

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, December 20, 2016 7:00 pm**

**APPROVED  
JANUARY 17, 2017**

**ROLL:**

President, Ed Koch	Present
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Patty Farrell	Present
Trustee, Abbie Verner	Absent

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Diane Carney  
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 Patty, with all in favor of adopting the **Agenda** for the December 20, 2016 meeting

**Approved:** On Motion by Tom, seconded by Jules, with all in favor of approving the **Minutes** of the November 15, 2016 meeting

**Approved:** On Motion by Patty, seconded by Tom, with all in favor of going into **Executive Session** at 7:10 pm, to discuss a personnel issue relating to the warrant

At 7:22 pm, Christine and Sue were asked to attend

**Approved:** On Motion by Tom, seconded by Jules, with all in favor of going into **Open Session** at 7:50 pm

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period November 16, 2016 through December 20, 2016 with the exceptions of Checks #6372, #6374 and #6375 until proper documentation is received.

**PUBLIC EXPRESSION:**

Donna McBride asked that Executive Sessions be scheduled at the end of the Board Meetings.

Dona Hall said she thinks the solarium looks wonderful with the new mural

Diane Carney said that she is on the Friends Board and that a member from that Board will try to attend the Library Board meetings. The Friends will rotate that duty.

**CORRESPONDENCE:**

A sympathy card was signed and sent to the family of Marge LaRocque, a long-time library volunteer.

**MANAGER'S REPORT:**

Christine said that she will apply for an architectural grant. Paul Mays of Butler, Rowland, Mays Architects of Ballston Spa will make a site visit at a cost of \$400. For a small project, he will charge by the hour. Christine would like his advice on the front doors and obtaining additional storage.

The library has been awarded \$2500 from the ALCA Decentralization Grant for the 2017 Café Livre Series.

The mural opening reception will be Friday, December 30, 2016 at 7:00. Eliza Jane Darling, Hamilton County Historian, will be present, and has spent \$1500 in advertising the program.

Christine brought the Accident Report for Betsy Comeau's fall from the scaffolding while she was descending. Betsy had been painting a portion of the mural in the solarium prior to the fall.

Patty recommended that all serious accidents be reported to the Board. She also recommended that volunteers not work on heights.

Christine said that Libby Post works for approximately \$1000 a month as a consultant. The last time the library employed her, she was paid \$6000. Christine said that, as an alternative, SALS has an employee, Erika Freudenberger, who can work with the library to develop a plan of service at no additional cost as a part of our membership to the system. SALS is currently working with Libby Post to develop an infographic builder, which will be shared by the entire system at no additional cost.

**PRESIDENT'S REPORT:**

Ed welcomed everyone.

He suggested that the library join LTA, Library Trustees Association at a cost of \$60. per year. Sue will send Tim Gavin a list of the contact information for all trustees

**COMMITTEE REPORTS:****FINANCE:**

Jules said that the second tax proceeds will be received shortly. This check is for the taxes on State Land, and will be \$60,944.79

**BUILDINGS & GROUNDS:**

Tom will look at the handicapped door as the button on the outside does not open the door.

Tom has been looking at new front doors on doorshoppers.com

**POLICIES:**

Patty wondered if the Board should set a policy for the procedure to handle injuries.

**FRIENDS:**

Diane Carney said that there were 58 attending the Ladies Luncheon. There were 10 waiters and 12 baskets that Santa auctioned. The Friends also held their Tree and Wreath sale. Diane said that sales of those were down this year.

Their next meeting is January 10, 2017 at 11:00

**OTHER BUSINESS:**

Patty asked whether it would be a good idea to ask Libby Post to help with the Spring Newsletter prior to the election.

**EXECUTIVE SESSION:**

**Approved:** On Motion by Patty, seconded by Ed, with all in favor of going into **Executive Session** at 8:55 pm, to discuss the performance of a particular individual.

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of going into **Open Session** at 9:20 pm

**Next Meeting: Tuesday, January 17, 2017 at 7:00 pm**

**Adjournment:** On Motion by Jules, seconded by Tom, with all in favor, the Board adjourned at 9:25 pm