

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, October 20, 2020 6:00 pm

**APPROVED
NOVEMBER 17, 2020**

ROLL:

President, Ed Koch	Present via Zoom
Vice President, Bob Dechene	Present
Vice President of Finance, Rick Paula	Present
Secretary, Bill Sandiford	Present
Trustee, Donna McBride	Present via Zoom

Crystal Niedzwiadek, Library Manager
Sue Kunzmann, Clerk

President Ed Koch called the meeting to order at 6:10 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Rick, seconded by Bob, with all in favor of adopting the **Agenda** for the October 20, 2020 meeting

Approved: On Motion by Rick, seconded by Bob, with all in favor of approving the **Minutes** of the September 15, 2020 meeting and the October 6, 2020 meeting

Approved: On Motion by Rick, seconded by Bob, with all in favor of approving the **Expenditures** for the period September 16, 2020 through October 20, 2020

MANAGER'S REPORT:

The next Café Livre will be a live stream concert featuring Dylan Perrillo and the Hot Club of Saratoga on Saturday, November 21, 2020. The library will use funds from the DEC Grant to pay for the concert. Crystal will write a press release.

Crystal is working with the school on a scavenger hunt and will hold Zoom classes for the students on library services.

The Book Discussion Group used the library's Zoom account for their October meeting.

She is also working on a Creativity Club using Zoom.

Crystal has completed the Interlibrary Loan workshop.

Mid-State was awarded the bid for the siding, windows and doors project. The contract will be sent by the Architect.

The Friends will not be holding the annual luncheon this year. Crystal will add information about the Friends on the library website.

Rick and Crystal attended the Town Budget Workshop, and the Town has agreed to give the library a \$20,000 donation next year. Crystal said that the donation should not be expected every year, and might be reduced in the future. The library must justify why the funds are necessary. The Town Board thanked Crystal and Rick for attending the meeting.

Approved: On Motion by Rick, seconded by Bill, with all in favor except Donna, who voted nay, of authorizing the library manager to purchase **computer equipment** for a mobile staff circulation workstation and a public media station using up to \$3,750 from the Computer Account.

Crystal will be working on online programming, the website and the non-fiction collection. She has contacted Lorrie Hosley for help determining what funds the library can use from the Marylou Whitney donation.

COMMITTEE REPORTS:

FINANCE:

Crystal will check on the status of the Audit.

POLICIES:

Crystal distributed a draft Disposition of Surplus Property Policy. Discussion was tabled until the November meeting. The Board agreed that Julie Helms may have the old shelves since she obtained them for the library.

OTHER BUSINESS:

Approved: On Motion by Rick, seconded by Bob, with all in favor of going into **Executive Session** at 6:55 pm, to discuss a personnel matter

Approved: On Motion by Rick, seconded by Bob, with all in favor of going into **Open Session** at 7:13 pm

Approved: On Motion by Rick, seconded by Bill, with all in favor of accepting the **resignation** of the library manager with regret. The Board will appoint a trustee to assist with the transfer of duties and hiring.

Next Meeting: Tuesday, November 17, 2020 at 6:00 pm

Adjournment: On Motion by Rick, seconded by Bob, with all in favor, the Board adjourned at 7:16 pm