

**CVW Long Lake Public Library**

**BOARD MINUTES**

**Tuesday, July 19, 2022 6:00 pm**

**APPROVED**  
**AUGUST 16, 2022**

**ROLL:**

President, Rick Paula	Present
Vice President, Bob Dechene	Present
Vice President of Finance, Mary Elizabeth Winn	Present
Secretary, Pam St John	Present
Trustee, Donna McBride	Absent

Kristel Guimara, Library Manager  
Sue Kunzmann, Clerk

Jules Comeau  
Bob Tice  
Richard Winn

Clerk of the Board Sue Kunzmann called the meeting to order at 6:02 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 Pam, with all in favor of adopting the **Agenda** for the July 19, 2022 meeting

**ELECTION OF OFFICERS:**

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

**Approved:** On Motion by Rick, seconded by Pam, 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 **Mary Elizabeth Winn as Vice President of Finance**

**Approved:** On Motion by Rick, seconded by Bob, with all in favor of electing **Pam St John as Secretary**

President Rick Paula conducted the remainder of the meeting.

**MINUTES AND EXPENDITURES:**

**Approved:** On Motion by Bob, seconded by Pam, with all in favor of approving the **Minutes** of the June 21, 2022 meeting

**Approved:** On Motion by Bob, seconded by Mary Elizabeth, with all in favor of approving the **Expenditures** for the period June 22, 2022 through July 19, 2022

## **PUBLIC EXPRESSION:**

Bob Tice welcomed Mary Elizabeth Winn

## **ORGANIZATIONAL MEETING:**

- A. Oaths of Office for Pam and Mary Elizabeth were signed
- B. Conflict of Interest statements were signed by all trustees except Donna, who was not present
- C. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Brian Dukett as Treasurer**
- D. The following **Committee Chairs** were appointed by the President:  
Personnel – Rick  
Buildings & Grounds – Rick  
Policies – Donna  
Program – Pam and Mary Elizabeth  
Long Range and Strategic Planning - Bob
- E. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Mary Elizabeth 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. **Tabled:** No motion was made to appoint 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 Rick, seconded by Bob, with all in favor of designating **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 Rick, seconded by Bob, with all in favor of approving the following **Pre-Pay accounts:** Payroll, Frontier, SLIC, Helmer's, Insurance, NYSEG, RICOH and SALS
- K. **Approved:** On Motion by Rick, seconded by Pam, with all in favor of establishing a **\$500 Petty Cash fund**
- L. **Approved:** On Motion by Rick, 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 Rick, 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 Rick, 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**

## **PRESIDENT'S REPORT:**

Rick said that he has had no response from Mark Mashaw, Auditor. Rick will contact another firm.

## **MANAGER'S REPORT:**

Kristel has completed the annual report for the Café Livre series. She mentioned that she will be reviewing some of the 2022 applications.

The final expenses for the Construction Grant have been submitted. The contractor has completed the exterior painting.

The Friends will be asked to fund the cost of the handicapped access. Tom Scahill and Jules Comeau are investigating what needs to be done.

On July 7, 2022, the "Adirondack Explorer" met at the library and spent the day in Long Lake

On July 8, 2022 Caitlin Stewart had a children's program on loons. 15 people attended.

Upcoming Programs:

July 22, 2022 – Jen Denny from the Adirondack Center for Loon Conservation will have a presentation – "Conservation Through the Lives of Adirondack Loon"

July 27, 2022 – Alicia from Pandoras Products will do a Zoom presentation on Healthy Dessert Swaps

August 6, 2022 – Adk ARTRISE will have a paint session, funded partially by the Friends

SALS has a program to waive overdue fees for fines for libraries that are mostly fine free.  
**Approved:** On Motion by Rick, seconded by Bob, with all in favor of approving the **waiving of replacement fees on patron accounts.** The allocation of funds for this will be from the Audiobook account, and the replacement fees will be sent to the owning library.

The Friends Farm2Library program has been very successful.

Their Art Show will be on July 15, 2022

The individual receiving the scholarship will be honored at their Annual Meeting in August.

Their Book Sale will be on August 13, 2022

They will have a Volunteer Appreciation Event on September 8, 2022

The "Library of Things" is still in the discussion phase, and the library's insurance company has been contacted to determine coverage.

SALS's Marketing Agency is showcasing the libraries who received funding to bridge the digital divide.

Kristel has been contacting locksmiths without any response.

The library has had 2 sisters volunteering at the library all summer. Rick will obtain gift certificates from The Park.

Northern Septic will pump out the library's tank on August 8, 2022

#### **COMMITTEE REPORTS:**

##### **FINANCE:**

**Approved:** On Motion by Rick, seconded by Mary Elizabeth, with all in favor except Bob, of approving the **Payment of the Unemployment Insurance invoice**

##### **PERSONNEL:**

The Board will develop a document to evaluate the library manager.

**PROGRAM:**

Pam will look into some children's programs. Rick suggested that we also try to find some programs for teens, as they are underserved

**Next Meeting: Tuesday, August 16, 2022 at 6:00 pm**

**Adjournment:** On Motion by Bob, seconded by Pam, with all in favor, the Board adjourned at 6:50 pm