

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
January 18, 2017
Sammon Room, NHPL, 5:00 p.m.

Present: Diane Baldwin, Adam Burback, Carolyn Buckley, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat, John Pitarresi, Jay Winn and Interim Director Anne DuRoss.

President H. Mowat led the Pledge of Allegiance and called this regular meeting of the Board of Trustees of the New Hartford Public Library to order at 5:00 p.m.

Introduction of New Trustee ...H. Mowat

New trustee Diane Baldwin was welcomed and Board members introduced themselves. President Mowat presented a brief description of recent library history and current status.

Approval of Minutes

Motion to approve the minutes of the December 21, 2016 regular board meeting was made by K. Jarrett and seconded by J. Winn. Approval was unanimous.

Annual signatures regarding Code of Conduct, Ethics Statement and Conflict of Interest Disclosure were obtained from all Board members and will be filed.

President's Report.....H. Mowat

Current Events: The New Hartford Town Board approved the five year appointments of Diane Baldwin and Carolyn Buckley to the NHPL Board. Also discussed by the Town Board was the sales tax formula. Decisions regarding this may affect the library's funding.

Interim Director's ReportA. DuRoss

Friends of NHPL will purchase new chairs for library at a cost of \$1300.

Friends of NHPL have purchased three computers and one laptop for use by library staff.

The Town placed a grate in the door of the Sprinkler Room.

Interim Director DuRoss will attend Director's Advisory Committee and the Annual Report Workshop at Mid-York on Wednesday, January 25, 2017.

We have joined the American Library Association and Mid-York is providing each library with a membership to NYLA.

We are collaborating with two Hamilton College professors to host a book club through Humanities New York. Also, Interim Director DuRoss will be meeting with the Literacy Coalition to develop a relationship with them.

A list of donors will be provided to the Board quarterly. The donation envelope will be revised to ask if we can publicly acknowledge donations.

While the Town is trying to help, we may need to contact the architect regarding the lower doors. It was recommended that there be some analysis of Circulation Totals/Computer Use.

A complete Interim Director's Report will be attached to these minutes.

Treasurer's ReportA. Burback

Approval and Payment of Bills

Checks/bills were reviewed. **Motion** to pay bills made by A. Burbach with a second by J. Pitarresi.

Fourth quarter check from Oneida County was received. In addition to one sizable bequest, donations are on pace with last year. NYS Dept. of Labor reimbursement of unemployment was received. Budget was discussed. Payroll showed a slight increase due to change in salary for A. DuRoss and small increase for some staff due to minimum wage increase (affected 6 employees).

Standing Committee Reports:

President Mowat offered brief descriptions of the work of each Standing Committee. Members were encouraged to forward their interest in certain assignments as soon as possible.

Finance, Audits, Grants.....H. Mowat

Interim Director DuRoss will be sending out proposed budget soon.

We are working on finding someone to do our audit.

NominatingVacant

We still need to fill two Board vacancies: One term until 12.31.2018; Second term until 12.31.19. An ad will be placed in the **Town Crier** and on the NHPL website.

Building and GroundsJ. Fuks

J. Fuks, J. Winn, J. Pitarresi and Richard Sherman will meet with H. Heinlein to discuss the issue of the fence. The solution will address safety and aesthetics.

PersonnelC. Buckley

Going forward, we will discuss benefits and job descriptions.

Technology and TransparencyJ. Pitarresi

Nothing to report at this time.

Public Relations/LegislativeA. Burbach

We need to find a focus for our outreach and determine the most effective means of providing information to the public.

Policy CommitteeVacant

Ad Hoc Committee Reports:

Director Search CommitteeV. Emmert/J. Winn

Consider renaming this committee.

The Variance has been approved. The committee met on January 6, 2017 and will meet again on Tuesday, January 24, 2017 to finalize the letter to the NY State Library asking for our Excuse of Default. Attachments will support our letter.

Continuing BusinessH. Mowat

All documents for consideration will be sent to Interim Director DuRoss on the Friday before a Board meeting and she will forward the packet to Trustees.

Date of the February meeting was changed to Wednesday, February 22, 2017 at 5:00 p.m. in the Sammon Room at NHPL.

Adjournment: Motion made at 6:30 p.m. by J. Fuks and seconded by J. Pitarresi.
Respectfully submitted,

Virginia Emmert, Secretary