

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
February 22, 2017
Sammon Room, NHPL, 5:00 p.m.

Present: Diane Baldwin, Adam Burback, Carolyn Buckley, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat, Jay Winn.

Excused: John Pitarresi, Anne DuRoss, Senior Clerk.

Requested Visitor: Richard Sherman, Highway Department, Town of New Hartford.

President 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 5:01 p.m.

Approval of Minutes

Motion to approve the minutes of the January 18, 2017 meeting was offered by J. Winn and seconded by A. Burback. Approval was unanimous.

President's ReportH.Mowat

Discussion regarding audit. Last year, we opted for a more condensed audit that did not require a full blown report and produced an entry strip in the Town's budget. While we were not entirely satisfied with the services provided by D'Archangelo last year, the Town Supervisor strongly advises that we work with them. **Motion** was offered by K. Jarrett that we continue with D'Archangelo for same price as last year. For our records, we will request written confirmation of their error in last year's audit. Motion was seconded by J. Winn. Approval was unanimous.

Senior Clerk's ReportA. DuRoss (Excused)

Complete report was provided and will be attached. Ms. DuRoss has met with the Community Foundation, New Hartford Board of Education, New Hartford Town Board, Director's Advisory Council and attended the Annual Report Training workshop, Literacy Coalition meeting and the NHPL Friends meeting. See attached for numerous program offerings and statistics regarding library use.

Treasurer's ReportA. Burback

*Checks and bills were reviewed. A. Burback offered **motion** to approve payment of bills. Motion was seconded by H. Mowat and approval was unanimous.

*Receipt of County's contract is slightly delayed due to turnover in personnel at the County; however, we did receive verbal confirmation the NHPL contract is being drafted.

*Voucher has been sent to the Town for its first quarter payment.

*Proposed Budget

C. Buckley offered a **motion** to approve the 2017 Proposed Budget. D. Baldwin seconded the motion and there was unanimous approval.

Standing Committees:**Finance, Audit, Grants**

See remarks under Treasurer's Report.

Buildings and Grounds

Door Issue: Architect was unable to help. Door company advises that the upper door needs a new control installed; then, they will be able to assess if other repairs are necessary. The estimated cost is over \$1000 and as such would normally require three bids. With advice and consent from Buildings and Grounds committee, there was approval to fix the door immediately without going through a lengthy bid process as it was a safety issue. **Motion** was offered by D. Baldwin with a second from J. Winn.

Fence: J. Pitarresi, J. Winn and R. Sherman (Town Highway Department) met with H. Heinlein, property owner, who will grant easement so that NHPL can remove old fence, take down trees in the easement area and erect and maintain the new fence. Attorney A. LaLonde has offered to assist with the easement process. R. Sherman has investigated three fence companies and will provide official estimates at March meeting. Fence will require 360 feet of six foot high fencing.

Personnel

No report.

Technology and Transparency

No report.

Public Relations

NHPL Friends scheduled several events: 5.20.17 Trash and Treasure Garage Sale, 7.12.17 Ice Cream Social, 9.22.17 Books and Bordeaux, 11.4.17 Mini-Golf Tournament. The Friends have purchased 31 chairs, 3 computers for staff and one laptop.

Ad Hoc Committees:**Director Search Committee**

Excuse of Default materials have been forwarded to State Library from MidYork and we await their approval.

Continuing Business:**2016 Annual Report**

*All NHPL Board members reviewed the 2016 Annual Report and there was a unanimous vote of approval by e-mail. The report was submitted on Wednesday, February 15, 2017.

*Committee assignments for 2017 were reviewed and discussed. Copies of assignments will be sent to Board members and attached to these minutes.

New Business:

None.

Adjournment: **Motion** made at 6:08 p.m. by K. Jarrett with second by C. Buckley.

Next meeting: Wednesday, March 15, 2017, 5:00 p.m., NHPL, Sammon Room.

Respectfully submitted,

Virginia Emmert, Secretary