

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, June 17, 2014 8:00 pm**

**APPROVED  
JULY 15, 2014**

**ROLL:**

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Adele Williams	Present
Secretary, Jules Comeau	Present
Trustee, Marty Friedman	Present

Emily Farr, Library Director  
Sue Kunzmann, Clerk

Dona Hall  
Christine LaRocque

President Lorrie Hosley called the meeting to order at 8:01 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of adopting the **Agenda** for the June 17, 2014 meeting

**Approved:** On Motion by Adele, seconded by Jules, with all in favor of approving the **Minutes** of the May 20, 2014 meeting

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period May 21, 2014 through June 17, 2014

**CORRESPONDENCE:**

Lorrie received a **FOIL request** from Michelle Hamdan requesting salary and benefit information.

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of appointing Sue as Records Information Officer.

Lorrie also received a resignation letter from Adele to be effective June 19, 2014.

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of accepting **Adele's resignation letter** with regrets. All Board Members expressed thanks to Adele for all her work on the Board.

**COMMITTEE REPORTS:**

**FINANCE:**

Emily presented an engagement letter from the Auditor, Sue Svoboda. The contract is for an annual Audit, NY Comptroller Report and Annual Report, and is for \$2,500. If the Board decides to have a Biannual Audit, the contract this year would be \$500 less, as Sue would not perform an Audit of the 2013-2014 year.

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of having Sue perform an **Audit** every other year, and the NY Comptroller Report and Annual Report annually. Sue K will send the first two pages of the engagement letter to the lawyer for review, and Emily will have Sue S prepare a revised engagement letter.

The funds for the **Reserve Account for the Computers** is included in the ACT account.

The **Budget vs Actual** results show Income down by \$1,354.07, and Expenses \$1,294.88 over Budget, primarily because of the payment to NY Fire and Security of \$1,282.

#### **ELECTION RESULTS:**

Stephanie Wells and Mary Hartle brought the Canvass Report. Results were as follows:

90 Voters and 5 Absentee Ballots

Budget: 56 For; 38 Against

Jules Comeau: 72

Marty Friedman: 59

Write Ins: Julie Helms, Sally Long, Mike Farrell, Charles Luxford

#### **PERSONNEL:**

**Approved:** On Motion by Adele, seconded by Ed, with all in favor of approving **Emily's Sick and Vacation time** as 8 hour days

Lorrie will investigate the procedure for **Emily's review**

Emily stated that she will be on **Medical Leave** until her next doctor appointment on July 7, 2014. Emily will give Disability Claim paperwork to Lorrie.

#### **BUILDINGS & GROUNDS:**

Ed has met with Clark who said that Chad has all the equipment necessary to install the **Emergency Shut Offs for the Furnace**. It was suggested that if Tom Scahill would like to volunteer to install the shut off that he contact the Town for approval.

The **Lease** is in the hands of the Town Attorney.

The Town is checking with the window manufacturer about the replacement of the **front window** that is cracked.

#### **Alarm:**

The motion detector and wireless keypad have been installed by NY Fire & Security. Lorrie signed a letter to NY Fire requesting a W9 and an invoice in the library's correct name.

The monthly bill will continue to be paid by the Town.

Ed is suggesting that each employee have his or her own code, and will read the manual.

Ed will also work on the **Binder** in the Workroom to make sure it is complete.

#### **PROGRAM:**

Jules reported that summer programs are underway and include the Seagle Colony, Flame and Lego Club.

#### **FRIENDS:**

The meeting was canceled, so there is no progress on the Memorandum of Understanding.

#### **OTHER BUSINESS:**

Lorrie asked Sue if she would be willing to work on Wednesday in order to complete the **Election** duties and produce the Minutes. Sue agreed. Sue will send the **Canvass Report** to the Attorney and ask for Oaths of Office for Jules for the 5 year term, and for Marty for the 2 year term

Sue will also add to the **Public Notice** for the next meeting that due to the resignation of a Board Member that a position on the library Board of Trustees is available, and to contact a Board Member for details.

Lorrie will write a **thank you note to Adele** for her service on the Board and will collect money for flowers

A Board Member said that he had included a write in vote on his ballot, and that write in name was not on the **Canvass Report**. The Election Inspectors were called back to the library for a recount of the votes, and two names were added to the list of Write ins: Tom Scahill and Mickey Mouse. All other information on the Report was correct.

**Adjournment:** On motion by Ed, seconded by Marty, with all in favor, the Board adjourned at 10:05 pm

**Next Meeting: Tuesday, July 15, 2014 at 7:00 pm**