

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, January 21, 2020 6:00 pm

**APPROVED
FEBRUARY 18, 2020**

ROLL:

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

Crystal Niedzwiadek, Library Manager
Sue Kunzmann, Clerk

President Tom Scahill called the meeting to order at 6:02 pm

AGENDA, MINUTES AND EXPENDITURES:

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

Approved: On Motion by Ed, seconded by Bill, with all in favor of approving the **Minutes** of the December 17, 2019 meeting

Approved: On Motion by Tom, seconded by Rick, with all in favor of approving the **Expenditures** for the period December 18, 2019 through January 21, 2020

PRESIDENT'S REPORT:

Approved: On Motion by Tom, seconded by Bill, with all in favor of adding Building and Contents **coverage for the two sheds** (Large Shed \$3,000 Building and \$1,500 Contents; Small Shed \$1,000 Building and \$1,500 Contents) for an additional annual premium of \$114.02

MANAGER'S REPORT:

Crystal will be starting a self evaluation process for all staff based on the calendar year
The library will also have a team goal of expanding Interlibrary Loan services
She will be working on the Community Service Plan and has taken training on Managing Relationships with key constituencies and the Escape Room program.
She attended her first Director's Council meeting through teleconference.
Crystal has had a meeting with Jack from SALS about the redesign of our website and has revived the Facebook page. In addition, she has integrated the library's Facebook events with the Town of Long Lake's calendar.
The Café Livre event with Michael Jerling on January 18, 2020 was well attended. The Dennon Walantus Artist Reception will be on Thursday, January 23, 2020 at 5:00 pm
Crystal will meet with Diane from SALS about the state construction grant on January 22, 2020, and will meet with the Architect on January 30, 2020.
Pat and Kevin have been weeding the collection in anticipation of the delivery of the additional shelves.

Construction Grants:

Phase 1 (Siding, windows and doors) - This grant should be approved in late August. The architect has recommended that the library put together bid packets.

Crystal will speak with the Masons and Eastern Stars about the work.

Phase 2 (Addition)

Crystal said that the library has blueprints for the addition, but she has concerns about spending \$1,000,000 for a meeting room. An addition would change the façade of the building, and would end up being very close to the bank building.

Approved: On Motion by Bill, seconded by Rick, with all in favor of **tabling the Phase 2** work indefinitely.

Crystal said that Tom's term expires in June, and asked the Board to think of possible replacements for his seat.

Crystal will be working on the Annual Statistical Report, and will attend training on January 30, 2020. She will also apply for a Stewart's grant for children's programs.

Alex Smith will be performing at Café Livre on February 22, 2020

COMMITTEE REPORTS:

FINANCE:

Rick said that he received two proposals for an auditor

One from The Hoffman Eells Group in Malone for \$13,500 and another from Mark Mashaw of Pinto Mucenski Hooper Van House & Co PC in Ogdensburg for \$4,400 which contemplates a report for two years.

Approved: On Motion by Rick, seconded by Bill, with all in favor of **hiring Mark Mashaw** to perform an audit of 2018 and 2019.

Rick will sign the Engagement Letter.

BUILDINGS & GROUNDS:

Tom said that the two fire extinguishers have been replaced.

Approved: On Motion by Tom, seconded by Bob, with all in favor of **signing up for a service contract with NY Fire & Safety for \$35 annually**. We will receive an annual inspection.

Tom will notify the company we would like the service contract.

POLICIES:

Crystal will be working on Interlibrary Loan Policy, changes to the Sexual Harassment Policy, a Donation Policy with a Donation Receipt Form

PROGRAM:

Crystal asked if any Board Member could attend the Hamilton County Education Project meeting on Monday, January 27, 2020.

FRIENDS:

The Board agreed that Crystal should ask the Friends to fund the purchase of a 6 shelf mobile display cart and a book truck.

Next Meeting: Tuesday, February 18, 2020 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bill, with all in favor, the Board adjourned at 7:17pm