

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
October 15, 2014
Butler Hall, 7:00 PM

Present: Les Cortright, Edward Flemma, Janet Hoover, Jim Kirkpatrick, John Klein, Heather Mowat, Edmund Wiatr, Jay Winn, Director Elina Shneyder and guest Ed Klesse.

Excused: Mary DuRoss and Kevin Kelly

President 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 7:00 PM.

Approval of Minutes:

Motion to approve the minutes of the September 17, 2014 regular meeting as distributed made by Wiatr, seconded by Mowat and approved by 7 trustees (Flemma not yet present).

President's Report: J. Winn –

The first draft of the 2015 Town budget includes the library funding at \$400,000; \$50,000 less than last year. Winn has reviewed the consequences of the reduced funding at various levels of the budget with Treasurer Mowat and the director; and will discuss the results with Town Supervisor Tyksinsky next week. Winn will continue to discuss the problem with the town, and once decision is made on the funding level; the library will have to determine what steps to take regarding any reductions in library services that may be required.

Director's Report: E. Shneyder – Director's Report and Circulation Report were distributed.

Patrons with disabilities have requested that more parking spaces be made for them in the upper parking area. The library's current configuration is thought to meet code requirements and any change will have to consider the inconvenience to other patrons. The Building and Grounds Committee to review the request.

Utica College is working on a step-by-step plan for improving the library's public relations. They plan to present it to the director this December 12th.

Update of the library website by Utica College has stopped due to a lack of funding. Mid-York has a website development template and their representative will be at the library this November 4th to discuss it. Winn stated that the Technology and Transparence Committee is to stay involved; and its chair, Wiatr, reported that newer approaches are needed. Mowat suggested that an ad for free website development help be placed in the Town Crier.

The director placed an ad in the Town Crier for volunteer help. She is developing a volunteer application and will do the training.

Treasurer's Report: H. Mowat – Check Detail Report was distributed.

Motion to approve payment of bills listed in the Check Detail report was made by Wiatr, seconded by Winn and unanimously approved.

Royal Landscaping, for its own convenience, processes its bills through J-Kay lumber. Concerns are that Trustee Kelly has an interest in J-Kay Lumber and the library should avoid any confusion; and that the bills do not differentiate between the Lally garden account and library grounds account. Mowat will audit the Royal Landscaping payments and set up a system for future payments to insure the accounts are differentiated.

Motion to authorize the treasurer to pay the Royal Landscaping bills made by Mowat, seconded by Wiatr and unanimously approved.

Petty cash should not be used for paying book mailing costs but should be paid through the treasurer.

Motion to have the treasurer pay for postage in advance of mailing made by Wiatr, seconded by Winn and unanimously approved.

The group of Shneyder, Mowat and Ann DuRoss are looking at various ways of mailing including the use of a postage machine. They are also reviewing the finance procedures developed by the previous treasurer, Earl Cunningham.

Winn questioned whether the library is likely to be audited by the state controller's office. Mowat reported that we may not be audited because the library has been proactive in getting documents such as finance, minutes and policies on the website, and she has maintained contact with that office. Also, the library has been updating its financial procedures. The state comptroller tends to audit libraries that are not transparent and having customer complaints.

Standing Committee Reports

Finance, Audit, Grants Reports: – H. Mowat

The library filed to pay sales tax annually but were unaware that all first filers are initially, by default, required to pay quarterly. There may be a late payment fee for two quarters.

There is a library fund at the Community Foundation worth over \$30,000. At the next board meeting, Trustee Kelly who is connected to the fund will explain how that money may be used.

Since the Lally fund was established to maintain the garden, it was suggested that the library might be able to use some of the fund to install festive lights in the garden area. The Building and Grounds Committee to investigate the idea. Trustee Kirkpatrick to discuss the lights idea with the Friends.

Mowat to notify the trustees when the bank safe deposit box will be opened so they can observe the opening if they wish. Budget transfers will be presented at the next board meeting.

Nominating: J. Winn for M. DuRoss – Winn introduced Ed Klesse, the only candidate in attendance to fill a term ending December 31, 2017, replacing a seat vacated by Richard Evans.

Klesse made a presentation and then answered trustee questions.

Motion to appoint Ed Klesse as a trustee with the term ending December 31, 2017 made by Mowat, seconded by Wiatr and unanimously approved.

Winn congratulated Klesse and identified Kirkpatrick as the trustee to give him the library orientation.

Discussion of nominations to fill the terms of DuRoss, Wiatr and Winn that end this year will be held at the November board meeting. So far, the candidates are Jay Winn, Virginia Emmert, Albert Moretz and Shea Szachara. Their resumes have been made available for trustees to review prior to the meeting.

Building and Grounds, Art: E. Flemma – Nothing to report.

Personnel/HR/Benefits: E. Flemma – Nothing to report

Technology & Transparency: E. Wiatr – Contact with NYSERDA (New York State Energy Research and Development Authority) about the library energy usage on hold. Disposal of junk continuing.

Public Relations: J. Kirkpatrick –

Sunshine: There is about \$152 in the fund.

Friends: This Saturday (Oct. 18), 10 AM to 4 PM, they are having their miniature golf fundraiser in the library and trustees are encouraged to attend.

Legislative: J. Winn – Nothing to Report

Policies and Procedures: J. Klein – Committee status report was distributed. Also the following three policies were distributed: (1) Exhibit and Display Policy (2) Gifts and Donations Policy (3) Petty Cash Policy.

There were no questions about the first policy.

Motion to approve the Exhibit and Display Policy made by Mowat, seconded by Wiatr and unanimously approved.

Flemma questioned if the second policy differs from its replaced policies. Klein explained that under Donations, the following two statements were added: (1) donations over \$1,000 require purpose verification and board approval, and donations under \$1,000 require the treasure's approval, (2) acknowledgements over \$1,000 require board approval, and acknowledgements under \$1,000 require the treasure's approval.

Motion to approve the Gifts and Donations Policy made by Mowat, seconded by Wiatr and unanimously approved.

There were no questions about the third policy.

Motion to approve the Petty Cash Policy made by Wiatr, seconded by Winn and unanimously approved.

Ad Hoc Committee Reports

Institutional Advancement: K. Kelly – Nothing to report

Fundraising: J. Winn for M. DuRoss – Winn arranged for the live Giving Tree, and will pay the cost. Paper tree leaves for \$25 each will be available at the library desk and an article about the tree was placed in the Town Crier. Each leaf is used to buy a specific item such as a book, CD or DVD. It would set a good example if trustee bought some leaves. Winn noted that our fund raising was abysmal this year. Hoover noted the tree provides a great end of year opportunity.

Newsletter: J. Hoover –

Hoover was surprised that the director was requesting money for the newsletter and suggested that the library pages in the Town Crier could be updated and include some newsletter type information. Winn with board consensus stated that the newsletter effort is suspended for this year.

Winn stated that there was business to conduct in an Executive Session.

Motion to go into Executive Session at 8:52 PM for the nine month performance evaluation of the Library Director made by Winn, seconded by Wiatr and unanimously approved.

Motion to go out of the Executive Session at 9:23 PM made by Winn, seconded by Wiatr and unanimously approved.

Continuing Business: None

New Business: None

Adjournment: Motion to adjourn at 9:25 PM made by Hoover, seconded by Wiatr and unanimously approved.

NEXT MEETING: November 19, 2014 at Butler Hall, Noon

Respectfully submitted,

John A. Klein, Secretary
Approved: 11/19/2014