

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, February 18, 2020 6:00 pm**

**APPROVED  
MARCH 17, 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	Absent

Crystal Niedzwiadek, Library Manager  
Sue Kunzmann, Clerk

Bob Tice

President Tom Scahill called the meeting to order at 6:05 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Rick, seconded by Tom, with all in favor of adopting the **Agenda** for the February 18, 2020 meeting

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **Minutes** of the January 21, 2020 meeting

**Approved:** On Motion by Rick, seconded by Tom, with all in favor of approving the **Expenditures** for the period January 22, 2020 through February 18, 2020

**PUBLIC EXPRESSION:**

The Board thanked Bob Tice for sending email notices about the upcoming concert by Alex Smith

**CORRESPONDENCE:**

Crystal sent donation receipts to the friends of Anne Whitley who made donations in her memory.

**PRESIDENT'S REPORT:**

Tom said that the new shelves look great and make the library look more spacious and bright. He also thanked Bob Tice for helping with the shelving.

**MANAGER'S REPORT:**

Crystal said that Erica from SALS would like to come to train the Board on the Community Service Plan. Crystal will ask her to come on the afternoon of April 21, 2020, which is the April Board Meeting date.

She has applied for a Stewart's grant to fund the educational Escape Room Lock Kits.

Crystal has attended training on the State Construction Grants, Polaris LEAP and the Annual Report.

She is still working with Jack on our website to make sure it meets the minimum standards.

The new shelving has been installed and Crystal has ordered bookends from other SALS locations.

Julie Helms would like our former shelving. Crystal has contacted the school to about their Public Surplus Policy as ours should be similar

Crystal has signed up with all of the library's sources for acquisitions, and is researching standing orders.

The Dennon Walantus artist reception was well attended with over 30 people.

Crystal has developed two new forms – Collection Recommendation and Donation Receipt

She attended the Friends meeting, and has initiated the purchase of the mobile display cart and a book truck based on the Friends approval of those purchases

Sue has a new computer station.

Crystal has completed the Annual Report, and passed around a copy for approval.

The Alex Smith concert will be February 22, 2020 at 7:00 pm. It will be audited by the Adirondack Lakes Center for the Arts so please invite friends to attend. The grant from ALCA will be about \$1900.

Crystal has met with the Architect.

Phase 1 – shelving, public computer station, lighting

Phase 2 – siding, doors, windows

Phase 3 – Addition (tabled by the Board at the January 21, 2020 meeting)

The work for Phase 1 needs to be completed by June 30, 2020. Crystal will determine what work is left to do, and how much of the grant has already been spent.

The bids for Phase 2 should be put out in the spring. The grant approval will not be known until August. The work will be done in the fall.

Crystal is working on Evaluations, Policies, Programming, Collection Development, and Budget education.

Mike Farrell suggested that Crystal contact Vickie Snide at the school to see if we are able to move our Savings Account to another type of account.

#### **COMMITTEE REPORTS:**

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

Tom has signed up for yearly inspection service with New York Fire & Security for our fire extinguishers. The service is \$35 annually.

**OTHER BUSINESS:**

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **Annual Report**

Crystal said that she will be on vacation for the next two weeks

**Next Meeting: Tuesday, March 17, 2020 at 6:00 pm**

**Adjournment:** On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 7:02 pm