

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, September 15, 2015 7:00 pm**

**APPROVED  
OCTOBER 20, 2015**

**ROLL:**

President, Ed Koch	Present
Vice President, Marty Friedman	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Abbie Verner	Present

Christine LaRocque, Library Manager  
Sue Kunzmann, Clerk

Donna McBride

President Ed Koch called the meeting to order at 7:04 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of adopting the **Agenda** for the September 15, 2015 meeting

**Approved:** On Motion by Tom, seconded by Jules, with all in favor of approving the **Minutes** of the August 18, 2015 meeting

**Approved:** On Motion by Jules, seconded by Tom, with all in favor of approving the **Expenditures** for the period August 19, 2015 through September 15, 2015

**CORRESPONDENCE:**

Thank you notes were sent to the following:

Germaine Knapp for her donation of \$40

Janet Stradley for her donation of \$25 in honor of Libby Adelman's 100<sup>th</sup> birthday

And to Ken Coddington for his donation of \$100 in honor of Elaine Lamporte's birthday

**MANAGER'S REPORT:**

Christine contacted Harry Buxton and received a poster showing that the Maximum Occupancy of the building is 190.

She has cancelled the contract with Unifirst and is looking for carpets for the library. She has not found anything locally, and will check Home Depot and Lowe's.

Christine will also think about whether the library should take over the summer Art Show as neither the Friends nor the Artisans group sponsored the show this summer.

**PRESIDENT'S REPORT:**

It was reported that the library received the grant for the air conditioning, but Ed does not have anything official yet.

## **COMMITTEE REPORTS:**

### **FINANCE:**

Ray Martin did not attend the meeting.

**Not Approved:** On Motion by Abbie, seconded by Jules, with Abbie in favor and Ed, Marty, Jules and Tom opposed to prepaying the **Orkin** bill for the next year. The yearly charge would be \$572.40, and the prepayment amount would have been \$549.50, a savings of \$22.90. The Board felt that it would be better to be able to change vendors at will instead of being locked in to Orkin for a year. The Board also prefers not to prepay a vendor prior to the service being provided.

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the invoice from **ELM USA** for payment prior to the next meeting as it is due October 8, 2015. The invoice is for the use of the DVD cleaning machine.

### **PERSONNEL:**

Christine reported that the employees have received the retroactive raises.

### **BUILDINGS & GROUNDS:**

Ed reported that he and Marty met with Clark Seaman last Wednesday. The lease process started in 2012, and progress with a lease has been slow.

The Masons gave the building to the Town in 1991, and the resolution to allow the library the use of the first floor for 30 years was given to the library by the Town Board in 2005.

The process for library ownership of the building would start with the Library Board sending a letter to the Town with the Library Board's request to start the process to transfer ownership of the building to the Library. In addition the letter would request that the Town reinstate \$20,000 annually to the library. The Town Board would then pass a similar resolution and the Town attorney would draft the legal document and then the library would send this to Bob Schofield.

**Approved:** On Motion by Marty, seconded by Jules, with all in favor except Abbie who abstained, of authorizing Ed to contact **Bob Schofield** to ask his advice and his responses to the following questions:

1. What is Bob's interpretation of the deed as it relates to the reversionary rights of the Masons if the Town transfers ownership of the building to the Library. If the Library owns the building, do the provisions in the deed continue? Would the Masons have exclusive use of the second floor?
2. What would happen if the Masons disband?
3. Is there a way to prevent the Town Board from arbitrarily eliminating the \$20,000 in the future? Should this be a separate agreement?
4. Can the \$20,000 be tied to the Consumer Price Index to adjust for inflation?

5. What sort of sublet agreement should the Library have with the Masons? Should there be some consideration (such as \$1.00 per month rent)?

6. What additional charge would Bob make to help with this situation?

**Approved:** On Motion by Marty, seconded by Tom, with all in favor except Abbie who voted nay, of sending a **letter to the Town Board** stating that the Library Board of Trustees is committed to having the Town transfer the title to the building to the Library with the understanding that the Town will reinstate the \$20,000 line item in the budget annually to the library. The letter will be drafted by Ed and Marty.

Ed reported that there has been no change in status on the other Building & Grounds items in the Agenda (Basement Keys, NYSEG light bulbs, Motion Detector light, Painting of Rails, Siding Replacement, Clean Siding and Drainage on side of Building)

**STRATEGIC PLANNING:**

Marty said that the video will be done next week, and that the dispatch will be done at the end of the month.

Christine said that SALS is working on the email.

**Next Meeting: Tuesday, October 20, 2015 at 7:00 pm**

**Adjournment:** On Motion by Marty, seconded by Abbie, with all in favor, the Board adjourned at 9:05 pm