

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 21, 2020 6:00 pm

**APPROVED
AUGUST 18, 2020**

ROLL:

President, Ed Koch	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Absent
Trustee, Donna McBride	Present via Speaker Phone

Crystal Niedzwiadek, Library Manager
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 Bob, with all in favor of appointing Sue as **Temporary Chair**

AGENDA:

Approved: On Motion by Rick, seconded by Bob, with all in favor of adopting the **Agenda** for the July 21, 2020 meeting

ELECTION OF OFFICERS:

Approved: A Motion was made by Bob, seconded by Rick, to nominate **Ed Koch as Board President**.

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

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

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

President Ed Koch conducted the remainder of the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Bob, seconded by Rick, with all in favor of approving the **Minutes** of the June 16, 2020 meeting

Approved: On Motion by Bob, seconded by Rick, with all in favor of approving the **Expenditures** for the period June 17, 2020 through July 21, 2020

ORGANIZATIONAL MEETING:

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

- B. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Ray Martin as Treasurer**
- C. The following **Committee Chairs** were appointed by the President:
 - Personnel – Ed
 - Buildings & Grounds – Rick
 - Policies – Donna
 - Program – Bill
 - Long Range and Strategic Planning - Bob
- D. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Rick as Claims Reviewer**
- E. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- F. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing Mark Mashaw of Pinto Mucenski Hooper Van House & Co PC as **Independent Auditor**
- G. **Approved:** On Motion by Rick, seconded by Bob with all in favor of designating **Community Bank as the bank depository**
- H. **Approved:** On Motion by Rick, seconded by Bob, 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 Rick, seconded by Bob, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG, RICOH and SALS
- J. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of establishing a **\$500 Petty Cash fund**
- K. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- L. **Approved:** On Motion by Rick seconded by Bob, 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
- M. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- N. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- O. **Approved:** On Motion by Rick, seconded by Bob, 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:

Crystal will send a thank you note to Sharon Waagner for her donation of \$100. The funds were used to purchase supplies for a Nature Kit.

PRESIDENT'S REPORT:

Ed thanked everyone for voting for him for Board President

MANAGER'S REPORT:

Crystal has placed the reopening plan on the library website. Starting August 1, the public computers will be available and people can view items in the stacks. The upholstered furniture has been moved to the Children's Room. Disinfectant will be available and signs will ask people to sanitize before and after they use a space. Signs will also ask people to stay 6 feet apart.

Crystal has asked Raquette Lake Supply about filters for the furnace.

Many children have signed up for the Summer Reading Program

Crystal is updating the teen, non fiction, board book, and youth audio book collections

Some books by certain authors will arrive automatically.

Crystal reported that Christine has filed an unemployment claim. Crystal has asked for help from our attorney as Christine voluntarily resigned.

One of our windows was broken when Fred Short's crew was mowing the grass at the bank. The window will be replaced during the work for the Construction Grant.

The Amendment to the last Construction Grant has been approved.

Tom will do the work on the lighting, and Tom and Bob Tice will install the Bilco doors.

Crystal reported that Bill's work schedule has temporarily changed, so he was unavailable tonight, and will not be able to attend a meeting again until September.

Next Meeting: Tuesday, August 18, 2020 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 7:17 pm