

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 21, 2015 7:00 pm

APPROVED
AUGUST 18, 2015

ROLL:

President, Ed Koch	Present
Vice President, Marty Friedman	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Abbie Verner	Present

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob Tice
Donna McBride

Vice President Ed Koch called the meeting to order at 7:05 pm

AGENDA, OFFICERS, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the July 21, 2015 meeting with one change. A revision to the order of business was made to Elect Officers as the first order of business.

Approved: On Motion by Jules, seconded by Marty, with all in favor of Electing **Ed Koch as President**

Approved: On Motion by Tom, seconded by Abbie, with all in favor of Electing **Marty Friedman as Vice President**

Approved: On Motion by Marty, seconded by Abbie, with all in favor of Electing **Jules Comeau as Vice President of Finance**

Approved: On Motion by Jules, seconded by Marty, with all in favor of Electing **Tom Scahill as Secretary**

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the June 16, 2015 meeting

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period June 17, 2015 through July 21, 2015

Jules said that the invoice for Ray Martin was more than usual because his office had to prepare for the unemployment audit performed by New York State.

He also said that the payment to Sue Svoboda was a downpayment for her services for the year.

ORGANIZATIONAL MEETING:

- A. Officers were elected; the Oaths of Office for Tom and Abbie have been signed, notarized and filed by Hamilton County
- B. Conflict of Interest statements were signed by all trustees
- C. **Approved:** On Motion by Jules, seconded by Abbie, with all in favor of electing **Ray Martin as Treasurer**
- D. The following Committee Chairs were appointed by the President:
 - Personnel – Jules
 - Buildings & Grounds – Tom
 - Policies – Tom
 - Program – Abbie
 - Strategic Planning - Marty
- E. **Approved:** On Motion by Marty, seconded by Ed, with all in favor of appointing **Jules as Claims Auditor**
Approved: On Motion by Marty, seconded by Ed, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- F. **Approved:** On Motion by Marty, seconded by Jules, with all in favor of appointing **Sue Svoboda as Independent Auditor**
- G. **Approved:** On Motion by Marty, seconded by Abbie, with all in favor of designating **Community Bank as the bank depository**
- H. **Approved:** On Motion by Jules, seconded by Abbie, 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 Abbie, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG, RICOH and Unifirst
- J. **Approved:** On Motion by Marty, seconded by Jules, with all in favor of establishing a **\$500 Petty Cash fund**
- K. **Approved:** On Motion by Abbie, seconded by Marty, with all in favor of setting the **mileage reimbursement rate for the year at .575 per mile**
- L. **Approved:** On Motion by Jules, seconded by Abbie, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- M. **Approved:** On Motion by Marty, 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 Keith Landies for his donation of the book "Wright Brothers"

MANAGER'S REPORT:

Approved: On Motion by Jules, seconded by Tom, with all in favor of approving the following checks:

Bibi Wein - \$200 for an Authors Series Program to be held Friday July 24, 2015

Seagle Colony - \$400 for a Children's Opera Program to be held Wednesday July 29, 2015

Karen Glass – up to \$200 for a program to be held August 5, 2015

Christine said that the mural is now complete. A grant was received from ALCA Decentralization for the project. The grant included an honorarium for the artists. There were 7 artists, but Christine declined her honorarium. The grant was in the amount of \$1600, and the

library received \$627.20 from the Friends. Expenses were \$1,036.71, leaving \$1,190.49 for the artists.

Approved: On Motion by Marty, seconded by Abbie, with all in favor except Jules who abstained because his wife is one of the artists, of approving a **payment of \$198.42 each to the mural artists:** Betsy Comeau, Laurinda Minke, Louisa Wright, Jen Signell, Barbara Keough and Arne Rostad.

Christine is looking into purchasing runners instead of having Unifirst change them each month.

She said that many patrons have expressed thanks for our services, and have had positive reactions to the mural.

PRESIDENT'S REPORT:

Ed said that the status of the grant for the air conditioner would not be known until September

COMMITTEE REPORTS:

FINANCE:

Jules reported that in the past fiscal year, the library spent 87.2% of the budgeted amount. Normally at the end of June, the library has about \$50,000 to use as cash flow until the taxes are received. This year we have \$66,000 because employee hourly rates were less than last year, and no one is in the retirement system.

Jules said that \$2000 has been placed in the budget each year for replacement of the computers after 3 years.

Approved: On Motion by Marty, seconded by Jules, with all in favor of opening up a separate account at Community Bank for the **purchase of computers** and transferring \$6000 to the account

Jules would like Ray Martin's visit to occur at the September meeting. He would like to send Ray a list of questions prior to the meeting.

Ray has ordered more checks, which will cost \$599, and should last 2 years.

PERSONNEL:

Christine and Jules will look at the budget prior to determining raises. 5% was budgeted, and they should be retroactive to July 1st.

BUILDINGS & GROUNDS:

Ed said that nothing has been done about the basement key for the Masons. He will meet with Jim Swedberg.

Approved: On Motion by Jules, seconded by Marty, with all in favor of giving **Ed a key to the building.**

NYSEG has still not completed the lighting project

Tom has installed the light timers at each entrance

Ed will check on the status of the motion detector

There is nothing new about a lease

Bob Tice, Brian Castler and Tom will work on the railings

It was decided to take the concrete off the agenda as the building is owned by the Town

Nothing has been done about the siding

Ed and Tom will look at the drainage.
The siding is dirty and should be pressure washed.

Brian Castler offered to make two Adirondack chairs for the solarium entrance.

POLICIES:

Copies of the former Meeting Room policy were distributed and will be discussed in August. One comment made was that the use of alcohol should be at the discretion of the library manager.

PROGRAM:

Christine reported that the "Check It Out" schedule for July and August is available. One of the authors was not able to make his date, and Gail Huntley took his place.

FRIENDS:

Christine reported that the Friends have purchased a new vacuum and purchased the charter for the "Little Free Library" in front of the building. She said that the first user of the "Little Free Library" gave a \$5.00 donation.

STRATEGIC PLANNING:

An article about the Switchboard concept was in the Hamilton County Express. Marty said the next step is training for the staff

OTHER BUSINESS:

The Friends are placing a brick order very shortly.

PUBLIC EXPRESSION:

Next Meeting: Tuesday, August 18, 2015 at 7:00 pm

Adjournment: On Motion by Abbie, seconded by Tom, with all in favor, the Board adjourned at 9:05 pm