

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, February 11, 2014 7:00 pm**

**APPROVED  
MARCH 18, 2014**

**ROLL:**

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

Town Board:

|                 |         |
|-----------------|---------|
| Clark Seaman    | Present |
| Dean Pohl       | Present |
| Tom Donnelly    | Present |
| Richard Dechene | Absent  |
| Craig Seaman    | Absent  |

|                      |         |
|----------------------|---------|
| Dixie LeBlanc, Clerk | Present |
|----------------------|---------|

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Donna McBride  
Bob Tice

President Lorrie Hosley called the meeting to order at 7:00 pm

**AGENDA AND MINUTES**

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of adopting the **Agenda** for the February 11, 2014 meeting

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of approving the **Minutes** of the January 23, 2014 and the January 27, 2014 meetings

**EXECUTIVE SESSION:**

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of going into Executive Session at 7:05

**Approved:** On Motion by Adele, seconded by Ed, with all in favor of coming out of Executive Session at 8:20

**EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of approving the **Expenditures** for the period January 24, 2014 through February 11, 2014

## **CORRESPONDENCE:**

Sue Kunzmann will send thank you notes in Lorrie's name to Keith Landies for his donation of books.

## **DIRECTOR'S REPORT:**

Emily reported that Bob Schofield sent her an e mail stating that a Board Member may make motions and vote via **Skype**. A Public Notice must be placed at the Skype location, in addition to the locations in Long Lake.

Bob also said that the **Ozonator** may be sold by any method that shows the library is receiving a reasonable price for it.

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of having Marty sell the **Ozonator** on Ebay for \$300.

Lorrie said that Clark asked if Chad has installed the **Emergency Furnace Switches**. One will go in the Workroom, and the other by the Furnace. Ed and Marty will follow up with Clark.

Marty said that he did not take the **Orkin** letter to Clark, as he shut the basement window himself.

Lorrie also said that John would still take care of little things.

Ed and Marty will ask Clark about the status of the **roof**. The issue is that no one wants to void the warranty on the roof.

Emily said that there will be a meeting on **FOIL** at the Tupper Lake Library on Tuesday, March 18, 2014 at 4:00 pm. Lorrie and Emily will attend.

After Lorrie returns on the 6<sup>th</sup>, Emily and Lorrie will meet with Mary Ann Roche to discuss the **Memorandum of Understanding** with the Friends.

The **Broadband** meeting scheduled for today was cancelled. Chris Mundell will try to attend the next meeting on March 11, 2014.

## **COMMITTEE REPORTS:**

### **FINANCE:**

Jules reported that the Committee met with Sue Svoboda last week. Sue wants to put the **remediation cost** from August 2013 into the 2012-2013 year as it was a pre-existing condition. She showed the Committee documentation that the cost should be in last year's budget. The Board will have to approve amending the budget at next month's meeting. Since there was a surplus last year, the budget will be even for 2012-2013.

The current budget shows Expenses over the Budget in certain categories.

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of authorizing the Library Director to make **Budget Transfers** up to \$500 with notification to the Board at the next meeting. A binder showing all transfers will be kept.

## **PERSONNEL:**

Lorrie and Emily will meet tomorrow.

### **BUILDINGS AND GROUNDS:**

Ed reported that the **Library Cleaning** is complete. Lorrie suggested that this be done on an Annual Basis in April.

Marty will call the **Alarm Company** to determine what is needed to be done to fix the message that there is a low battery on the second floor.

Ed and Marty will also ask Clark about sealing the gap in the **basement doors** and determine how the **parking lot is to be plowed**.

### **POLICIES:**

The Board discussed whether or not to close when the school closes due to weather. Since a situation could occur where the school is already closed for vacation instead of for inclement weather, the Board decided not to use the school policy to determine whether or not to close.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of leaving the decision to close the library due to **inclement weather** to the Library Director. If the Library closes, employees will be paid for scheduled hours. Emily will find out how to notify NPR, and will post any closing on the library website.

### **PROGRAM:**

The **Computer Class** and the **Puppet Boot Camp** were cancelled on Wednesday. The grants from ALCA and Stewart's have not been received.

The first Puppet Camp had 21 children, and edible puppets were made.

The program at the Nutrition Site will be making **Valentine's with Louisa Woodworth**.

The money from Pat's cards and book sale are going to **Programs**.

### **FRIENDS:**

The meeting was cancelled today.

The Friends have agreed to purchase the Camera, Easels and Shelving from the **Wish List**. The backs to the shelving units were not ordered, and Mary Ann told Emily that the extra cost would not be a problem.

### **STRATEGIC PLANNING:**

Adele reported that Sue Lombardi is updating the Strategic Plan and a Plan to measure advances. Sally Long, Sheri Cook, Sam Keller, and John Gocke join Adele and Marty on the Committee.

### **OTHER BUSINESS:**

The Board thought that the Executive Session with the Town Board went well, and thanked Ed and Marty for all their efforts in establishing a liaison with Clark.

**Adjournment:** On motion by Ed, seconded by Adele, with all in favor, the Board adjourned at 9:45 pm

**Next Meeting: Tuesday, March 18, 2014 at 7:00 pm**  
**Tuesday, April 22, 2014 at 7:00 pm**