

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, March 15, 2016 7:00 pm

**APPROVED
APRIL 19, 2016**

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

Clark Seaman, Town of Long Lake Supervisor

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob and Carol Benson	Dona Hall
Doug Blodgett	Jackie Hornstein
Diane Carney	Ruth Howe
Brian Castler and Kathy Duffendack	Jackie Mallery
Gail Davis	Mary Ann Roche
Patty Farrell	Susan Rohrey and Mike Small
Sharon Faulkner	Bob Tice
	Carl Turner

President Ed Koch called the meeting to order at 7:02 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the March 15, 2016 meeting

Approved: On Motion by Abbie, seconded by Marty, with all in favor of approving the **Minutes** of the February 16, 2016 meeting

Marty said that the minutes of the December meeting were revised to eliminate the public comments. As a result of that revision, the minutes of the February meeting also eliminated the comments from the public.

Marty reminded everyone that a motion was made and carried at the January meeting to specify that the minutes are first sent to the Secretary for approval, then to the President for approval, and then distributed to all. Minutes are to be a record of the business of the Board. The Minutes will reflect the general topics of the comments by the public.

Tom said that the Public Expression Policy was adopted by the Board at the Special Meeting of March 4, 2016.

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Minutes** of the March 4, 2016 meeting

Approved: On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period February 17, 2016 through March 15, 2016

Jules said the library is on target for expenses.

PRESIDENT'S COMMENTS:

Ed said that library trustees are governed by state law. The trustees make decisions based on their research as to what is good for the library. Motions approved by a majority of the trustees are to be followed by all. According to the bylaws (page 5), the Board follows Roberts Rules of Order.

Ed and Marty were asked by the Board to speak to Clark about the library owning the building. Bob Schofield is waiting to hear from the Town Attorney, Carl Ferrentino. After the attorneys finalize the paperwork, the Board will make a final decision.

PUBLIC EXPRESSION:

Dona Hall said that the Agenda and the fact that the Board follows Roberts Rules makes it easier for the public to follow the structure of the meetings

Ruth Howe suggested taping the meetings.

CLARK SEAMAN:

Clark brought copies of the 2016 Town Budget showing that \$20,000 is in the budget for the Long Lake Public Library, which is the same that the Town gives to the Raquette Lake Library. Clark said that historically the Town supported the Library until the referendum passed in 2011. After that, since the Raquette Lake Library owned its building, the Town gave that library \$20,000; since the Town maintained the Masonic Hall, the Town did not fund the Long Lake Public Library. The cost of the roof alone was \$80,000. The Town is striving to treat both libraries equally. The alternative is the lease proposed by the Town with rent of \$10,000/year.

Jules asked if there is any way to add \$20,000 to the Town Budget perpetually. Clark said that budgets are computed annually, and a current Board would not be able to commit a future Board to the \$20,000 annually. The Town contracts are no longer than a year.

Marty said that he feels the Town Board will be stable for at least 10 years. If \$5000 is spent of the \$20,000 each year, the Library would have \$150,000 in a capital fund after 10 years.

Clark said that the Town funds many organizations that are beneficial to the Town and that the community likes to support; the library would be in a similar situation. Since the Library already pays for utilities, Clark feels that the only additional continuing expense would be insurance on the building. Plowing would continue as it is presently since the Town would consider plowing the library sidewalk as a shared service.

The Town has no real interest in the building; it is excess to the Town's needs. Excess property should either be disposed of or transferred. Governmental agencies must adhere to standard practices, and it is prudent to liquidate excess assets.

Presently the Masons have a reversionary right to the building if the Town no longer would like to own it; the Masons have deeded rights to exclusive use of the second floor. If the Library assumes ownership of the building, the Town would have reversionary rights, so if the Library no longer wants to own the building, it would go back to the Town.

Clark also said that for every \$1.00 spent by the Town on organizations, \$7.00 is brought to the businesses in town.

Clark also encouraged people with questions to call him at the office (624-3001), on his cell (524-1147) or at home (624-3894).

CORRESPONDENCE:

A thank you was sent to Ruth Jensen for her donation of a quilting book.

MANAGER'S REPORT:

Christine thanked everyone for their interest in the library.

The Town has temporarily fixed the front steps using #2 fill and some 2 x 4s.

The library has received the light bulbs from NYSEG.

The Air Conditioning/Generator project came in under budget, and the excess funds cannot be returned to New York State Construction Grant. Christine said that any item had to be approved by the State, and blinds were approved.

Approved: On Motion by Marty, seconded by Abbie, with all in favor of approving the purchase of blinds for \$7811.00 using the funds from the New York State Construction Grant.

Christine said that documents may be released to the public two weeks after the board meeting.

Christine is working on the Children's Room project. The Friends are contributing toward the project.

Christine and Jules attended Library Lobby Day on March 2, 2016 to show support for state aid to libraries.

Sara Dallas would like to attend a meeting for trustee training.

Christine and Ed attended the SALS Plan of Service on March 8-9, 2016. SALS has a 5 year plan, which Ed will share with Marty.

The next Café Livre with Michael Jerling will be Friday, March 25, 2016 at 7:00 pm; the one with the Lightning Rods will be Friday, April 15, 2016 at 7:00 pm.

Christine said that it is a privilege to work at the library, and thanked all the employees and volunteers for his or her help.

Approved: On Motion by Jules, seconded by Tom, with all in favor except Marty who abstained, of approving the **Annual Report**.

COMMITTEE REPORTS:

FINANCE:

Jules said that he is working on the budget, and hopes to be done by the end of the month.

IRS Standard Mileage rates have been reduced to .54 effective January 1, 2016.

Approved: On Motion by Jules, seconded by Abbie, with all in favor of approving the **Mileage Rate** for the library to coincide with the IRS Standard Mileage Rate effective March 15, 2016.

BUILDINGS & GROUNDS:

Keys for the basement have been made and will be distributed.

Tom will contact Dave Amedon for a quote on refinishing the floor.

Ed will speak with Clark about drainage on the side of the building.

Tom will investigate the broken window.

Brian Castler and Tom have volunteered to sand and repaint the railings.

Brian, Ed and Tom will investigate the use of concrete for the bottom of the columns.

PROGRAM:

Christine said that there is a Program Committee meeting Wednesday, March 16, 2016 at 11:00 am

FRIENDS:

Christine thanked the Friends for all their hard work.

Jackie Mallery invited anyone interested to the Friends meetings, which are the second Tuesday of the month at 11:00 am. The next one will be April 12, 2016.

STRATEGIC PLANNING:

Marty said that a Long Range Plan is different from a Strategic Plan. Adele Williams produced the latest Long Range Plan, and Marty has been concentrating on a Strategic Plan. The Strategic Plan is specific concepts to accomplish the long term plan. Marty has concentrated on two areas: Expansion of services to the public and expansion of the physical plant to accommodate growth in the future. The Switchboard will accomplish the first goal and the potential acquisition of the former firehouse space will accomplish the second goal.

The Switchboard will be using Constant Contact, and Marty will finish up work on it this week, and train Christine to operate it.

Marty said that the Board must support decisions made by the Board. The public may comment, but the Board is not obligated to follow public opinion.

OTHER BUSINESS:

Approved: On Motion by Jules, seconded by Tom, with all in favor of approving the **Election Date** of Tuesday, June 21, 2016 from 2:00 pm until 8:00 pm

Christine is working on the Real Property Tax Cap form.

Marty then verbally resigned and left the meeting.

Not Approved: On Motion by Abbie, seconded by Tom, with Abbie and Tom voting aye, and Ed and Jules abstaining to vote to approve **Marty's resignation**.

Ed said that he would like to discuss the resignation with Marty before the Board accepts it.

PUBLIC EXPRESSION:

Brian Castler asked why the library did not have a town meeting to discuss ownership of the building, especially since the Board wants to be open and transparent.

Patty Farrell said that she was surprised that the Board did not accept Marty's resignation.

Sharon Faulkner echoed that sentiment.

Jackie Mallery said that Christine is a wonderful manager.

Patty Farrell asked if the library owning the building is a "done deal".

Next Meeting: Tuesday, April 19, 2016 at 7:00 pm

Adjournment: On Motion by Abbie, seconded by Tom, with all in favor, the Board adjourned at 9:59 pm