

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, March 17, 2015 7:00 pm**

**APPROVED  
APRIL 21, 2015**

**ROLL:**

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

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Bob Tice  
Donna McBride

President Lorrie Hosley called the meeting to order at 7:03 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the March 17, 2015 meeting

**Approved:** On Motion by Ed, seconded by Jules, with all in favor of approving the **Minutes** of the February 17, 2015 meeting

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period February 18, 2015 through March 17, 2015

The invoices have not yet returned from Ray Martin's office. Sue mailed the package to Tupper Lake on Tuesday, March 10<sup>th</sup>, but they did not arrive at Ray Martin's office until Saturday, so they were not mailed back to us until yesterday. Jules said that he did audit the bills prior to Sue mailing them out, and he had no concerns.

**CORRESPONDENCE:**

Sue will send a thank you in Lorrie's name to Ed & Gail Gale for their donation

**MANAGER'S REPORT:**

The NYSEG Contractor replaced the light bulbs yesterday. However, the person who performed the audit failed to realize that there are no replacements available for the chandelier bulbs. Therefore, the quoted savings will not be realized by the library. The Board asked Christine to find out if an extender could be used for the chandeliers.

Tom has worked on the light timers, but has not yet determined the problem. The batteries have been changed, but that did not fix the problem. Tom will continue to work on the timers

when he returns from Florida. In the meantime, the outdoor lights are turned on every evening, and turned off when staff arrives.

Kevin has completed work on the display case honoring Emily. The Board asked Christine to ask Kevin for a bill for his hours. The Friends will contribute up to \$500 for the display. The plaque still needs to be designed. Thoughts were to have the history of the burl and the tribute to Emily in etched glass and calligraphy. Lorrie mentioned that Jane Bissell does calligraphy. The rocks spelling "Library" will be above the display.

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of approving the payment of \$560 to Kevin for the labor to construct the **display cabinet**.

Christine and Jules will discuss with Ray Martin what the process should be for reporting sales tax receipts from the sale of books and cards by the library.

Sara Dallas has offered to help train the Board. The present Board thought it best to ask Sara to come after the election.

Lake Placid NY is hosting the NY Library Association conference this fall.

Christine has received three applications for the cleaning position, and will make a decision later in the week.

Work on the mural will start shortly. Costs will be paid through an ALCA Decentralization Grant.

#### **PRESIDENT'S REPORT:**

The SALS Annual Trustee meeting will be held in Lake George on May 18, 2015. Ed, Jules and Christine are interested in attending. Plans will be made at the next meeting.

There is no news on the grant for the air conditioner.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

Jules composed a draft **letter to Ray Martin** discussing our concerns.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of sending the letter under Lorrie's signature.

Christine and Jules have been preparing a draft budget. At present, the budget is up \$2000, and is \$500 under the tax cap. The Board would like to stay under the tax cap. The draft has a 5% increase in salaries. Marty would like to discuss increases higher than 5%. Savings of \$6,900 over last year was realized since Emily was in the NYS Retirement System, and Christine is not. The Board discussed an additional employee; at this point, Christine would like to keep staffing as is.

A Budget Workshop was scheduled for Monday, March 23, 2015 at 3:30

**Approved:** On Motion by Lorrie, seconded by Jules, with all in favor of planning to keep the **Budget under the tax cap**.

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving the **Purchasing Policy and the Credit/Debit Card Policy**.

Jules distributed a draft copy of the Travel Policy, which will be discussed at the next meeting.

Jules also reported that the funds in ACT (Adirondack Community Trust) may be used for a grant of up to \$10,100. He would prefer that the funds stay in ACT as the return is high.

At the lobby day in Albany, Jules asked for state aid in the amount the schools receive

**PERSONNEL:**

Reviews have been completed on all employees

**BUILDINGS & GROUNDS:**

Ed reported that he, Marty and Christine met on March 3, 2015.

They discussed the venting of the restroom. Ed has a quote for \$755; Christine will ask BJ Queen for a quote.

Bruce Jennings is working on putting a bathroom upstairs in the Mason's area.

Ed will discuss a motion detector near the door to the kitchen with Tom

Ed and Marty met with Clark to discuss a lease on February 26, 2015. Two options were discussed:

1. Establish a sliding scale building maintenance cost sharing program
2. Have the Town transfer the ownership of the building to the library. The Town would then add \$20,000 annually to their budget, which would match the amount that the Town gives to the Raquette Lake Library.

The Board felt that discussion among the Town, Masons and Library is needed.

**PROGRAM:**

Christine reported that the first in the Author's Series will be held on Friday, April 10, 2015 with Mary Sanders Shartle's discussion of her book "The Truth and Legend of Lily Martindale"

A grant from Stewart's has been received and will be used for a knitting group after school to be led by Donna Adams.

**FRIENDS:**

Lorrie signed the Memorandum of Understanding

**STRATEGIC PLANNING:**

Marty has sent his idea to Bob Schofield for review.

**OTHER BUSINESS:**

**BOARD BINDERS:** Ed requested that everyone read the information in the binders as he has found it valuable

**ELECTION:** Christine will contact possible qualified Election Inspectors

The Election Date will be Tuesday, June 16, 2015

**PUBLIC EXPRESSION:**

Bob Tice expressed appreciation for the library and the very capable employees. Christine asked the Board to thank Bob for all the work he does to help the library. Recently he shoveled our mailbox out from the snowpile.

**Adjournment:** On Motion by Ed, seconded by Jules, with all in favor, the Board adjourned at 10:00 pm

**Next Meeting: Tuesday, April 21, 2015 at 7:00 pm**