

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, January 19, 2016 7:00 pm

**APPROVED
FEBRUARY 16, 2016**

ROLL:

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

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Patty Farrell
Donna McBride

Friends Board Members Attending the Friends portion of the meeting:

Jackie Mallery, Chairperson
Mary Ann Roche, Past Chairperson
Kathy Duffendack, Treasurer
Jackie Hornstein, Secretary
Carol Benson, Past Treasurer
Sharon Faulkner
Mary Stanton

President Ed Koch called the meeting to order at 7:00 pm after a social half hour with the Friends board members.

AGENDA:

Approved: On Motion by Jules, seconded by Abbie, with all in favor of adopting the **Agenda** for the January 19, 2016 meeting

FRIENDS:

Each person introduced himself/herself, and gave a short description of their board responsibilities.

Jackie Mallery then summarized the latest Memorandum of Understanding between the two Boards, which was adopted in 2015. She said that part of the Memorandum states that the boards will annually hold a joint meeting of both boards, and thanked the Library Board for making the time at their Board Meeting to meet with the Friends Board, both informally prior to the meeting, and formally as part of the meeting. She then read the Mission of the Friends, as follows:

“The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library.”

The MOU also states that “The Library agrees to annually share with the Friends the Library’s strategic initiatives and discuss with Friends how their resources and support might help forward these initiatives.”

Carol Benson then said that during their last fiscal year, August 1, 2014 through July 31, 2015, the Friends gave a total of \$11,459 to the library. They purchased the Little Free Library, vacuum, mural supplies, dedication display, and Adirondack Museum pass, and transferred funds for the generator.

The Friends fundraisers are the ladies luncheon, tree and wreath sale, book sale, lawn sale, art and photo sale, and the bricks. Membership brings in the largest amount of money.

The Friends are also set up as a Charity on Amazon Smile.

Christine said that funding this year could help with the John Muir project and redoing the Children’s Room with a Great Camp theme. Her thoughts are to place the books in subject areas and have a mural of the high peaks around the room.

The Friends would like a member of the Library Board to attend their meetings, which are held the second Tuesday of the month, from 11:00 until 1:00. In the summer, the Friends Board meets on the second Monday. The Library Board would like a member of the Friends to attend the Library Board meeting.

The Library Board thanked the Friends for all their hard work and dedication in support of the Library.

The Friends Board members then left the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Marty, seconded by Jules, with all in favor of approving the following procedure as to the keeping of minutes: The Secretary shall be responsible for the keeping of minutes and may delegate same to the Clerk of the Board. Minutes shall conform in all respects to the requirements stated in the Public Officers Law, section 106, to wit: "Minutes. 1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The minutes must reflect how each Board member voted on such actions. (Public Officers Law § 87 [3] [a]).

The clerk of the board shall record and transcribe the minutes and convey same to the Secretary for review. The Secretary will then convey the minutes to the President for approval in advance of the distribution of same to the Trustees.

Approved: On Motion by Marty, seconded by Jules, with all in favor except Abbie, of approving the revised **Minutes** of the December 15, 2015 meeting

Not Approved: On Motion by Marty, seconded by Ed, with Marty and Ed in favor, and Abbie, Jules and Tom opposed to scheduling a single period of Public Expression at the beginning of the meeting.

It was decided to keep the two Periods of Public Expression on the Agenda.

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period December 16, 2015 through January 19, 2016

PUBLIC EXPRESSION:

Patty Farrell said that she is asking questions for the good of the library. Ed asked her to submit questions in writing prior to the meeting and the Board will respond during the meeting.

CORRESPONDENCE:

A thank you was sent to David and Randy Sutherland for their donation of \$500.

MANAGER'S REPORT:

The Café Livre coffee house last Friday evening was very successful with 56 people in attendance. Donations in the amount of \$100 were received. The CC Vagabonds charged \$600 and pies cost \$115.

PRESIDENT'S REPORT:

Ed reported that that Library has two restricted funds – the Savings account (only income may be spent) and the Computer account. The Money Market account is available to operate the library until the school district funds are received.

If the budget shows a surplus at the end of the fiscal year, those funds stay in the general fund.

COMMITTEE REPORTS:

FINANCE:

Jules said that they will be starting the Budget process prior to the next meeting

BUILDINGS & GROUNDS:

Air Conditioning: Tom has received the revised quote from BJ Queen for \$11,900 instead of the \$18,900 they quoted for the larger system.

Christine said that Sara Dallas told her that the committee might approve another item under the construction grant. Christine mentioned that the front steps and the siding might be options.

POLICIES:

Marty would like to be on this committee with Tom. Tom will investigate a Public Expression Policy to see if one is necessary.

STRATEGIC PLANNING:

Marty will be drafting a resolution, which will need to be voted on during a special meeting as the goal of the Town is to conclude the Library building ownership before the end of February. The Masons would then have a lease with the Library.

The Switchboard is ready for broadcast.

OTHER BUSINESS:

Christine said that she drove to Tupper Lake to deliver the bills, and again to pick them up. She feels it is more cost effective to mail them. We will again mail the bills to Ray Martin.

Next Meeting: Tuesday, February 16, 2016 at 7:00 pm

Adjournment: On Motion by Abbie, seconded by Marty, with all in favor, the Board adjourned at 9:45 pm