

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, February 16, 2016 7:00 pm

**APPROVED
MARCH 15, 2016**

ROLL:

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

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob and Carol Benson	Jackie Mallery
Doug Blodgett	Donna McBride
Brian Castler and Kathy Duffendack	Frank Pine
Gail Davis	Mary Ann Roche
Patty Farrell	Jim Swedberg
Dona Hall	Chuck and Barbara Taylor
Karen Hutchins	Bob Tice
Rich and Elaine Lamporte	Louisa Wright

President Ed Koch called the meeting to order at 7:03 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Marty, seconded by Tom, with all in favor of adopting the **Agenda** for the February 16, 2016 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the January 19, 2016 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Expenditures** for the period January 20, 2016 through February 16, 2016

Ray Martin's office questioned the mileage reimbursement for Christine. At the organizational meeting of July 21, 2015, the reimbursement rate for the current fiscal year was set at .575

PUBLIC EXPRESSION:

Twenty patrons residing in the library district attended the Board of Trustees meeting on February 16, 2016. The patrons asked several questions on the subject of the Town transferring ownership of the Masonic Hall Building to the CVWLLPL. During both periods of public expression, patrons voiced their views on whether it is beneficial for the library to acquire ownership of the building.

At that time, all questions were answered to the best ability of the Board of Trustees.

The Board of Trustees is in the process of generating a "Policy for Public Expression" detailing the process for responding to questions from the public. Questions should be submitted in writing to the President.

CORRESPONDENCE:

A thank you was sent to Jamie Sutliff for his book donation.

MANAGER'S REPORT:

A buffer has been borrowed from the Town, but the floors need to be sanded then coats of polyurethane applied before the floors will be able to be kept up by staff.

Chip Farr will fix the front steps by placing #2 fill in the gap.

The NYS Construction Grant money was awarded on 8/10/15, and work on the air conditioner began 2/11/16.

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the acceptance of the **air conditioning system** as installed by BJ Queen

Christine will check on how much money must be returned as the NYS Construction Grant money received (\$29,850) was more than what was spent (\$21,664.35).

The Annual Report is due by Friday.

Christine has applied for two grants for the Children's Room reorganization.

The Adirondack Gypsies coffee house program attracted 30 people, and donations of \$122 were received.

The January Book Discussion program had 11 in attendance. The books for the upcoming year have been ordered.

Library Lobby Day is March 2, 2016. Christine and possibly Jules will attend.

Christine and Ed will attend the SALS Plan of Service meeting on March 8-9, 2016.

Upcoming Café Livre Coffee Houses are Michael Jerling on March 25, 2016 and The Lightning Rods on April 15, 2016.

Christine thanked the many members of the public for attending the Board meeting.

PRESIDENT'S REPORT:

Ed said that there are areas of the library that need to be addressed: entrance steps, concrete deck, stair fence railing, column bottoms, vinyl and siding patches and a broken window.

Ed said that he has been in contact with Bob Schofield to discuss building ownership, and Ed has sent him copies of the Town Resolution dated 10/28/15 and Resolution subject to Permissive Referendum dated 11/24/15. Bob is comfortable with both and will contact Carl Ferrentino.

Marty said that the Board's decision to proceed with the transaction was not contingent with the answers to the 6 questions asked at the September 15, 2015 meeting. At that meeting, authorization was given to Ed to deliver a letter to Clark Seaman stating that the Library Board is committed to the process of transferring ownership of the building to the library.

Christine then read the questions from the Board and Ed provided Bob Schofield's responses to those questions.

1. What is Bob's interpretation of the deed as it relates to the reversionary rights of the Masons if the Town transfers ownership of the building to the Library. If the Library owns the building, do the provisions in the deed continue? Would the Masons have exclusive use of the second floor?

Bob said that the reversionary rights of the Masons would continue, and that all provisions in the deed would continue and the Masons would have exclusive use of the second floor.

2. What would happen if the Masons disband?

A higher level of the Masons would determine what would happen. Marty said that if the Masons disband, the entire building would be available to the Library.

3. Is there a way to prevent the Town Board from arbitrarily eliminating the \$20,000 in the future? Should this be a separate agreement?

The Town would like to keep the Long Lake and Raquette Lake Libraries on an equal basis, and give each library \$20,000

4. Can the \$20,000 be tied to the Consumer Price Index to adjust for inflation?

According to the Town, both libraries will receive an equal amount. This question will be dealt with in the final discussion.

5. What sort of sublet agreement should the Library have with the Masons? Should there be some consideration (such as \$1.00 per month rent)?

The Library will have a formal lease with the Masons

6. What additional charge would Bob make to help with this situation?

\$2,000 - \$2,500

Marty said that the building serves no purpose for the Town and that it is therefore a Surplus Asset. The NYS Comptroller asks that Towns divest themselves of Surplus Assets as a legal necessity. Currently the Town could be seen as subsidizing the Masons by giving them free space in a Town building.

The process went from the Library trying to obtain a lease with the Town to the Town transferring title to the Library after both Boards held a joint meeting on February 11, 2014. The Town Board told the Library Board that the building is considered an excess asset. Marty said that the title transfer must be reduced to writing. A budget item cannot be guaranteed in writing as the budget must be approved each year.

COMMITTEE REPORTS:

FINANCE:

Jules was not present, so there was no report on the budget.

BUILDINGS & GROUNDS:

Ed will contact Dick Skeels about the basement key.

NYSEG has not yet responded about the light bulbs

POLICIES:

Tom distributed a Draft Policy for Public Expression, which will be discussed next month.

FRIENDS:

Jackie Mallery said that the next meeting of the Friends is March 8, 2016 at 11:00 am

STRATEGIC PLANNING:

Marty said that he has been in touch with Constant Contact to set up the Switchboard. The library would prepare the statements, and Constant Contact would broadcast the statements to recipients. Marty mentioned that Constant Contact is also used by the Town. Marty asked if the Town would give the Library its contact list, but Clark was apprehensive about sharing the list.

Constant Contact has templates for the broadcasts and the cost for 1 – 500 recipients is \$20/month, with no limit on the number of broadcasts each month. They offer an annual plan for \$168/year, which is a 30% discount. If the library continues to use Constant Contact, the debit card will be used for payment.

Next Meeting: Tuesday, March 15, 2016 at 7:00 pm

Adjournment: On Motion by Marty, seconded by Tom, with all in favor, the Board adjourned at 10:10 pm