

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 20, 2021 6:00 pm

**APPROVED
AUGUST 17, 2021**

ROLL:

President, Rick Paula	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Donna McBride	Present
Trustee, Ed Koch	Absent

Kristel Guimara, Library Manager
Sue Kunzmann, Clerk

Bob Tice

Clerk of the Board Sue Kunzmann called the meeting to order at 6:00 pm

Approved: On Motion by Rick, seconded by Bob, with all in favor of appointing Sue as **Temporary Chair**

AGENDA:

Approved: On Motion by Rick, seconded by Jules, with all in favor of adopting the **Agenda** for the July 20, 2021 meeting

ELECTION OF OFFICERS:

Approved: A Motion was made by Bob, seconded by Jules, with all in favor of electing **Rick Paula as Board President.**

Approved: On Motion by Rick, seconded by Jules, with all in favor of electing **Bob Dechene as Vice President**

Approved: On Motion by Rick, seconded by Bob, with all in favor of electing **Jules Comeau as Vice President of Finance**

Approved: On Motion by Rick, seconded by Bob, with all in favor of electing **Donna McBride as Secretary**

President Rick Paula conducted the remainder of the meeting.

MINUTES AND EXPENDITURES:

Approved: On Motion by Jules, seconded by Rick, with all in favor of approving the **Minutes** of the June 15, 2021 meeting

Approved: On Motion by Bob, seconded by Jules, with all in favor of approving the **Expenditures** for the period June 16, 2021 through July 20, 2021

ORGANIZATIONAL MEETING:

A. Oaths of Office for Rick and Jules were signed

- B. Conflict of Interest statements were signed by all trustees except Ed, who was not present
- C. **Approved:** On Motion by Donna, seconded by Rick, with all in favor of appointing **Brian Dukett as Treasurer**
- D. The following **Committee Chairs** were appointed by the President:
 - Personnel – Ed
 - Buildings & Grounds – Rick
 - Policies – Donna
 - Program – Jules
 - Long Range and Strategic Planning - Bob
- E. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Jules as Claims Reviewer**
- F. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of **appointing Sue Kunzmann as Clerk of the Board and as Records Access Officer**
- G. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing Mark Mashaw of Pinto Mucenski Hooper Van House & Co PC as **Independent Auditor**
- H. **Approved:** On Motion by Rick, seconded by Bob with all in favor of designating **Community Bank as the bank depository**
- I. **Approved:** On Motion by Donna, seconded by Bob, with all in favor of designating **Ray Martin, Jay Martin and Brian Dukett of Martin & Dukett, LLC for the approval of accounts and for the authorization to sign checks**
- J. **Approved:** On Motion by Bob, seconded by Donna, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, Helmer's, Insurance, NYSEG, RICOH and SALS
- K. **Approved:** On Motion by Rick, seconded by Jules, with all in favor of establishing a **\$500 Petty Cash fund**
- L. **Approved:** On Motion by Donna, seconded by Bob, with all in favor of transferring \$2000 from the Operating Account to the **Computer Account**
- M. **Approved:** On Motion by Rick seconded by Bob, with all in favor of authorizing the Director to attend Director Council Meetings sponsored by SALS during the year, and for the Director and any Trustee to attend the SALS Annual Meeting
- N. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of setting the **mileage reimbursement rate for the year at the IRS Standard Mileage Rate**
- O. **Approved:** On Motion by Jules, seconded by Bob, with all in favor of designating **Hamilton County Express and Tupper Lake Free Press as the official newspapers**
- P. **Approved:** On Motion by Jules, seconded by Bob, with all in favor of designating the third Tuesday of each month at 6:00 pm as the **regular monthly meeting date and time**

CORRESPONDENCE:

A thank you note was sent to Tom & Pam Speer to let them know that Elaine Miller made a donation of \$75 in their honor

PRESIDENT'S REPORT:

Rick reported that the work on the building has been completed

MANAGER'S REPORT:

Kristel reported on July events:

July 12 – Bicycle Helmet Distribution (3 helmets were distributed)

July 13 – Gail Huntley presented excerpts from "Adirondack Proud". 27 people attended.

July 30 – Caitlin Stewart from Hamilton County Soil & Water Conservation District will present a program on Bats – BATS! The Misunderstood, the Important, The Cute
Kristel attended the Friends meeting on July 6, 2021. The Farm 2 Library Program flyer was distributed

The Friends Book Sale will be held on August 14, 2021. They are looking for volunteers.

Sara Dallas advised all libraries that the Open Meeting Law allowing remote meetings ended June 24, 2021.

Kristel reported that 89 items were checked out from Overdrive in the month of June.

The Scavenger Hunt has been completed by 21 individuals. The reward is a choice of a book from the green cart. A copy was distributed.

The Tails and Tales Challenge Card has been completed by 1 individual. A copy was distributed.

The two chairs on the front porch are aged and breaking. Two new garden benches have been ordered from Chuck Taylor. Funds from the sale of Pat Blodgett's cards will be used to purchase them.

Kristel attended the Engaged Planning session put on by SALS. The gathering data process has begun. A copy was distributed. 18 online responses have been received, and 13 hard copies have been returned.

Kristel attended the Virtual ALA Conference. SALS provided the funding for attending.

Kristel is ordering popular material, and promoting new arrivals on Facebook.

The following events have been scheduled for August:

August 3 – Dylan Perrillo Orchestra at Mt Sabattis Pavilion

August 7 – Pat Garber book signing

August 9 – Marty Podskoch book signing

Kristel will continue to monitor Covid protocols.

She is working with Jack Scott on a new design for the website

COMMITTEE REPORTS:

BUILDINGS & GROUNDS:

Rick reported that the siding, windows and doors project has been completed.

Mid-State Industries has advised that the credit for the Interior Window Trim Work that was not necessary is \$1,546.91. The additional cost for Scraping, Painting, and Caulking the Soffits and Fascias, and Replacing the Solarium Door is an additional \$25,746.64

POLICIES:

1. Free Access to Libraries for Minors

On Motion by Jules, seconded by Bob, with all in favor of approving the Free Access to Libraries for Minors Policy

2. Freedom to Read Statement

On Motion by Jules, seconded by Donna, with all in favor of approving the Freedom to Read Statement

3. Patron Complaints

On Motion by Donna, seconded by Jules, with all in favor of approving the Patron Complaints Policy

4. Services for Non-Resident Borrowers

On Motion by Donna, seconded by Bob, with all in favor of approving the revised Services for Non-Resident Borrowers Policy. The former wording of "Taxpayers" was changed to read "Taxpayers/Residents"

5. Substance Abuse Drug-Free Workplace

On Motion by Donna, seconded by Bob, with all in favor of approving the Substance Abuse Drug-Free Workplace Policy

6. Wireless Internet Access Policy

On Motion by Jules, seconded by Donna, with all in favor of approving the Wireless Internet Access Policy

Next Meeting: Tuesday, August 17, 2021 at 6:00 pm

Adjournment: On Motion by Bob, seconded by Jules, with all in favor, the Board adjourned at 6:46 pm