, also Jules and Tom, the authority to **speak on behalf of the Board** at the meeting.

Marty will take a copy of the improvements that the library has made to the building.

Dixie LeBlanc will take minutes.

POLICIES:

Sue will send Christine a copy of the Conflict of Interest Policy as Christine wants to send it to Sara Dallas

Christine will compile a list of policies that the library should have for the January meeting.

PROGRAM:

Christine reported that 67% of the Program budget has already been spent.

There will be a knitting program for children over Christmas break.

Christine has applied for an ALCA grant for a 360 degree mural about the history, landmarks, plants, animals and people of Long Lake. The mural will be in the foyer, and artists will collaborate with historians.

The summer reading program is funded by a grant from SALS.

The Friends have agreed to support programming with the funds they raise.

FRIENDS:

The draft Memorandum of Understanding will be changed to state that the Library Board will arrange to move the books for the book sale to the Book Shack. In the past, Lay has moved the books, and reflects his time on his time card. Jules and Tom have volunteered to move the books.

Christine will obtain possible dates for a joint meeting with the Board and the Friends.

OTHER BUSINESS:

DISPLAY IN EMILY'S HONOR:

Kevin has drawn up plans for the display, and has quoted a cost of approximately \$300. The display will be oak, with a glass front and a mirror in back. The Board would like it illuminated.

Marty will contact Jamie Sutliff for the plaque.

Perhaps the Friends would agree to fund the display case and plaque.

Approved: On Motion by Marty, seconded by Lorrie, with all in favor of spending up to **\$500 on the display.**

JAMIE SUTLIFF DISPLAY:

Jamie would like to display items in the library, and is willing to host a reception with his musical friends. Christine will contact him to see if it would be possible to combine this with the reception for Emily.

The Board will send Emily a card for the holidays. Sue will sign Lorrie's name.

Adjournment: On Motion by Marty, seconded by Jules, with all in favor, the Board adjourned at 9:35 pm

Next Meeting: Tuesday, January 20, 2015 at 7:00 pm