

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, March 21, 2017 7:00 pm

**APPROVED
APRIL 18, 2017**

ROLL:

President, Ed Koch	Present
Vice President, Tom Scahill	Absent
Vice President of Finance, Jules Comeau	Present
Secretary, Patty Farrell	Present
Trustee,	Vacant Seat

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Bob Tice
Brian Castler
Kathy Duffendack
Kris Breitmeyer
Ruth Howe

President Ed Koch called the meeting to order at 7:03 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Patty, with all in favor of adopting the **Agenda** for the March 21, 2017 meeting

Not Approved: On Motion by Jules, seconded by Ed, with Jules and Ed in favor, and Patty opposed to approving the **Minutes** of the February 21, 2017 meeting because she felt they did not include enough information. The February 21, 2017 minutes will be voted on again at the April Board meeting.

Approved: On Motion by Jules, seconded by Ed, with all in favor of approving the **Expenditures** for the period February 22, 2017 through March 21, 2017.

PUBLIC EXPRESSION:

Ruth Howe spoke about the library director. She provided a thank you card from Warren-Hamilton Community Action

PRESIDENT'S REPORT:

Ed thanked the members of the public who attend the Board Meetings, and everyone who works to support the Trustees and the Library. He said he has received positive comments from the public about the programs, artwork, exhibits, staff and library director.

He also said that the Memorandum of Understanding with the Friends for the upcoming year will be discussed at the April meeting. Ed said he has been in contact with the President of the Friends Board, Jackie Mallery. At the present time, Library Board approval is not required for

Christine to submit an item for payment to the Friends. Ed also said that he sent a letter dated January 17, 2017 to the Friends asking for funds to be used for the runner leading to Camp Readmore, adult chairs for Camp Readmore, the architect fees and for the community partner for Café Livre.

Ed has also been in touch with Sue Svoboda, Auditor, and Ray Martin, CPA, and that they will both attend a future meeting. The necessary corrections to the NY State Comptroller's Report will be discussed at that time.

DIRECTOR'S REPORT:

Christine said that the next Café Livre will be Friday, March 24, 2017, and will feature The Canal Street String Band.

She attended both Pre Advocacy Day on February 28, 2017 and Advocacy Day on March 1, 2017 – both in Albany, NY.

The library has received a grant in the amount of \$500 from Stewart's. Adirondack 46 Reading Patches will be purchased.

The next art exhibit will be photographs by Laurinda Minke.

New computers for Christine's office and the front desk have been ordered from SALS.

Christine asked about paying staff for the time the library was closed on Tuesday and Wednesday last week.

She reminded the Trustees of the Annual SALS Trustee Meeting in May, and the DEC Grant Award Ceremony on May 7, 2017.

COMMITTEE REPORTS:

FINANCE:

Approved: On Motion by Jules, seconded by Patty, with all in favor of **paying each employee** for the hours he or she was scheduled to work on Tuesday, March 14 and Wednesday, March 15 as the library was closed due to severe weather. Employees will add their missed hours to his or her next time card. Christine and Tom will write a policy for approval.

PERSONNEL:

Approved: On Motion by Jules, seconded by Ed, with all in favor of having Ed sign the **New Position Duties Statement** for the Library Manager/Director for the Civil Service Commission.

Christine's evaluation will be completed after Tom returns.

LONG RANGE & STRATEGIC PLANNING:

Ed said that the Long Range Plan will be discussed after meeting with the Architect.

OTHER BUSINESS:

Approved: On Motion by Jules, seconded by Patty, with all in favor of setting the **Election Date** of June 20, 2017.

PUBLIC EXPRESSION:

Brian spoke about minutes, transparency and budget.

Next Meeting: Tuesday, April 18, 2017 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Ed, with all in favor, the Board adjourned at 8:53 pm