

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, February 21, 2017 7:00 pm**

**APPROVED  
APRIL 18, 2017**

**ROLL:**

President, Ed Koch	Present
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Patty Farrell	Present
Trustee,	Vacant Seat

Christine LaRocque, Library Director  
Sue Kunzmann, Clerk

Bob Tice  
Brian Castler  
Dona Hall  
Donna McBride  
Kathy Duffendack  
Kris Breitmeyer

President Ed Koch called the meeting to order at 7:04 pm  
He said that he has been in touch with Tim Gavin of the Library Trustees Association, and Tim said that a clerk should transcribe the minutes, and then gives them to the Library Director. They are then distributed to the Board.

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Tom, seconded by Jules, with all in favor of adopting the **Agenda** for the February 21, 2017 meeting

**Approved:** On Motion by Jules, seconded by Tom, with all in favor except Patty who voted nay, of approving the **Minutes** of the January 17, 2017 meeting with one change – Ed seconded the motion to approve the Expenditures.

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period January 18, 2017 through February 21, 2017

**PUBLIC EXPRESSION:**

Brian Castler spoke about minutes.

Kris Breitmeyer spoke about meetings.

**CORRESPONDENCE:**

A thank you note was sent to Thomas and Judith Sides for their donation of \$50.00

## **PRESIDENT'S REPORT:**

Ed requested that the Trustees read pages from "Robert's Rules of Order"

He said that Jackie Mallery, President of the Friends of the Long Lake Library, has requested to have a joint meeting of both Boards in April. An updated Memorandum of Understanding will be discussed. Ed said that Christine advises the Library Board of the items she would like the Friends to purchase. On January 17, 2017 Ed sent a letter to the Friends requesting payment for a woodland runner to Camp Readmore, Adult Chairs for Camp Readmore, the Architect Fee and Partnership with the Library for Café Livre.

The library has received a \$5000 grant from SALS. The grant will be used to hire an architect specializing in patron services and staff efficiency. Architect Paul Mays met with Ed, Tom, Patty and Christine on February 6, 2017.

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of accepting **Architect Paul Mays'** professional services and the grant as written and authorizing the Board President to sign the contract with Paul Mays.

Ed said that the library's alarm system is no longer being monitored by NY Fire & Security. A letter was sent to NY Fire from the Town of Long Lake on August 16, 2016 asking that the Masonic Hall Building be excluded from monitoring. If the library would like monitoring to continue, the cost would be \$359.40 annually.

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of allowing Ed to sign the **Joint Automation Project Agreement.**

**Approved:** On Motion by Jules, seconded by Tom, with all in favor except Patty who voted nay, of approving the **Annual Report** for Public and Association Libraries for 2016. Christine will send each Trustee a copy via email when completed.

## **DIRECTOR'S REPORT:**

Christine had a Director's Council meeting at SALS on January 19, 2017 and a Security Seminar and Early Literacy meeting on February 16, 2017.

Pre Advocacy Day is February 28, 2017 and Advocacy Day is March 1, 2017 both in Albany.

The Café Livre event with Possum Haw on February 11, 2017 was very successful. The next event will be The Canal Street String Band on March 24, 2017.

Jules will write a Civil Service Job Description for the Director.

Christine said that her computer can no longer be supported.

**Approved:** On Motion by Jules, seconded by Ed, with all in favor, of authorizing Christine to direct the replacement of the **computer** in her office through SALS using the computer fund.

## **COMMITTEE REPORTS:**

### **FINANCE:**

Jules said that he will be starting to look at the budget.

**PROGRAM:**

Patty said that the Program meeting went very well and that the committee has great ideas. Betsy Comeau will be directing the March display.

**OTHER BUSINESS:**

**Not Approved:** On Motion by Patty, seconded by Ed, with Patty and Tom voting Aye and Ed and Jules voting Nay of **appointing Brian Castler** to the Board to fill the vacancy due to Abbie Verner's passing. The Board decided to wait until the election in June as there is not enough time to hold a special election.

Patty asked about the Board privately purchasing a brick to honor Trustee Abbie Verner.

Patty said that she would give Christine a copy of the document from the Historical Society.

**PUBLIC EXPRESSION:**

Brian spoke about trustee appointment.

Kris spoke about vacancy.

**Next Meeting: Tuesday, March 21, 2017 at 7:00 pm**

**Adjournment:** On Motion by Jules, seconded by Ed, with all in favor, the Board adjourned at 10:08 pm