

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Monday, July 28, 2014 4:30 pm**

**APPROVED  
AUGUST 26, 2014**

**ROLL:**

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Jules Comeau	Absent
Secretary, Tom Scahill	Absent
Trustee, Marty Friedman	Present

Emily Farr, Library Director  
Sue Kunzmann, Clerk

President Lorrie Hosley called the meeting to order at 4:32 pm

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of **paying Emily** 30 hours per week for the following pay periods:

6/28/14 through 7/11/14	60 hours
7/12/14 through 7/25/14	60 hours

Emily will return the two checks she received for those pay periods, and Ray Martin will VOID the checks issued previously.

**Approved:** On Motion by Ed, seconded by Marty, with all in favor of accepting **Emily's resignation** effective 8/6/14 with great sorrow

**Approved:** On Motion by Marty, seconded by Ed, with all in favor of approving **paying Emily** 30 hours for the week 7/26/14 through 8/1/14

**Approved:** On Motion by Lorrie, seconded by Ed, with all in favor of approving an **additional 7.5 hours per week for Sue** and appointing her as interim manager until a provisional hire is made

Emily will teach Sue the Quickbooks program and the process for the paying of bills

The Library Director position is Civil Service, with a job description and qualifications listed. The position must be advertised, and, after the interview process, the person will be a provisional hire until the exam is scheduled. The candidate must score in the top three to be hired permanently.

Lorrie will talk to Sara Dallas (SALS) and Kim Byrne (Hamilton County Personnel) to discuss the process, and Emily will prepare a list of desired qualifications.

Lorrie will also talk to Sara about staffing issues (whether to require two employees on duty at all times)

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of allowing the **Friends** to have their annual meeting at the library on Monday, August 11, 2014 from 5:00 pm until 7:00 pm. Emily will ask Kevin to stay.

**Adjournment:** On motion by Lorrie, seconded by Marty, with all in favor, the Board adjourned at 5:26 pm

**Next Meeting: Tuesday, August 26, 2014 at 7:00 pm**