

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, October 20, 2015 7:00 pm**

**APPROVED  
NOVEMBER 17, 2015**

**ROLL:**

President, Ed Koch	Present
Vice President, Marty Friedman	Present
Vice President of Finance, Jules Comeau	Present (arrived at 7:40 pm)
Secretary, Tom Scahill	Present
Trustee, Abbie Verner	Present

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Ray Martin, Treasurer  
Brian Dukett, Accountant

Dona Hall  
Donna McBride

President Ed Koch called the meeting to order at 7:00 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Abbie, seconded by Marty, with all in favor of adopting the **Agenda** for the October 20, 2015 meeting

**Approved:** On Motion by Tom, seconded by Abbie, with all in favor of approving the **Minutes** of the September 15, 2015 meeting

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of approving the **Expenditures** for the period September 16, 2015 through October 20, 2015

**RAY MARTIN:**

Ray said that although his title is Treasurer, his office provides bookkeeping mechanical functions, such as paying bills, calculating payroll and reconciling the accounts. He is paid on a fixed fee basis for normal work, and by the hour for jobs such as the recent audit by New York State.

Ray also has custody of the debit card linked to the Operating Account. The library has the debit card linked to the Petty Cash account. The limit in the petty cash account is \$500. Recently a rug was purchased that cost more than \$500; in that case, the petty cash account was increased and the rug was purchased the same day.

Sue Svoboda is the auditor.

His office is insured for malpractice up to a limit of \$1,000,000 per occurrence, and \$2,000,000 aggregate. The policy would cover misappropriated funds. Ray will have a certificate of insurance sent to the library.

If a surety bond is desired, it would be purchased by the library.

Ray and Brian then left the meeting.

**CORRESPONDENCE:**

Thank you letters were sent in Ed's name to the following:

Hugh Farley (NYS Senator) and Marc Butler (NYS Assembly) for \$1,345.50 in Local Library Services Aid

Hugh Farley (NYS Senator) for \$5,000 in Grant In Aid – Bullet Aid & Margaret Mattson for her donation of \$10

**MANAGER'S REPORT:**

Christine reported that the carpet for the center of the room was received, and warms up the room.

She also reported on the premiums for various building insurance options. For example, with a \$1,500,000 building replacement cost and a \$5000 deductible, the annual premium would be \$2,450; with a \$1,000,000 building replacement cost and a \$5000 deductible, the annual premium would be \$1,620.

All quotes will be sent to Ed and Marty.

**PRESIDENT'S REPORT:**

Sue will send the list of accounting codes to the Board members. This list is what Sue uses to code each invoice or deposit.

Sue will also send copies of the NYS Construction Grant information for the air conditioning system to Ed and Tom.

Ed will talk to Bob Schofield about the library's various accounts and any restrictions, and will report on his findings next month. The Board would like to know whether the money in the savings account may be used, or if just the interest may be used, and if it may be invested. Jules said that public funds have limited investment opportunities. Because this account is over the amount automatically insured by FDIC, the library has a pledged collateral account with Wilmington Trust for insurance.

Ed also would like to know about the funds in ACT.

**COMMITTEE REPORTS:**

**FINANCE:**

The Petty Cash account will stay at \$500. It may be increased for a day in order to purchase an item previously approved by the Board.

**BUILDINGS & GROUNDS:**

Some items on the Agenda will be removed until Spring – Painting of Rails, Siding Replacement, and Drainage on side of Building

Ed will check with the Masons on the basement key.

Christine is still working with NYSEG on the light bulbs.

The motion detector light by the kitchen door has been installed.  
Marty will clean the siding he can reach with his power washer.

**PROGRAM:**

Abbie reported that the Thomas Cole program was very well received, and that the library was full of people.

**STRATEGIC PLANNING:**

Marty will download an application to begin the process. It will be similar to Power Point, and will be available to both Windows and Mac users.

**Approved:** On Motion by Marty, seconded by Jules, with all in favor of going into **Executive Session** at 8:20 pm, to discuss the legal issues of transferring the title to the building from the Town to the Library and to discuss a lease with the Town to occupy the former firehouse for library expansion purposes.

Because Abbie is President of the Long Lake Historical Society, who also would like the firehouse space, and therefore has a conflict of interest, she left the meeting. Before she left the meeting, Abbie said that the Historical Society meets the last Monday of the month at the Nutrition site, and annual dues are \$25.

**Building Ownership:**

Since the last meeting, Ed delivered the Library Board's letter of intent to Clark, but the letter did not reach the Board; it will be discussed at the Town Board's October meeting.

Ed has discussed the situation with Bob Schofield. Bob said that he has no problem with the library owning the building. Bob said that the reversionary rights of the Masons would hold as in the original agreement.

The next step is that Bob and the Town Attorney, Carl Ferrentino will work together to draw up the agreement. One idea is that the Town could declare the building an historic site, and pay the library the \$20,000 to keep up the building.

**Historic Plaque:**

Marty would like to have an historic plaque placed in front of the building. The wording will be similar to the details about the building that Abbie provided.

**Firehouse:**

There are a number of entities asking for the present firehouse space. These include the Town, the Historical Society, as well as the library. Marty would like to pursue leasing the space from the Town for programs and meetings. The Fire Department owns the building, and will turn over the building to the Town once they move into their new building.

The Board discussed additional costs that would need to be addressed if the library is allowed use of the space. They talked about renovation cost and staffing issues.

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of going into **Open Session** at 9:20 pm

**Approved:** On Motion by Tom, seconded by Marty, with all in favor of allowing Ed and Marty to look into the feasibility of the library leasing the **firehouse space from the Town**, and allowing them to discuss the issue with Clark.

**OTHER BUSINESS:**

Ed said that he received a complaint about the kitchen area from the Eastern Stars. Since this is shared space, it must be kept neat and clean. Christine asked that if a member of the Board receives a complaint, he or she should ask the person to speak with the Manager instead of the Trustee.

**Next Meeting: Tuesday, November 17, 2015 at 7:00 pm**

**Adjournment:** On Motion by Jules, seconded by Tom, with all in favor, the Board adjourned at 9:41 pm