

CVW Long Lake Public Library

BOARD MINUTES

Tuesday, July 18, 2023 6:00 pm

APPROVED
AUGUST 15, 2023

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 Furlong	Present

Kristel Guimara, Library Manager
Sue Kunzmann, Clerk

Richard Winn

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 Pam, with all in favor of adopting the **Agenda** for the July 18, 2023 meeting

ELECTION OF OFFICERS:

Approved: On Motion by Bob, seconded by Donna, with all in favor of electing **Rick Paula as Board President.**

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

Approved: On Motion by Mary Elizabeth, seconded by Bob, with all in favor of electing **Donna Furlong 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 20, 2023 meeting

Approved: On Motion by Donna, seconded by Mary Elizabeth, with all in favor of approving the **Expenditures** for the period June 21, 2023 through July 18, 2023

ORGANIZATIONAL MEETING:

- A. Oaths of Office for Donna and Bob were signed
- B. Conflict of Interest statements were signed by all trustees
- C. **Approved:** On Motion by Donna, 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 – Donna
 - Policies – Mary Elizabeth
 - Program – Pam
 - Long Range and Strategic Planning - Bob
- E. **Approved:** On Motion by Rick, seconded by Bob, with all in favor of appointing **Donna 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 Scott Preusser of Raymond G Preusser CPA PC as **Independent Auditor**
- H. **Approved:** On Motion by Rick, seconded by Donna, 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 and to approve the President of the Board along with Martin & Dukett the ability to open accounts**
- 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 Donna, 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 Pam, 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**

CORRESPONDENCE:

A thank you was sent to Adele Middaugh for her donation of \$25 in memory of Barbara Hollands

PRESIDENT'S REPORT:

Rick reported that he and Brian Dukett went to Community Bank and opened a 13 month CD in the amount of \$250,000 at 4.5%. The CD used funds from the Savings Account, which is the account that held the funds from Marylou Whitney.

MANAGER'S REPORT:

Kristel reported that she will virtually attend the September conference of the Association for Small & Rural Libraries

Programs:

June 21, 2023 - Kids Program with Katie from Hamilton Co Soil & Water

June 28, 2023 – Poetry Contest Gala

June 30, 2023 – Adirondack Raptors – nearly 50 people attended

July 1, 2023 – Winterberry Homestead Traveling Farm – 50 people attended

July 8, 2023 – Libby App Workshop

Kristel thanked Rick, and said Rick is willing to conduct tech support on the second Thursday of each month at 6:00 pm

July 15, 2023 – Friends Art Show was canceled due to flooding. It will be rescheduled

Upcoming Programs:

July 22, 2023 – Norman Rockwell's Models by author Stephen Haggerty

July 26, 2023 – Kids Program with Adirondack Experience "Sounds of the Woods"

July 28, 2023 – Kids Program with RiverJack Z

July 29, 2023 – Adk ArtRise

July 29, 2023 – Mobile Device Workshop

August 4, 2023 – Author Paul Vick "Where the Cotton Grows"

Kristel presented the quote from RICOH for a new printer

She has ordered a new black & white eprinter

She will be ordering noise canceling headphones for the public computers

The Friends will be mailing the check for the scholarship to Lauren Hai, as the road to Newcomb is closed

Farm2Library has begun and is successful

The work on the exterior electrical outlets has started

Kristel enclosed information on the grant for Digital Literacy. She has applied for \$1600

She has contacted Hamilton County Public Health for assistance with a patron issue. She has had no response.

Kristel said that the library was closed for 2 days due to the State of Emergency because of flooding. She sent a letter to Alex and Clay letting them know that the library will help in any way.

Rick will speak with Julie Helms about using the funds received in memory of Tom for flood relief.

COMMITTEE REPORTS:

FINANCE:

Approved: On Motion by Donna, seconded by Pam, with all in favor of approving the **Purchase of a CD in the amount of \$125,000 using funds from the Capital Fund**

Rick will contact Brian Dukett

OTHER:

Rick said that he would like to institute an annual award to library volunteers - people who have given outstanding service to the library, such as Bob Tice, Jules Comeau and Tom Scahill. Bob would be the first recipient

Next Meeting: Tuesday, August 15, 2023

TRUSTEE TRAINING: Strategic Planning from 5:00 – 6:30
Board Meeting 6:30 pm

Adjournment: On Motion by Bob, seconded by Pam, with all in favor, the Board adjourned at 7:15 pm

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