

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 19, 2016 7:00 pm

APPROVED
AUGUST 16, 2016

ROLL:

| | |
|-----------------------------------------|---------|
| President, Ed Koch | Present |
| Vice President, Tom Scahill | Present |
| Vice President of Finance, Jules Comeau | Present |
| Secretary, Patty Farrell | Present |
| Trustee, Abbie Verner | Absent |

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob Tice
Brian Castler
Dona Hall

President Ed Koch called the meeting to order at 7:00 pm. He welcomed Patty to the Board.

AGENDA:

Approved: On Motion by Jules, seconded by Tom, with all in favor of adopting the **Agenda** for the July 19, 2016 meeting

ELECTION OF OFFICERS:

Approved: On Motion by Jules, seconded by Tom, with all in favor except Patty who voted nay, of electing **Ed Koch as Board President**

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

MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Patty, with all in favor of approving the **Minutes** of the June 21, 2016 meeting

Approved: On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period June 22, 2016 through July 19, 2016

Jules said he audited the bills last week, and that the payment for the upcoming events will not be released until the event.

ORGANIZATIONAL MEETING:

- A. Officers were elected; the Oath of Office for Patty has been signed, notarized and filed by Hamilton County

- B. Conflict of Interest statements were signed by all trustees, except Abbie, who was absent
- C. **Approved:** On Motion by Tom, seconded by Jules, with all in favor of appointing **Ray Martin as Treasurer**
- D. The following **Committee Chairs** were appointed by the President:
 - Personnel – Jules
 - Buildings & Grounds – Tom
 - Policies – Tom
 - Program – Patty
 - Long Range and Strategic Planning - Patty
- E. **Approved:** On Motion by Tom, seconded by Patty, with all in favor of appointing **Jules as Claims Auditor**
Approved: On Motion by Jules, seconded by Patty, 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 Patty, with all in favor of designating **Community Bank as the bank depository**
- H. **Approved:** On Motion by Tom, seconded by Jules, with all in favor of designating **Ray Martin CPA for the approval of accounts and for the authorization to sign checks**
- 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 Tom, seconded by Patty, with all in favor of establishing a **\$500 Petty Cash fund**
- K. **Approved:** On Motion by Jules, seconded by Tom, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- L. **Approved:** On Motion by Patty, seconded by Jules, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- M. **Approved:** On Motion by Jules, seconded by Tom, 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:

A thank you was sent to Jamie Sutliff for his donation of his book "Antidote Man"

MANAGER'S REPORT:

Christine reported that Camp Readmore is about 80% completed. Ed thanked everyone who worked on the project.

She said that the Partners in Poetry program in conjunction with the school was well attended and appreciated by parents, teachers and the superintendent.

John Muir Weekend starts Friday and continues throughout the weekend. There will also be an artist reception on Friday, July 29, 2016.

The Seagle Opera is August 3, 2016.

The next Café Livre is August 12, 2016.

Christine said that the NYS Construction Grant for 2017 is a 75/25 match, and is due September 2, 2016. She would like to bump out the wall facing the bank to make a 8 x 6 storage closet.

She then thanked staff – Pat for recoding the children’s books and organizing them; Sue for printing the labels and Kevin for making the shelves in the children’s room; and the Camp Readmore volunteers – the artists (Betsy Comeau, Louisa Wright and Barbara Keough); Brian Castler for making the table and chairs; Sharon Faulkner for the signage and Betsy Comeau for her help with Partners in Poetry and the John Muir Weekend..

An outhouse (Nature Calls) will be added to the Children’s Room for the Adirondack and nature books. The Friends suggested a trailhead sign in register outside the room.

Christine said that Sara Dallas is willing to come to Long Lake to conduct Trustee Training. She will ask Sara to wait until September in the hopes that Abbie will be back in town by then.

PRESIDENT’S REPORT:

Ed said that he will get in touch with the attorney to find out the status of the building ownership.

COMMITTEE REPORTS:

FINANCE:

Jules said that the library ended the year in good shape, primarily due to lower fuel costs. Sue Svoboda will be coming shortly to perform the audit.

BUILDINGS & GROUNDS:

Tom is working on a list of the items needing attention. Jules suggested that he prioritize the items, and determine if any are safety issues. The Town should be made aware of the items. Christine, Tom and Ed will meet on Tuesday, July 26, 2016 at 1:00 pm.

POLICIES:

Patty said that she would like the Board to look at the Policy for Public Expression. She feels that the process for the public asking questions and receiving a response to those questions should be revised.

Approved: On Motion by Tom, seconded by Jules, with all in favor of having Tom and Christine revisit **the Public Expression Policy**.

Christine said that the school receives written public comments and files the comments.

FRIENDS:

Christine said that the Friends Annual Meeting will be on August 1, 2016 at 11:00 am.

OTHER BUSINESS:

Jules asked Christine to report on summer numbers in 2015 and 2016 at the next meeting.

PUBLIC EXPRESSION:

Dona Hall said that she feels that the library has undergone tremendous positive changes – from the Board to staff/volunteers and the air conditioning.

Brian Castler mentioned some additional items for the Building & Grounds Committee to consider. He also said that if the library does have an addition installed, the roofline and drainage should be considered. He also agreed that the Public Expression Policy should be revisited.

Christine suggested that Brian Castler be appointed to the Buildings & Grounds and Policy Committees. Ed will let Brian know.

Next Meeting: Tuesday, August 16, 2016 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Patty, with all in favor, the Board adjourned at 8:20 pm