

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, September 20, 2016 7:00 pm

**APPROVED
OCTOBER 18, 2016**

ROLL:

President, Ed Koch	Absent
Vice President, Tom Scahill	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Patty Farrell	Present
Trustee, Abbie Verner	Absent

Christine LaRocque, Library Manager
Sue Kunzmann, Clerk

Brian Castler

Vice President Tom Scahill called the meeting to order at 7:00 pm

AGENDA, MINUTES AND EXPENDITURES:

Approved: On Motion by Tom, seconded by Jules, with all in favor of adopting the **Agenda** for the September 20, 2016 meeting with one change. The Executive Session was moved to just after "Other Business".

Approved: On Motion by Jules, seconded by Patty, with all in favor of approving the **Minutes** of the August 16, 2016 meeting

Approved: On Motion by Jules, seconded by Patty, with all in favor of approving the **Expenditures** for the period August 17, 2016 through September 20, 2016

Jules said he audited the bills last week. The invoices for ELM USA (DVD Cleaner) have been adjusted to show only our usage

PUBLIC EXPRESSION:

Brian Castler asked about the Executive Session. He would like an open forum to discuss the issue of building ownership.

CORRESPONDENCE:

Jules has signed the thank you letters to our governor, state senator and assemblyperson for their assistance in providing Local Library Services Aid to us in the amount of \$1,404

MANAGER'S REPORT:

Christine said she attended a Director's Council meeting on September 19, 2016. eContent materials and generational poverty (Bridges Out of Poverty) issues were discussed. Christine also mentioned that there is a small grant opportunity available. We might be able to use the grant to pay for an architect to advise us on a storage space. Libby Post is available for Marketing.

She will be attending a Social Media Workshop pm September 28, 2016 at SALS, and the NYLA Conference on November 2-5, 2016

Christine read a note from Sara Dallas thanking the Board for inviting her to their Training Session.

She also reported on the final August numbers – in 2015 the count was 3830; this year it was 3338.

Christine thanked the trustees for all their work and the Friends for their support of Camp Readmore, as well as staging a successful book and garage sale. Christine will send them a thank you.

She distributed copies of a Post Star article about the Children's Room.

Christine will be analyzing staff hours and payroll.

COMMITTEE REPORTS:

FINANCE:

Jules said that our cash flow is within our budget.

Because the County did not take the Veterans Exemption into account when the school tax bills were calculated, revised bills were mailed, and an additional two weeks was given to taxpayers to remit the school tax bills. Jules does not know if our tax proceeds will also be delayed.

BUILDINGS & GROUNDS:

Tom reported that Brian Castler has measured the parking lot and property lines, and he has calculated that the library could add an additional 9 spaces and the bank could have 8 additional spaces.

Kevin and Christine have removed the library sign near the parking lot.

Patty said that she has been looking at the Building & Ground Committee binder, and sees no reports after May 2015.

POLICIES:

The First Draft of the Policy for Public Expression was read. A few changes were made, and the revision will be voted on at the next meeting.

PROGRAM:

Christine said that both the program by Jim West on the Monarch Butterflies and the program about Thomas Cole in conjunction with the Long Lake Historical Society were well attended.

In October, Jordan Hornstein and Elaine Lamporte will perform a theatrical reading of "Love Letters"

Christine will be applying for an ALCA Decentralization Grant for Café Livre. The grant will be for 5 programs in December, January, February, March and April.

She also said that United Health Care would like to use the library for two meetings about their services.

LONG RANGE & STRATEGIC PLANNING:

Patty has asked Ed to meet with her, but nothing has been set up yet.

She said that she appreciates that employees are parking across School Street.

EXECUTIVE SESSION:

Approved: On Motion by Jules, seconded by Patty, with all in favor of going into **Executive Session** at 8:10 pm to discuss both the sale of real property and matters leading to discipline of a particular person. Christine was invited to attend the Executive Session.

Approved: On Motion by Jules, seconded by Tom, with all in favor of going into **Open Session** at 9:00 pm

Approved: On Motion by Patty, seconded by Jules, with all in favor of ceasing all negotiations regarding the **transfer of ownership** of the Masonic Lodge building to the library.

It is in the best interest of the library not to enter into the ownership of the building.

PUBLIC EXPRESSION:

Brian Castler said that he has researched the title to the building and said that the bank has a 60 foot right of way for access and parking.

Next Meeting: Tuesday, October 18, 2016 at 7:00 pm

Adjournment: On Motion by Jules, seconded by Patty, with all in favor, the Board adjourned at 9:05 pm