

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, February 17, 2015 7:00 pm

**APPROVED
MARCH 17, 2015**

ROLL:

President, Lorrie Hosley	Present
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

Bob Tice
Dona Hall
Donna McBride

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

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Ed, with all in favor of adopting the **Agenda** for the February 17, 2015 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the January 20, 2015 meeting

Approved: On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period January 21, 2015 through February 17, 2015

Jules reported that he audited the bills and that none included sales tax

PUBLIC EXPRESSION:

Donna McBride expressed a concern over the lack of a fan in the bathroom. Marty will investigate the situation.

MANAGER'S REPORT:

Christine reported that the SALS Annual Trustee meeting will be held in Lake George on May 18, 2015.

Trustee training will be held in Syracuse on May 1 and 2, 2015

Christine showed the plan for the community mural.

She also said that summer reading would again be held one day a week, on Wednesday afternoons

Three out of the four authors for Author Speaks have confirmed – Jamie Sheffield, Bibi Wein and Mary Shartle

The Book Discussion group is pleased that they can meet on Mondays again.

The ice sculpture, Patience, a replica of one of the two lions flanking the New York Public Library, is on the front of the library. The Town subsidized the cost of the ice sculpture.

The response to the varied artwork of Richard Williams has been huge. A reception will be held in March.

PRESIDENT'S REPORT:

Online training is available. Sara Dallas would also be available for trustee workshops.

COMMITTEE REPORTS:

FINANCE:

Jules will draft a letter to Ray Martin about the concerns of the Board for review at the March meeting. Some of the concerns are payment of sales tax, duplicate payments, payment to New York State Retirement Annual Invoice at the last minute.

Budgeting will start next month.

Jules provided Draft copies of the Purchasing and Credit/Debit Card Policies for approval at the next meeting.

He will submit a Draft Travel Policy at the next meeting.

PERSONNEL:

Tom and Lorrie will review job descriptions and perform Christine's review.

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the following **changes to the Personnel Policy:** Paid time off calculation for the Library Manager and Paid Holidays for employees

BUILDINGS & GROUNDS:

Ed reported that the basement door will be replaced in the spring, and that the window above the front door has been replaced.

The security system is working. Anyone using a key to the building will need to obtain a code.

NYSEG has agreed to what was signed by the library, and will schedule the installation of the new light bulbs.

Lorrie will ask Bob Schofield about the cost to the library for a lease. Since the Town Attorney is involved in the process, our attorney should also be involved.

Ed and Marty will talk to Clark again about the status of the lease. Lorrie would like them to find out:

1. How much the Town has spent on the library in the past two years

2. Why Raquette Lake Library receives \$20,000 from the Town, and Long Lake Public Library does not receive anything

POLICIES:

Tom presented his Children's Room Policy. A camera was discussed, and it was decided that a camera is not necessary. Ed said that the policy should be posted at the entrance to the Children's Room.

Approved: On Motion by Tom, seconded by Jules, with all in favor of approving the **Children's Room Policy**

PROGRAM:

See Manager's Report

FRIENDS:

The Draft Memorandum of Understanding from the Friends was changed to state "Library volunteers will be responsible for moving book sale book and boxes from office to book shack." The sentence previously stated that Library staff would move the books.

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the corrected **Memorandum of Understanding**

Lorrie will send the change to Mary Ann Roche

Christine will compile a Master Plan for the Friends

STRATEGIC PLANNING:

Marty has a eleemosynary concept and would like to discuss it with Bob Schofield. The Board gave their approval.

OTHER BUSINESS:

Election:

The Board would like Christine to find alternatives to the election inspectors the library has used in the past.

Cleaner:

Christine said that Lay is no longer cleaning, but is shoveling. The Board asked Christine to post the job opening. The labor class does not need to be advertised, and no civil service test is required.

Display:

Kevin has been working on the display in Emily's honor, and is almost done.

Adjournment: On Motion by Ed, seconded by Tom, with all in favor, the Board adjourned at 10:05 pm

Next Meeting: Tuesday, March17, 2015 at 7:00 pm