

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, January 16, 2018 7:00 pm

**APPROVED
FEBRUARY 20, 2018**

ROLL:

President, Ed Koch	Present
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Bill Sandiford	Present
Trustee, Bob Dechene	Present

Christine LaRocque, Library Director
Sue Kunzmann, Clerk

Brian Castler
Kris Brietmeyer

President Ed Koch called the meeting to order at 7:01 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Tom, seconded by Bob, with all in favor of adopting the **Agenda** for the January 16, 2018 meeting

Approved: On Motion by Tom, seconded by Jules, with all in favor of approving the **Minutes** of the December 19, 2017 and the December 29, 2017 meetings

Approved: On Motion by Jules, seconded by Bob, with all in favor of approving the **Expenditures** for the period December 20, 2017 through January 16, 2018, with the exception of Check #6751 issued to Christine LaRocque for mileage. This check was Voided as one of Christine's meetings was cancelled.

CORRESPONDENCE:

Thank you notes were sent to Daniel & Janet Masterson for their donation of \$100 in memory of Janet Hosley, to Elaine Lamporte for her donation of \$100 in memory of Janet Hosley and to David & Randy Sutherland for their donation of \$500

PRESIDENT'S REPORT:

Ed asked that all Trustees review his Board of Trustees Manual and read the Founding Documents. The Committee Section of the Policy Handbook has instructions for the Committee Chair and Ed would like reports from each Committee.

Christine and Ed will look into to Deed Status.

A budget for the building items should be proposed.

DIRECTOR'S REPORT:

The historical quilt will be done in the next school year. Christine has confirmed that this will be acceptable under the DEC Grant.

The Little Hat, Big Heart Campaign to knit red hats for babies with heart defects is ongoing.

The knitting group will then knit baby hats for our local hospitals.

The next Café Livre, sponsored by the Friends, will be Saturday, January 27, 2018 at 7:00 pm, and will feature the Useless Cans.

Genealogy Workshops with Robert Taylor will be held on Thursdays.

Christine will be applying for a Stewart's Grant for nature walks.

COMMITTEE REPORTS:

FINANCE:

Tom (Building and Grounds) and Jules (Finance) will meet to determine a budget for the building.

PERSONNEL:

Christine said that Hamilton County Personnel is still working on a test for her position.

BUILDINGS & GROUNDS:

The signboards have been destroyed by the snowplow. Christine will look into options.

POLICIES:

Revised pages 15 and 16 for the Policy Manual were distributed. The revision added the benefit of Paid Family Leave to the Personnel section.

PROGRAM:

The committee will be meeting later this month.

OTHER BUSINESS:

Tom will not be available for the March 20, 2018 meeting.

PUBLIC EXPRESSION:

Brian spoke about sight distance requirement for signs, the establishment of a capital fund and about life expectancy for building items.

Kris spoke about contacts for the nature walks

Next Meeting: Tuesday, February 20, 2018 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Bill, with all in favor, the Board adjourned at 7:52 pm