

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
December 21, 2016
Library Sammon Room, 5:00 PM

FINAL DRAFT

Present: Adam Burback, Carolyn Buckley, Virginia Emmert, Julius Fuks, Kathleen Jarrett, John Klein, Heather Mowat, John Pitarresi, Jay Winn and Senior Clerk Anne DuRoss

President J. Winn 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 PM.

Approval of Minutes:

Motion to approve the minutes of the November 16, 2016 regular board meeting, made by Mowat seconded by Emmert and unanimously approved.

President's Report: J. Winn –

Town Appointments

The board terms of office for trustees Buckley and Klein end on 12/31/2016 and the Town will appoint two trustees to fill these board vacancies with terms ending 12/31/2021. Buckley, who was elected by the board on 12/16/2015 to fill a vacancy, has agreed to seek a new term and Klein, who was first appointed to the board on 11/03/2010, is not seeking a new term. The Nominating Committee advertised for new board members and the only application received was from Diane H. Baldwin. At the December meeting, the board approved a motion to recommend the Town appoint Buckley and Baldwin to the NHPL board. Winn hand carried the candidates' resumes' and letter of recommendation to the Town Supervisor's office and sent copies of the resumes to the Town Clerk. Winn was advised by the Supervisor's secretary that the nominations would be acted on at the first Town Board meeting of 2017.

Officers Election

Nominating Committee Chair, Klein, presented the following slate of officers for 2017: President - Heather Mowat, Vice President – John Pitarresi, Secretary – Virginia Emmert and Treasurer – Adam Burback. Winn asked if there were any additional nominations from the floor and there were none.

Motion to vote for the slate of officers as presented, made by Mowat seconded by Burback and unanimously approved. *Congratulations to the 2017 officers.*

Senior Clerk's Report: Anne DuRoss – Distribution: Senior Clerk Report, circulation reports and computer user report.

The Town will be installing a louver in the door to the sprinkler utility room.

There are issues with the entrance doors that the Town personnel were unable to fix, so the contractor, Besam Door Company, will be contacted. It was reported that the Besam doors were proprietary and quite expensive to repair. Winn suggested that Anne contact the architect for advice.

Library aide Connor Benincasa moved out of town and was replaced by Mark Wagner.

Motion to accept Mark Wagner as an employee, made by Winn seconded by Jarrett and unanimously approved.

Treasurer's Report: A. Burback – The check/bills were on-hand for review. Burback noted that some of the accounts were over budget. Motions will be submitted at the January board meeting for budget transfers to correct this situation.

The year-end report will include the budget corrections.

Currently two Detail Reports are emailed to the board members prior to the board meetings. Consensus was to eliminate one of the reports and continue with the more detailed version.

Motion: to pay the December bills, made by Burback seconded by Winn and unanimously approved.

Standing Committee Reports

Finance, Audits, Grants: H. Mowat – Nothing new to report

Variance Process: J. Winn –

(The following italics is a copy of the process status and description sent to the board by President Winn. It has been included here to save time)

“As you all know from previous Board discussions that we have embarked on a plan to make Anne Duross our Library Director. The lynchpin of this plan is to get the State Library to allow a temporary relaxing of Minimum Standards for the time it takes for Anne to achieve the required additional education. In doing so the State will allow Anne to act as our temporary Director while she pursues the additional coursework required for her to ultimately meet the standards. We have presented the outline of this plan to the State Library representative and they have agreed in principle to our approach through a letter from B. Margolis the State Librarian. They are willing to grant us an “Excuse of default” (variance) for relaxing the minimum standards required by law. (ie: the Director shall have a Master’s Degree in Library Science and hold a Library Certificate.) This is important because it relaxes some of the state requirements and keeps NHPL in good graces with them. Not to mention that it solves our Director issue in a way that pleases everyone involved.

We have taken the next step by submitting a detailed formal application as discussed at the last Board meeting. As with any negotiation with a Government agency the process is complicated and will require official commitments from the NHPL Board. The State requires assurances that if they agree to a variance, the NHPL will commit to a plan without delay that provides full support for Anne, and continues that support until the goal is achieved.

In order to achieve and keep the variance in effect the Board needs to prove to the State that we have a plan and are committed to supporting Anne for the duration of the variance. This is renewable annually and we will need to periodically show evidence of our continuing commitment.”

There was an in depth discussion regarding the board’s continuing commitment to the variance process.

It is important to recognize that no public (library) funds may be spent directly towards DuRoss obtaining the additional education required to meet the minimum standards.

At this point, the board has determined that DuRoss is capable of performing the director's job. The board consensus was to increase her pay to the level of the director's salary, give her the title of Interim Library Director and move her into the director's office.

Motion to increase DuRoss' salary to \$60,000 effective January 2, 2017, made by Pitarresi seconded by Winn and unanimously approved.

Nominating: J. Klein –

On January 1st the board will have four trustee vacancies. Two to be filled by Town appointment and two to be filled by board election.

Board members should continue to recruit new members.

Building & Grounds: J. Fuks –

Mowat initiated a discussion about the fence that is adjacent to the library driveway. The fence, which is in deteriorating condition and partially collapsed, is on the property of Henry Heinlein who built the fence with material supplied by the library. There is concern that the fence needs to be dealt with for both the safety of patrons and to provide continuing separation between the library property and the Heinlein residence. At the board's request, Pitarresi talked with Heinlein and he seemed willing to give the library an easement so the library could maintain the fence. Consensus of the board was to continue the easement discussion and, if an easement is obtained, using the Lally Garden fund for the repair or replacement.

Personnel/HR/Benefits: C. Buckley –

The updated Personnel Handbook was presented in hard copy printed from Buckley's MAC iPod database.

Motion to approve this update was made by Winn seconded by Pitarresi and unanimously approved.

The document will need to be converted to Microsoft Word for inclusion in the Policy Manual digital backup.

Technology and Transparency: by J. Pitarresi - Nothing new to report

Public Relations: A. Burback – Nothing new to report.

Sunshine Fund: - With board email concurrence, DuRoss sent a bagel basket to retired trustee Jim Kirkpatrick for the wake of his daughter Julie Fatata. A similar basket was sent to former board member Janet Hoover for the wake of her father. Kirkpatrick continues to process thank-you responses for gifts and donations plus handle the Sunshine Fund for the board; DuRoss holds the cash.

There is \$35.00 in the fund and board member donations are being accepted by DuRoss.

Policies and Procedures: J. Klein –

Policy Manual.

The Policy Manual is complete, however, the Personnel Manual section needs to be updated with the revised Personnel Handbook. The digital format needs to be converted to Microsoft Word.

Board Operations Manual.

The Board Operations Manual is complete, however, the current library by-laws in the manual need to be replaced with the revised ones.

By-Laws

The proposed by-laws revision was presented to the board at the November meeting for consideration and vote at this current meeting. The purpose of the change is to bring the by-laws into conformance with the requirement that the library quorum must be based upon eleven members – the number of trustees authorized by the library charter.

Motion to accept the by-laws revision, made by Mowat seconded by Emmert and unanimously approved.

Ad Hoc Director Search Committee: V. Emmert –

Emmert suggests the Search Committee be retained in parallel with the Variance Process. The committee will retain the responsibility to make recommendations to the board regarding our continuing commitment to the State in support of the variance requirements.

Continuing Business – None

Unfinished Business – Winn commented that J. Klein whose term is up Dec 31, is retiring from the board, and should be recognized for his many years of service.

Adjournment - Motion to adjourn at 6:35 PM, made by Pitarresi seconded by Jarrett and unanimously approved.

NEXT MEETING: Wednesday, January 18, 2017 at 5:00 PM in the Library Sammon Room.

Respectfully submitted,

John A. Klein, Secretary
Final Draft: 1/8/2017