

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, December 17, 2019 6:00 pm**

**APPROVED  
JANUARY 21, 2020**

**ROLL:**

President, Tom Scahill	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Absent
Trustee, Ed Koch	Present

Crystal Niedzwiadek, Library Manager  
Sue Kunzmann, Clerk

Bob Tice

President Tom Scahill called the meeting to order at 6:02 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of adopting the **Agenda** for the December 17, 2019 meeting

**Approved:** On Motion by Rick, seconded by Ed, with all in favor of approving the **Minutes** of the November 19, 2019 meeting

**Approved:** On Motion by Bob, seconded by Rick, with all in favor of approving the **Expenditures** for the period November 20, 2019 through December 17, 2019

Rick said that the library received \$56,204.65 from the school for tax proceeds, and \$10,408.28 from the Insurance Company for the wind damage claim

**CORRESPONDENCE:**

A thank you was sent to Nicki Weiss for her donation of her children's books

A thank you note from Carol Irvine was read. She thanked the library for the summer reading program and gift for Jack Irvine.

**PRESIDENT'S REPORT:**

Tom welcomed Crystal as the new library manager and mentioned that she has been working hard to familiarize herself with the library.

Sue will obtain quotes to insure the two sheds – Brown Shed: \$3000 building; \$1500 contents and White Shed: \$1000 building; \$1500 contents

**MANAGER'S REPORT:**

Crystal started her report with a summary of her background and what she hopes to accomplish. She emphasized that she loves Long Lake and has the experience to do the job, although working with a Board will be new to her.

She has a strong work ethic and will be attending various training sessions in the coming weeks to learn the work processes and the systems.

Crystal will be concentrating on building relationships with the Town, the School and the Friends. She thanked the Friends for the December Ladies Luncheon. She also emphasized that she looks forward to communicating with residents.

She will be concentrating on the Annual Statistical Report, Programming, Outreach, the Community Service Plan and the Collection in the coming weeks.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

Rick reported that he received names of potential Auditors from Ray Martin and is expecting two proposals.

**Approved:** On Motion by Rick, seconded by Tom, with all in favor of approving the payment of \$400 to Michael Jerling for his Café Livre performance scheduled on January 18, 2020.

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

Tom reported that the insurance inspection resulted in two recommendations:

1. Weatherize the wind damaged wall, which has already been completed
2. Service the fire extinguishers

Tom will work on obtaining service for the fire extinguishers

##### **PROGRAM:**

Crystal and Rick will be investigating an Escape Room

##### **FRIENDS:**

The Friends took in about \$1400 from the Ladies Luncheon

##### **LONG RANGE & STRATEGIC PLANNING:**

Ed will talk to the architect about the status of the construction grant

##### **PUBLIC EXPRESSION:**

Bob Tice said that the 4 waiters had a great time serving at the Ladies Luncheon

**Next Meeting: Tuesday, January 21, 2020 at 6:00 pm**

**Adjournment:** On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 7:10 pm