

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, January 20, 2015 7:00 pm

**APPROVED
FEBRUARY 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

Barbara Taylor
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 Ed, seconded by Jules, with all in favor of adopting the **Agenda** for the January 20, 2015 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the December 16, 2014 meeting with the following correction:
Under Correspondence, the spelling of Gale Gale has been changed to Gail Gale

Approved: On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period December 17, 2014 through January 20, 2015

Jules reported that he audited the bills prior to Sue sending them to Ray Martin's office. He determined that no sales tax was charged on any bill.

On the Profit & Loss Budget vs Actual, the Account for Insurance (5500) will be corrected. On 7/17/14, Ray Martin's office charged \$1,682 for check #5548 all to Liability; the bill should have been split to show \$198 to Liability and \$1,484 to Workers Compensation. Sue will have Ray Martin correct this. All bills are to be sent to the library instead of directly to Ray Martin's office so they may be coded correctly prior to Ray Martin paying them.

The Account for Dues & Fees (5970) is over budget due to the posting of the Library Manager position in the newspapers.

CORRESPONDENCE:

Sue will send thank you notes in Lorrie's name to Helen Williams for her donation and to Keith Landies for his book donation

MANAGER'S REPORT:

Christine said that the Book Discussion Group has made a request to change the day of the week for their meeting from Wednesday back to Monday as there are many other competing events on Wednesday. Jules said that the budget would not be impacted, and Marty thought the library should be flexible with the program schedule.

Approved: On Motion by Marty, seconded by Jules, with all in favor of approving the change in day for the **Book Discussion Group** starting in February.

When Mary Hanley from SALS was in the library, she mentioned that the Children's Room is isolated and that minors might not be protected. Christine will investigate a camera system, and she and Tom will work on a policy.

Lay has asked for a 10 foot ladder. Since the cost is within Christine's authority, she will pursue the ladder.

Christine will contact the Friends to schedule a joint meeting. Monday, February 2 or 9 at 5:00 pm would work for the Library Board.

Christine said that the Town is sponsoring Ice Fest again this year on February 7. She wondered if the library would like to purchase an ice sculpture for \$75. She thought perhaps a reception at the same time would be nice.

Approved: On Motion by Jules, seconded by Lorrie, with all in favor of purchasing an **ice sculpture** for \$75

Sara Dallas from SALS told Christine that our Conflict of Interest policy is acceptable

The library has received \$2,585 in a grant from ALCA for the mural. Completion is scheduled for July 1.

PRESIDENT'S REPORT:

Lorrie encouraged Board members to attend the Library Trustees Association meeting in Syracuse on May 1 and 2, 2015.

Christine will determine our membership status in the LTA.

There has been no news on the Grant for the Air Conditioner

COMMITTEE REPORTS:

FINANCE:

Jules will be working on the following policies – Claims Auditing, Purchasing and Debit Card. Christine is going to SALS on January 28, 2015, and will find out more about policies.

PERSONNEL:

Changes to the Personnel Manual were discussed. Sue will type a draft copy for Board approval with the following changes:

1. Time Off: Library Manager will receive a total of 25 paid days – 5.6 hours/day, for a total of 140 hours, to be used from July 1 through June 30. 5 days may be carried over to the next year. Library Manager will notify Board President of requested days off.
2. All employees will be paid for holidays. 5.5 hours per holiday will be reflected on time card. Holidays will not include day after Thanksgiving.
3. Employees will receive an annual performance review. The Board will review the Library Manager.

BUILDINGS & GROUNDS:

Ed said that the alarm will be activated on February 2, 2015. Sue will send instructions on operating the system to everyone with a key.

Ed is waiting for Clark to advise on the window and basement door.

The Friends have agreed to purchase the light bulbs as advised in the first NYSEG Energy Audit, for a total of \$2,250.04.

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving Sue to sign the **Energy Efficiency Program** documents on behalf of the Board. Sue signed the forms and Christine will fax them to NYSEG.

Ed will investigate the maintenance program for the generator. The oil needs to be changed on a regular basis. The Board thought that Lay might be able to take care of oil changes.

Lease

Ed, Marty and Tom attended the Town Board meeting on December 19, 2014. The attorney for the Town was present, so the Library Board members said that they would not be able to discuss the lease without the library's attorney present. The Town gave a copy of the proposed lease to the library Board. The proposed lease was for a one year term; the library presently has a 30 year lease from a Town resolution.

Lorrie will send Bob Schofield a copy of the "Resolution Regarding the Lease Agreement Between the Town of Long Lake and the Long Lake Library Board" from the 11-08-2006 Town Board Meeting Minutes which states in part "that the Long Lake Town Board agrees to lease the first floor of said building to the Long Lake Library for use as a public library and any functions the Long Lake Library Board may deem appropriate for a period of thirty years". She will also send a copy of the minutes from the January 10, 2012 meeting which specifies which party is responsible for what duties. The Board would like Bob's opinion on whether a written lease is necessary.

Lorrie felt that since the Raquette Lake Library is given tax dollars that the Long Lake Public Library should receive the same.

Marty said that he feels the Town is trying to pressure the library to purchase the building.

PROGRAM:

Christine reported that Richard Williams will be the next artist showing wood prints and pottery.

An Ezra Keats grant has been applied for a poetry program for Long Lake and Newcomb schools.

She has also applied for a grant from Stewart's for an after school knitting class by Donna Adams.

She will tie in with the school for a NY Council on the Humanities lecture about John Muir. Paul Hai from the Newcomb AIC will coordinate with a nature walk.

She is working on the local authors programs for the summer, as well as summer reading.

She is gathering artists to help with the mural, and has contacted Sally Neenan, Jen Signell, Richard Chandler, Barbara Keough, Louisa Wright, Laurinda Minke and Dan Sullivan.

FRIENDS:

The Memorandum of Understanding will be discussed next month.

The Friends would like a master list of projects.

STRATEGIC PLANNING:

Marty met with Christine to determine if the goals from the past have been met, and most have been completed as the library has evolved.

OTHER BUSINESS:

DISPLAY IN EMILY'S HONOR:

The Friends have agreed to pay up to \$500 for the display

Jamie will display items and host a reception when the display is completed

NEW MATERIALS:

New books are coming in all the time.

PUBLIC EXPRESSION:

Dona Hall said that she is happy to be back attending the Library Board meetings, and, even though she has resigned from the Friends Board, she supports the library. Dona feels Christine is doing a wonderful job, and described Christine with adjectives such as efficient, personable, good listener, articulate, professional and available!

EXECUTIVE SESSION:

Approved: On Motion by Marty, seconded by Jules, with all in favor of going into Executive Session at 10:00 pm to discuss the employment of the Library Manager

Approved: On Motion by Marty, seconded by Jules, with all in favor of going into Open Session at 10:10 pm

Approved: On Motion by Lorrie, seconded by Marty, with all in favor of hiring Christine on a permanent basis as her 3 month probation is ending, and to increase her salary by \$.50/hour for \$15.50/hour, effective 1/28/15. Sue will contact Hamilton County Personnel and Ray Martin to advise them of the change.

Adjournment: On Motion by Ed, seconded by Tom, with all in favor, the Board adjourned at 10:25 pm

Next Meeting: Tuesday, February 17, 2015 at 7:00 pm