

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Thursday, January 23, 2014 7:00 pm**

**APPROVED  
FEBRUARY 11, 2014**

**ROLL:**

President, Lorrie Hosley	Present
Vice President, Ed Koch	Absent
Vice President of Finance, Adele Williams	Absent
Secretary, Jules Comeau	Present
Trustee, Marty Friedman	Present

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Christine LaRocque  
Dona Hall  
Donna McBride

President Lorrie Hosley called the meeting to order at 7:04 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the January 23, 2014 meeting

**Approved:** On Motion by Marty, seconded by Jules, with all in favor of approving the **Minutes** of the December 19, 2013 meeting

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period 12/20/13 through 1/23/14

**PUBLIC EXPRESSION:**

Dona Hall asked if the Executive Session could be placed at the end of the meeting

**CORRESPONDENCE:**

Sue Kunzmann will send thank you notes in Lorrie's name to Jamie Sutliff for his donation of his audiobooks, to Nancy Weyl for the fireplace insert and to Robert Taylor for his donation

Invoices will be sent to the Eastern Stars and Masons for staffing during their meetings in the last quarter of 2013.

**DIRECTOR'S REPORT:**

Emily had a meeting with the Friends on January 14, 2014. The top three items on the Wish List (camera, easels and shelving) have been ordered.

Emily would like to add a small filing cabinet to the Wish List.

**Approved:** On Motion by Lorrie, seconded by Marty, with all in favor of adjusting the Friends **Wish List** to add a small filing cabinet.  
Emily will contact Mary Ann Roche

Emily, Lorrie and Mary Ann will meet in March to discuss the **Memorandum of Understanding** with the Friends

The **Website**, including the Google Calendar, is now complete

The **Newsletter** will be sent out next week

Emily went to the **Town Broadband meeting** on January 14, 2014 with SLIC. She has sent the information from the November and January meetings to SALS, and Chris Mundell from SALS will try to attend the next meeting. SLIC uses fiber optic, which is faster and has more bandwidth.

#### **PRESIDENT'S REPORT:**

Lorrie has not heard from the lawyer about the Ozonator or about John Hendrickson & Marylou Whitney's endowment account.

Lorrie stressed the need to recruit new Board Members. Jules and Marty have not yet decided whether or not they will run for the Board.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving 6 accounts (NYSEG, Frontier, Unifirst, RICOH Copies, Helmer's and Insurance premiums) to be **paid automatically**

The library has received a grant from Hugh Farley in the amount of \$2,500.00 for Technology Advancements and Training.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving the purchase of **technology equipment** (two ipads, a Nook and a Kindle), and using the remaining funds for training by Sally Long.

##### **PERSONNEL:**

Emily and Lorrie will meet about evaluations and guidelines

##### **BUILDINGS AND GROUNDS:**

The fireplace insert will be installed tomorrow.

**Approved:** On Motion by Lorrie, seconded by Jules, with all in favor of purchasing a **plaque** thanking Nancy Weyl for her donation of the fireplace insert

Emily has received two estimates for installing **emergency shut offs** for the furnace. Raquette Lake Supply quoted \$500, and BJ Queen quoted \$399. A letter in Lorrie's name will be drafted stating that the library will contract with someone to install the emergency furnace shut offs and send the bill to the Town unless the Town takes care of it quickly.

Emily reported that Orkin had to shovel in order to access the basement. While there, they found that a window was open. Orkin is concerned that rodents would enter through the

window. Marty will check on the situation, and a copy of the Orkin report will be given to Clark Seaman.

Marty will call the **Alarm Company** to determine what is needed to be done to fix the message that there is a low battery on the second floor.

Jules said that a lift for cleaning may be rented for \$100 per day, but that the lift weighs 3000 pounds, and would probably not fit through the doors or up the ramp. Emily was asked to contact Lay to determine what he is not able to complete with his regular cleaning. Since items to be included will be light fixtures, moose, tops of doors and windows, Emily will ask the Town if the library may borrow a tall ladder. Emily will ask Lay and Kevin to work together.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of having Emily arrange with Lay and Kevin to **clean the library** with a cost not to exceed \$1,000.

**PROGRAM:**

Puppet Boot Camp starts next week, and continues for six weeks. An ALCA grant has been applied for, but the library is prepared to pay if the grant is not received.

Computer Training will start the first week of February

**EXECUTIVE SESSION:**

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of going into Executive Session at 8:25

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of coming out of Executive Session at 8:40

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of Ed and/or Marty drafting a letter to the Town Board outlining our position of 9 items to be included in the **Lease**. This letter will be sent to the Library Board and Bob Schofield by e mail for review prior to delivery to Clark Seaman.

**Adjournment:** On motion by Jules, seconded by Lorrie, with all in favor, the Board adjourned at 9:06 pm

**Next Meeting: Tuesday, February 11, 2014 at 7:00 pm**  
**Tuesday, March 18, 2014 at 7:00 pm**  
**Tuesday, April 22, 2014 at 7:00 pm**