

CVW Long Lake Public Library

BOARD MINUTES

Wednesday, September 17, 2014 7:00 pm

APPROVED  
OCTOBER 15, 2014

**ROLL:**

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

Sue Kunzmann, Clerk

Dona Hall  
Bob Tice

President Lorrie Hosley called the meeting to order at 7:01 pm

**AGENDA, MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Jules, seconded by Ed, with all in favor of adopting the **Agenda** for the September 17, 2014 meeting

**Approved:** On Motion by Ed, seconded by Tom, with all in favor of approving the **Minutes** of the August 26, 2014 and the September 3, 2014 meetings

**Approved:** On Motion by Jules, seconded by Marty, with all in favor of approving the **Expenditures** for the period August 27, 2014 through September 17, 2014

Ed will call Helmer's, Raquette Lake Supply and Larkin to see if a more favorable price may be obtained for a gallon of oil

Sue reported that NYSEG has credited the duplicate payment they received from the library due to Ray Martin's office receiving duplicate faxes from us for the NYSEG autopay

**PRESIDENT'S REPORT:**

Lorrie reported that the NYS Construction Grant as written by Sue Lombardi has been accepted by SALS.

Sue has sent her bill to the library. Her total charge for writing the grant was \$850, but she has deducted \$500 from that, and we will then pay \$350.

**Approved:** On Motion by Marty, seconded by Tom, with all in favor of allowing Sara Dallas of SALS to submit the **grant** to the State.

The 2015 Construction grants are a 50% match, and the library would need \$14,925, \$10,000 of which would come from the Weyls, and the remaining \$4,925 from the Money Market account.

Tom has calculated the electrical load for the building, and has determined that a 20kw generator is the correct size.

BJ Queen's estimate for a 20kw generator was \$10,500. Ed received an estimate of \$9,500 from CDE Electric. The Board asked Ed for more details from CDE, and if he would obtain a third estimate from Gore Electric. Tom will work with Ed to make sure all quotes include a UPS (Uniform Power Source).

Lorrie will ask Sara Dallas for a letter stating that work may begin prior to the acceptance of the grant.

### **COMMITTEE REPORTS:**

#### **FINANCE:**

Jules reported that the library has received \$1,272 in Local Library Services Aid. Sue will write thank you notes in Lorrie's name to Hugh Farley (NY Senator) and Marc Butler (NY Assemblyman)

New York State has been performing audits of libraries. The concentrations have been on auditing vendor bills, purchase orders, bill payment practices and cash handling practices. Jules asked the Board to consider whether to appoint a Claims Auditor, or to have the entire Board audit.

Jules asked Sue to have each employee complete a receipt for patrons paying fines, purchasing books, or cards, or making copies. Cash will be deposited weekly.

The Board will wait until a Library Manager is hired before implementing additional new practices.

#### **PERSONNEL:**

Lorrie reported that she has received three applications for the Library Manager position. These have been faxed to Kim Byrne of Hamilton County Personnel to determine if the candidate meets the minimum criteria specified for the position.

Marty has placed the ad in the Hamilton County Express, and will also put it in the News Enterprise.

The changes to the Personnel Manual were tabled.

#### **BUILDINGS AND GROUNDS:**

Ed said that nothing has been done about the Lease, Roof Snow Guards, Basement Door, or Window above Front Door.

Tom has connected the Emergency Lighting, and will check with Clark to see if he has batteries for the lights. If not, the library will purchase batteries.

Ed asked Sue to obtain 4 digit codes from all people with keys to the building.

#### **POLICIES:**

**Approved:** On Motion by Jules, seconded by Lorrie, with all in favor of approving the Conflict of Interest Policy

**PROGRAM:**

Jules reported that they are working on programs for next summer, completing an ALCA grant, and perhaps do a program around the bicycle race coming to town next year.

**FRIENDS:**

Mary Ann has sent the Memorandum of Understanding to Lorrie

**STRATEGIC PLANNING:**

Marty and Adele have not met. Bob Tice has volunteered to help with the committee

**OTHER BUSINESS:**

Discussion centered on ideas for the tribute for Emily to be placed in the library. Lorrie said that she has spoken with Mike Trivieri, who collaborates with Michelle Gannon, the art teacher at the school. Marty has contacted Jamie Sutliff about a wood sculpture. The Board felt that if Jamie is willing to carve birds on a branch, that they would rather keep the work local.

**Adjournment:** On motion by Ed, seconded by Lorrie, with all in favor, the Board adjourned at 8:45 pm

**Next Meeting: Wednesday, October 15, 2014 at 7:00 pm**