

# CVW Long Lake Public Library

## BOARD MINUTES

Tuesday, September 15, 2020 6:00 pm

**APPROVED**  
**OCTOBER 20, 2020**

### ROLL:

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

Crystal Niedzwiadek, Library Manager via Zoom  
Sue Kunzmann, Clerk

Sara Dallas via Zoom

Sara Dallas was available to answer any questions from the Board prior to the business meeting.

She clarified that a School District Public Library receives tax proceeds from the school. The school tax bill shows a separate line for the library.

She also said that the State might not release the Local Library Services Aid (State Aid) to SALS for distribution to member libraries this year.

SALS has completed a Draft Budget for 2021. JA fees will not change.

Minimum Standards must be completed by the end of 2021.

President Ed Koch called the meeting to order at 6:31 pm

### AGENDA, MINUTES AND EXPENDITURES:

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of adopting the **Agenda** for the September 15, 2020 meeting

**Approved:** On Motion by Bob, seconded by Donna, with all in favor of approving the **Minutes** of the August 18, 2020 meeting

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **Expenditures** for the period August 19, 2020 through September 15, 2020

### PRESIDENT'S REPORT:

Ed reported that Kevin is back working at the library and that all systems are good

### MANAGER'S REPORT:

Crystal said that a wi-fi extender and signs indicating wi-fi is available at the library have been installed

Summer Reading was successful with 50 children registering and 17 completing the program.

Sue has completed her online training in Publisher, and Crystal has completed the Talking Book Library training.

The bilco doors have been installed and Rick will paint them.

The bid information for the NYS Construction Grant went out on September 9; the prebid walk through will be on September 17 at 11:00 and the bid opening will be on September 30, 2020. Bob will be at the library for the walk through.

Crystal would like to ask the Friends to fund the purchase of non-fiction books.

She reported that the Book Club met at Mt Sabattis and everyone enjoyed it.

The library has purchased a bell for patrons to ring if no one is at the desk when they are ready to check out.

Discussion on the copy machine policy was tabled.

Crystal is working on the Federal SAM registration.

She also reported that the auditor has not completed his work yet.

**Motion Made and Subsequently Withdrawn:** Rick made the motion and Bob seconded the motion to allow the library manager to spend up to \$1500 on a mobile circulation system to include a laptop and scanner. The discussion was tabled.

A new HVAC filter has been installed on the furnace.

Crystal is looking for artists and photographers to display work in the library.

Crystal would like to start work on the strategic planning project that Erica Freudenberger discussed in August. Crystal will look for participants willing to work on the committee. She would like to involve Clay Arsenault, Town Supervisor.

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

Rick will check on the status of the audit.

##### **BUILDINGS & GROUNDS:**

Tom Scahill, Rick and Bob Tice have installed the bilco door. Caulking will be applied and the door will be painted.

##### **POLICIES:**

**Approved:** On Motion by Rick, seconded by Donna, with all in favor of approving the Non-Discrimination and Anti-Harassment Policy.

**Next Meeting: Tuesday, October 20, 2020 at 6:00 pm**

**Adjournment:** On Motion by Bob, seconded by Rick, with all in favor, the Board adjourned at 7:21pm