

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 16, 2019 6:00 pm

**APPROVED
AUGUST 20, 2019**

ROLL:

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

Christine LaRocque, Library Director
Sue Kunzmann, Clerk

Clerk of the Board Sue Kunzmann called the meeting to order at 6:02 pm

Approved: On Motion by Rick, seconded by Tom, with all in favor of appointing Sue as **Temporary Chair**

AGENDA:

Approved: On Motion by Tom, seconded by Rick, with all in favor of adopting the **Agenda** for the July 16, 2019 meeting

ELECTION OF OFFICERS:

Approved: A Motion was made by Rick, seconded by Bill, to nominate **Tom Scahill as Board President.**

Approved: On Motion by Tom, seconded by Bill, with all in favor of electing **Bob Dechene as Vice President**

Approved: On Motion by Bill, seconded by Tom, with all in favor of electing **Rick Paula as Vice President of Finance**

Approved: On Motion by Tom, seconded by Bob, with all in favor of electing **Bill Sandiford as Secretary**

President Tom Scahill conducted the remainder of the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Rick, seconded by Bill, with all in favor of approving the **Minutes** of the June 18, 2019 meeting

Approved: On Motion by Rick, seconded by Bill, with all in favor of approving the **Expenditures** for the period June 19, 2019 through July 16, 2019

ORGANIZATIONAL MEETING:

- A. Officers were elected; the Oath of Office for Ed was signed and Conflict of Interest statements were signed by all trustees

- B. **Approved:** On Motion by Rick, seconded by Bill, with all in favor of appointing **Ray Martin as Treasurer**
- C. The following **Committee Chairs** were appointed by the President:
 - Personnel – Ed
 - Buildings & Grounds – Tom
 - Policies – Rick
 - Program – Bill
 - Long Range and Strategic Planning - Bob
- D. **Approved:** On Motion by Bob, seconded by Bill, with all in favor of appointing **Rick as Claims Reviewer**
Approved: On Motion by Bill, seconded by Bob, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- E. **Tabled:** No Motion was made to appoint **Independent Auditor**
Christine will forward the list of potential Auditors to the Board
- F. **Approved:** On Motion by Rick, seconded by Bob with all in favor of designating **Community Bank as the bank depository**
- G. **Approved:** On Motion by Tom, seconded by Rick, with all in favor of designating **Ray Martin CPA for the approval of accounts and for the authorization to sign checks**
- H. **Approved:** On Motion by Rick, seconded by Tom, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG, RICOH and SALS
- I. **Approved:** On Motion by Rick, seconded by Tom, with all in favor of establishing a **\$500 Petty Cash fund**
- J. **Approved:** On Motion by Rick, seconded by Tom, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- K. **Approved:** On Motion by Tom, seconded by Rick, with all in favor of authorizing the Director to attend Director Council Meetings sponsored by SALS during the year, and for the Director and any Trustee to attend the SALS Annual Meeting
- L. **Approved:** On Motion by Tom, seconded by Rick, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- M. **Approved:** On Motion by Rick, seconded by Bill, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- N. **Approved:** On Motion by Rick, seconded by Tom, with all in favor of designating the third Tuesday of each month at 6:00 pm as the **regular monthly meeting date and time**

CORRESPONDENCE:

A thank you will be sent to Sharon Waagner for her donation of \$100 and for sending photos of the library.

A thank you will be sent to the individuals who donated to the library in memory of Anne Whitley

PRESIDENT'S REPORT:

Tom mentioned that Pat Blodgett is taking Paid Family Leave to care for her husband, and that the library should consider hiring a substitute.

Approved: On Motion by Rick, seconded by Bill, with all in favor of allowing the Director to place an advertisement for the minimum number of required weeks for the purpose of hiring and then to hire a **Substitute Library Assistant** at a rate of \$12.00 per hour for a maximum of 22.5 hours per week.

Christine will contact Hamilton County Personnel to determine what is required.

DIRECTOR'S REPORT:

Christine mentioned the need of a shed to house maintenance items. She and Rick will explore options. Excess funds could be used. Cost would be approximately \$1600

Christine and Rick will also look at budget transfers.

She thanked Kevin, Sue K, Sue F, Pat, Tom and Bob Tice for helping with the new shelves.

Summer Reading "A Universe of Stories" is being held on Fridays from 1:00 until 2:00 until August 10, 2019

The Architect has met with Tom and Christine and has measured the windows, doors and siding. The NYS Construction Grant has been reinstated.

Christine thanked Donna McBride for sorting the books for the Book Sale. The Book Sale set up date is August 9, 2019, and the Book Sale & Garage Sale will be held on August 10, 2019 at the School. The Friends are looking for volunteers to help.

The Gibson Brothers are returning on August 11, 2019 at 7:00 pm. The event will be held at the School.

On August 23, 2019, Arbour Season will perform

COMMITTEE REPORTS:**BUILDINGS & GROUNDS:**

Tom mentioned that the hose sprays, and has called Andy Pauls.

Bob and Tom will perform the generator service.

FRIENDS:

The Friends Annual Meeting will be August 6, 2019 at 11:00 am

They have two new Board Members – Sue Furlong and Camille Cristaldi

OTHER BUSINESS:**GIBSON BROTHERS:**

Approved: On Motion by Bob, seconded by Rick, with all in favor of authorizing payment to the **Gibson Brothers** in the amount of money the library has collected and deposited for ticket sales

Next Meeting: Tuesday, August 20, 2019 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bill, with all in favor, the Board adjourned at 7:08 pm