

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, March 18, 2014 7:00 pm**

**APPROVED  
APRIL 22, 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

Donna McBride  
Christine LaRocque

President Lorrie Hosley called the meeting to order at 7:05 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of adopting the **Agenda** for the March 18, 2014 meeting

**Approved:** On Motion by Ed, seconded by Marty, with all in favor of approving the **Minutes** of the February 7, 2014 and the February 11, 2014 meeting

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of approving the **Expenditures** for the period February 12, 2014 through March 18, 2014

**CORRESPONDENCE:**

Lorrie read a note from Keith Landies saying "you're welcome" for our thank you note to him

**DIRECTOR'S REPORT:**

Emily will be on vacation from March 22 through March 30, 2014, and also the first two weeks in May

Emily discussed National Library Week, which is April 13 through April 19, 2014.

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of celebrating **National Library Week** by offering an **amnesty from fines** in exchange for a donation of a non-perishable food item to be donated to the Food Pantry, and the return of the item, if possible.

Marty will write a Letter to the Editor about National Library Week and the Amnesty program.

Lorrie, Ed and Emily attended a meeting on **FOIL (Freedom of Information Law) and Open Meeting Law** today at the library in Tupper Lake. The Board should appoint a Records Access

Officer. The Library Board is permitted to vote while in Executive Session. The vote would be recorded in the minutes.

The **Joint Automation Agreement** from SALS which clarifies responsibilities of SALS and Long Lake Public Library must be renewed by June 30, 2014. Sue will scan the document and send it to all via e mail.

Marty attended the **Broadband** meeting. Chris Mundell from SALS did not attend as the representatives from SLIC were not to attend. The next meeting is April 1, 2014, and Chris will try to be present. He will ask SLIC if they will offer the library any special services or reduced fees as a public service. Marty said that Long Lake presently has DSL. The Broadband portal is wider.

The Broadband Committee will be sending a survey to the public. Marty mentioned that the Strategic Planning Committee is also planning on sending a survey to the public. Marty will contact Alex Roalsvig to ask if a joint survey would be possible.

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

Lorrie asked if Jules and Marty will run at the next **election**; both said yes.

Lorrie and Ed will continue their terms.

Adele said that she would resign prior to the election if people are running; if not, she will resign after the election, in which case, an appointment would be made. She would like to stay on the Finance and Strategic Planning Committees.

Lorrie asked that all members of the Board recruit people to run for the Board.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Lorrie, seconded by Jules, with all in favor of **amending the Budget** for the 2012-2013 year. This was necessary to put the remediation cost into the 2012-2013 year as it was a pre-existing condition.

**Approved:** On Motion by Jules, seconded by Adele, with all in favor of approving the **Audit** for the 2012-2013 year as prepared by Sue Svoboda.

Jules discussed the **Veteran's Exemption** that the School District has approved. The library uses the Assessment Role from the School. A Veteran's Exemption does not affect the amount of money the library receives; it adjusts how much each taxpayer pays. The School is reducing the tax on what a veteran or widow or widower pays if certain qualifications are met.

The Finance Committee is working on a preliminary **budget**. Jules would like to stay under the tax cap of 2%, but the library will have to ask for more money from taxes (perhaps in the 1.68% range). Professional fees have increased, as have other expenses. The library has also received less from the county and state. A Budget Workshop was scheduled for Thursday, April 3, 2014 at 7:00.

#### **BUILDINGS AND GROUNDS:**

Ed reported on a meeting he and Marty had with Clark Seaman on February 23, 2014

##### **Furnace Emergency Switch**

Chad will be installing the switch near the front entrance

### **Roof Snow Guards**

Ed has received estimates for the installation of "Snow Max Fence-Style Snow Guards" to the standing seam roof. Material cost is \$1,350 and Labor cost is \$1,500. He will give the estimates to Clark.

### **Basement Door**

Ed will ask Clark about the status of the door reconstruction.

### **Parking Lot Snow Removal**

Pat O'Brien is to plow the entire parking lot in exchange for the Town removing the snow on the walk to the Bank.

### **Lease**

Ed will check on the status.

### **Alarm**

Ed contacted the alarm company and secured estimates for an additional keypad and a motion detector. The estimate is \$1,282 plus tax. Ed was asked to have the alarm company break out the cost for just the keypad and just for the motion detector, as the cost of the total job might be too large for one year's budget.

Marty asked whether stickers with the alarm company name should be placed on the building. Ed will check into availability.

### **Ozonator**

The ozonator has been sold for \$300.

**Approved:** On Motion by Ed, seconded by Adele, with all in favor of having Ed and Marty meet with Clark to discuss the outstanding **Building and Grounds** committee items.

A sheet with **Energy Usage** for the Building was distributed.

Marty discussed whether it would be possible for the library to lease the entire building and then sublet the second floor to the Masons. He then asked if it would be possible to ask the Masons to contribute to the cost of fuel and electricity.

### **POLICIES:**

Discussion on a possible Power Outage policy was tabled.

### **PROGRAM:**

Christine reported on the status of the ALCA Grants, which were for a total of \$2,700. ALCA is the Decentralization Organization hired by the New York State Council of the Arts. The library applied for three separate grants from ALCA, and all three were denied. The letters that were received started "We are pleased to inform you that you received a grant of \$0". The Program Committee requested reasons for the denials, and were told that the grant requests were not signed and that the budget was missing. The committee told ALCA that the budgets were not missing, and asked to speak with the Decentralization Coordinator, and for a copy of the

guidelines. The guidelines stated that if anything in the grant application is missing, ALCA will contact the applicant.

**Approved:** On Motion by Marty, seconded by Lorrie, with all in favor of sending a letter to **ALCA**, return receipt requested, asking for an appeal to their denial.

**Summer Reading** has traditionally been twice a week, on Mondays and Thursdays. This year, to avoid conflicts with other events, it will be held Wednesday afternoons.

**FRIENDS:**

Emily and Lorrie will meet with Mary Ann Roche on Thursday on the **Memorandum of Understanding**.

**STRATEGIC PLANNING:**

Adele reported that her Committee consists of herself, Marty, Emily, Sue Lombardi, Sally Long, Sam Keller and Shari Cook

The committee is planning a **survey** to help in developing a new Strategic Plan for the library. Marty is preparing a Draft Survey. After approval by the Board, the survey will go out in May or June. A letter will go out in the summer to seasonal residents. The goal is to encourage people to come to the library to see all that is offered. Ideas include an Open House with refreshments by Stewarts and an exhibit on the history of maple syrup. Perhaps a \$100 VISA gift card would encourage participation.

Marty will write a Letter to the Editor in both the Hamilton County Express and the News Enterprise advertising the event.

Emily said that recent programs (Puppet Boot Camp and Computer Classes) have been very well attended, and was especially pleased to see people attending programs who do not normally come to the library.

**OTHER BUSINESS:**

**Budget** – Must be done prior to Election

**Legal Notice** – 45 Days in Advance of the Election – 4/26/14

**Petitions** – 30 Days in Advance of the Election – 5/9/14

**Election** – Second Tuesday in June – 6/10/14

**Newsletter** will be sent to the public after the budget is finalized.

**Adjournment:** On motion by Ed, seconded by Adele, with all in favor, the Board adjourned at 9:30 pm

**Next Meeting: Thursday, April 3, 2014 at 7:00 pm – Budget Workshop**

**Tuesday, April 22, 2014 at 7:00 pm**