

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, May 19, 2020 6:00 pm

**APPROVED
JUNE 16, 2020**

ROLL:

President, Tom Scahill	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Absent
Trustee, Ed Koch	Present – via business phone

Crystal Niedzwiadek, Library Manager
Sue Kunzmann, Clerk

President Tom Scahill called the meeting to order at 6:05 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Bob, seconded by Rick, with all in favor of adopting the **Agenda** for the May 19, 2020 meeting

Approved: On Motion by Rick, seconded by Tom, with all in favor of approving the **Minutes** of the April 21, 2020 and May 12, 2020 meetings

Approved: On Motion by Rick, seconded by Tom, with all in favor of approving the **Expenditures** for the period April 22, 2020 through May 19, 2020

CORRESPONDENCE:

Tom wrote to Clay Arsenault, Town Supervisor, requesting the \$20,000 from the Town for library support

MANAGER'S REPORT:

Crystal is working on the required reopening plan. She is coordinating with the Raquette Lake, Indian Lake and Inlet libraries. Staff training is planned; masks, gloves and a plexiglass barrier have been ordered.

Crystal is working on the newsletter, digital art gallery project, the maker kits and the summer reading programs.

She is in the process of doing the end of year purchasing and has updated Quickbooks from Tech Soup, saving the library hundreds of dollars.

Approved: On Motion by Rick, seconded by Tom, with all in favor of approving the **transfer** of \$1500 from the Utilities budget to the Election Expenses budget since the library needed to purchase supplies to send the Absentee Ballots to all voters

Rick will contact the Auditor to ask when work will be starting on our audit.

Crystal has submitted an amendment to the Construction Grant to delete the lighting, and will work on the final report.

The architect is working on the timeline for the siding, doors and windows construction grant. Bidding will be near Labor Day, bids will be opened in one month and the work will be done in October. The Masons and Eastern Stars do not want windows upstairs, so the cost of those windows should cover the architect fees, which were not included in the grant application.

COMMITTEE REPORTS:

BUILDINGS & GROUNDS:

Tom will be installing the Bilco door. Carol Benson will be working on the planters.

POLICIES:

Approved: On Motion by Bob, seconded by Rick, with all in favor of adopting the **Pandemic Response policy**

Approved: On Motion by Rick, seconded by Tom, with all in favor of adopting the **Emergency Closure Policy**

FRIENDS:

The Friends will not be holding the Book Sale this year.

LONG RANGE & STRATEGIC PLANNING:

Erica will be coming to Long Lake for training

OTHER BUSINESS:

Approved: On Motion by Rick, seconded by Tom, with all in favor of adopting the **revised 2020-2021 Fiscal Year Budget** of \$155,637, of which \$151,024 will be the tax levy

Next Meeting: Tuesday, June 16, 2020 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 7:10 pm