

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 18, 2017 7:00 pm

**APPROVED
AUGUST 15, 2017**

ROLL:

President, Ed Koch	Present
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Bill Sandiford	Present
Trustee, Patty Farrell	Present

Christine LaRocque, Library Director
Sue Kunzmann, Clerk

Bob Tice
Brian Castler
Bruce Breitmeyer
Chris Blumberg
Kris Breitmeyer

Clerk of the Board Sue Kunzmann called the meeting to order at 7:04 pm

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

AGENDA:

Approved: On Motion by Tom, seconded by Ed, with all in favor of adopting the **Agenda** for the July 18, 2017 meeting

ELECTION OF OFFICERS:

Approved: A Motion was made by Tom, seconded by Bill, to nominate Ed Koch as Board President. During the discussion, Patty nominated herself and Jules seconded her motion. The first motion carried with all in favor except Patty and Jules who voted nay, of electing **Ed Koch as Board President**, negating the need for a second vote.

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

Approved: On Motion by Tom, seconded by Patty, with all in favor of electing **Jules Comeau as Vice President of Finance**

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

MINUTES AND EXPENDITURES:

Withdrawn: Tom made a motion to approve the Minutes of the June 20, 2017 Meeting. Motion was seconded by Jules

Discussion followed and the Draft Minutes were corrected with these changes:

1. Under EXPENDITURES: Patty asked that it be noted that the Landscaping code is over budget by almost \$3000. Christine, Jules, and Tom said that money can be moved around in the budget.
2. Under DIRECTOR'S REPORT: Patty asked that it be noted that Christine will be meeting with Sally Long to work out the details of the Summer Reading Program
3. Under DIRECTOR'S REPORT: Patty asked that it be noted that the Gibson Brothers will be paid the amount for the tickets sold

The former motion was withdrawn.

Approved: On Motion by Bill, seconded by Tom, with all in favor of approving the **Minutes** as corrected of the June 20, 2017 meeting.

Approved: On Motion by Jules, seconded by Patty, with all in favor of approving the **Expenditures** for the period June 21, 2017 through July 18, 2017

PUBLIC EXPRESSION:

Brian left copies of "Long Gone" by the Hamilton County Historian to be distributed at the library

ORGANIZATIONAL MEETING:

- A. Officers were elected; the Oath of Office for Bill has been signed, notarized and filed by Hamilton County
- B. Conflict of Interest statements were signed by all trustees
- C. **Approved:** On Motion by Patty, seconded by Tom, with all in favor of appointing **Ray Martin as Treasurer**
Jules will look into how checks are signed by Ray Martin
- D. The following **Committee Chairs** were appointed by the President:
Personnel – Bill
Buildings & Grounds – Tom
Policies – Tom
Program – Patty
Long Range and Strategic Planning - Jules
- E. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of appointing **Jules as Claims Reviewer**
Approved: On Motion by Jules, seconded by Bill, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- F. **Approved:** On Motion by Jules, seconded by Patty, with all in favor of appointing **Sue Svoboda as Independent Auditor**
- G. **Approved:** On Motion by Jules, seconded by Tom, with all in favor of designating **Community Bank as the bank depository**
- H. **Approved:** On Motion by Bill, seconded by Tom, with all in favor of designating **Ray Martin CPA for the approval of accounts and for the authorization to sign checks** pending a change in policy per the SALS recommendation
- I. **Approved:** On Motion by Jules, seconded by Tom, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG and RICOH
- J. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of establishing a **\$500 Petty Cash fund**
- K. **Approved:** On Motion by Jules, seconded by Patty, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**

- L. **Approved:** On Motion by Jules, seconded by Tom, with all in favor except Patty 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
- M. **Approved:** On Motion by Tom, seconded by Patty, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- N. **Approved:** On Motion by Jules, seconded by Bill, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- O. **Approved:** On Motion by Tom, seconded by Patty, with all in favor of designating the third Tuesday of each month at 7:00 pm as the **regular monthly meeting date and time**

CORRESPONDENCE:

Thank you notes were sent to Lorrie Hosley for her donation of books and to Jeffrey Delbel for the donation of his book "Flight of Jimmy Eagleson"

DIRECTOR'S REPORT:

The 46er Reading Program patches have arrived.

The Library has begun a program to encourage children to visit with a loyalty card.

Summer Reading Program has started. Sally Long is coordinating the program.

The raised bed perennial garden has been started. Carol Benson, a master gardener, will help design the garden. On September 9, 2017, there will be a plant swap.

Christine reminded everyone about the Gibson Brothers concert on Sunday, August 6, 2017. She encouraged Trustees to sell tickets.

Christine said that Sue Svoboda has provided an updated engagement letter. She has agreed to pay half of the money Ray Martin charged us to correct the Comptroller's Report

Christine made the recommendation of a \$3.00/hour increase in pay for Sue, Pat & Kevin for wage parity. She said the budget would accommodate this increase.

COMMITTEE REPORTS:

FINANCE:

Jules will look into the budget transfers and check signing procedure.

BUILDINGS & GROUNDS:

Tom is willing to install lights in the perennial garden stone to light library sign.

Tom repaired the display case lights.

POLICIES:

Christine, Jules and Tom will look into policies for Budget Transfer, Check Signing and Disposal of Surplus Property

PROGRAM:

Patty said that the Gibson Brothers are performing on August 6, 2017 at 7:00 pm in the school gym.

She said the Children's Reading Program was going well.

She said music and food are planned for the plant swap party on Sept. 9th.

The Creative Writing Program is on Mondays at 9:00 am. Gail Huntley is the coordinator.

Patty said that the Northern Needles Exhibit was received favorably by attendees of Quilt Camp.

The Children's Opera "Little Red's Most Unusual Day" by the Seagle Music Colony will be on July 31, 2017 at the Town Hall.

FRIENDS:

Patty said that the Friends Book Sale is from August 10 – 12, 2017, and the Yard Sale will be on August 12, 2017.

The Friends Board will join the Library Board at the August Meeting.

OTHER BUSINESS:

Withdrawn: Tom made a motion to support the Director on the employee wage proposal. Motion was seconded by Bill

Discussion followed and the Motions were withdrawn.

Approved: On Motion by Bill, seconded by Tom, with all in favor of referring the wage proposal to the Personnel and Finance Committees. They will report at the next meeting after researching the impact on the budget as there are other costs in addition to the wage increase, such as Social Security, Unemployment, Workers Comp and Disability.

Jules would like any changes to wages to be effective on July 1, 2017.

PUBLIC EXPRESSION:

Brian spoke about the employee wages and the perennial garden
Bruce spoke about employee wages

Next Meeting: Tuesday, August 15, 2017 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Patty, with all in favor, the Board adjourned at 9:09 pm