

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, November 11, 2014 7:00 pm

**APPROVED
DECEMBER 16, 2014**

ROLL:

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

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

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

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Marty, seconded by Tom, with all in favor of adopting the **Agenda** for the November 11, 2014 meeting

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Minutes** of the October 16, 2014 and the October 24, 2014 meetings

Approved: On Motion by Marty, seconded by Tom, with all in favor of approving the **Expenditures** for the period October 16, 2014 through November 11, 2014

CORRESPONDENCE:

Christine said that the library received \$250 from the Adirondack Foundation – Donald & Marion Waite Fund

MANAGER'S REPORT:

Prior to Christine's report, Lorrie formally welcomed Christine as Library Manager.

Christine then thanked the Board for her new position as Library Manager. She said that the staff has been great, and she has already met with the Friends, and has training from SALS in the coming weeks.

Christine said that two long time volunteers (Eva LaMoy and Marge LaRocque) have decided not to continue. Christine would like to have a thank you tea for the volunteers, and the Board asked her to schedule it, and to send thank you notes to the seasonal volunteers who have already left Long Lake.

Approved: On Motion made by Tom, seconded by Jules, with all in favor of approving **free printing** for homework completed in the library by Young Adults.
The policy will be revisited in 6 months.

Christine has had a request for a handrail on the stairs between the Children's room and the kitchen. Jules will look at it to see if he has the materials to install one.

Christine attended the Friends meeting on November 11, 2014 and said that the meeting was positive. Dona Hall has resigned from the Friends Board, and therefore will no longer be the liaison between the Friends and Library Boards.

The Friends are having a tree and wreath sale in the parking lot on Friday December 5 and Saturday December 6, 2014. Christine would like to have an Open House in the library on Saturday December 6, 2014.

Carol Benson gave Christine the \$10,000 check. Lorrie will send John and Nancy Weyl a thank you for their \$10,000 donation to the Friends, and will tell them their donation was used to purchase a generator.

Christine showed the Board the time cards that were formerly used, which were printed on the copier. Emily had changed to purchased cardboard time cards. The Board agreed to use the photocopied time cards.

PRESIDENT'S REPORT:

Lorrie wrote a formal job offering letter to Christine, and received an acceptance letter in return. She said that she met with Christine and Sue to discuss their respective duties.

Christine will be assigned a mentor from SALS.

At the Annual Board of Trustees meeting in May of 2014, the Library was given \$250 training credit. Sue will ask Sara Dallas about the credit, and how it is redeemed for training. Perhaps the credit could be used for Quickbooks training for Christine and Sue.

The Board will discuss raises for all employees as part of the Budgeting process. The possibility of a salary and benefits for the manager after she has been on the job for a year will also be discussed at that point.

Lorrie asked about a job description for the new hire. Christine said that she would like to see how things go with the present staff and revisit a new hire in January. The idea of hiring a substitute as opposed to a permanent employee was brought up.

Lorrie said that she was disappointed to hear that the Friends will not be sending a member to the Library Board meetings. Christine said that she would attend the Friends Board meetings.

Lorrie would like to schedule a Joint Meeting of both Boards for January 2015

Each member of the Library Board was given a copy of the proposed Memorandum of Understanding for discussion at the December meeting. Part of the Memorandum states that Library employees will move the donated books for the Book Sale to the Book Shack. Jules and Tom volunteered to move the books. The alternative is to pay Lay his hourly rate to move the books.

The Friends are no longer sending thank you notes to anyone donating books for the Book Sale. Lorrie said that everyone should receive a note.

Cards and Books for sale in the library support programming, and will be classified that way in Quickbooks and the cash receipts will state Donation – Cards or Donation – Books.

The Friends Board would like to attend the celebration for Emily.

Lorrie asked that everyone solicit people to run for the Library Board. Lorrie will not be at the next Board meeting, but will Skype. She also mentioned that voting is allowed in Executive Session.

Our Election Inspectors need to be trained prior to next year's election. Since the library uses the same inspectors as the school, perhaps the cost of training could be shared with the school.

COMMITTEE REPORTS:

FINANCE:

Jules said that the Library is in good shape four months into the fiscal year, and that we are under Budget.

The entire Board will receive a copy of the Profit & Loss Budget vs Actual report each month.

BUILDINGS & GROUNDS:

Marty reported that he and Ed met with Clark and that Clark asked the Town Attorney to put the Lease at the top of the pile.

Ed will be receiving a contract from CDE to install the generator. Helmer's will install the pad and propane tank.

The Emergency light batteries were installed on October 21, 2014 by the Town.

Cynthia from the Town is still checking on the window over the front door.

Tom reported on the NYSEG Audit. The led lights have a k value of 3000 – 3500. The higher the k value, the more natural the light is. If we want to change the k value range, we can, and the cost would not change from their quote of \$2,250.04. Sue will give Christine a copy of the proposal, and Christine will ask the Friends if they will purchase the led lights per the proposal.

PROGRAM:

Christine said that attendance has been great for the Wynde Kate classes.

The committee is working on spring and summer programs.

She has the capability to bring up to 4 Adirondack authors to the library to discuss one of their books. Christine will ask the Book Discussion Group if they would like to participate.

Reinaldo Alvarez, a local author, will be reading his book on November 19th at 11:00, and Christine has invited the school children to attend.

The Board asked if we email information about our programs to patrons. The Library does not currently do that as we have always told patrons that we will not use their email address for that purpose. Program information is on Facebook and in the newspaper.

STRATEGIC PLANNING:

Marty is working on a committee

OTHER BUSINESS:

DISPLAY IN EMILY'S HONOR:

Jamie is willing to add some loaned items to be placed in the display case in the Solarium. Jamie is also working on the historical background of the burl.

Christine mentioned that perhaps a better place for the display would be behind the copier. Emily always liked to use the display case in the Solarium for rotating exhibits. She said that Kevin could make a case for that area.

Adjournment: On Motion by Jules, seconded by Tom, with all in favor, the Board adjourned at 9:25 pm

Next Meeting: Tuesday, December 16, 2014 at 7:00 pm