

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
October 21, 2015
Library Corasanti Room, 6:58 PM

Present: Les Cortright, Brian Coupe, Virginia Emmert, Janet Hoover, Jim Kirkpatrick, John Klein, and Jay Winn

Excused: Senior Clerk Anne DuRoss, Heather Mowat (who arrived just after the Executive Session started) and Adam Burback

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 6:58 PM.

Approval of Minutes:

Motion to approve the minutes of the September 9, 2015 regular board meeting, made by Kirkpatrick seconded by Emmert and unanimously approved. (Cortright not yet present)

Motion to approve the minutes of the September 24, 2015 special board meeting made by Winn seconded by Emmert and unanimously approved. (Cortright not yet present)

President's Report: Jay Winn –

Ed Flemma, by email to Pat Tyksinski effective immediately and dated October 9, 2015, resigned from the New Hartford Public Library Board of Trustees. The board wishes to thank Ed for the good work he did for the board and to wish him well.

The board heard that Nancy C. Schmidt was in town for the funeral of Kevin Kelly. She and her husband, Ralph N. Schmidt Jr., had written to the board requesting that the library change its name to the Kevin and Nancy Kelly Public Library. She was promoting the change and requesting information from the library staff. DuRoss was informed that library time should not be used on this request and the board confirmed its decision not to pursue the request at this time.

Treasurer's Report: H. Mowat (by J. Winn) –

The check detail report had been distributed by email to all the trustees.

Motion to pay the bills, made by Cortright seconded by Kirkpatrick and unanimously approved.

Heather found a 2014 bill submitted by Dave Hall Electric that had not been paid.

Motion to pay the bill, made by Coupe seconded by Emmert and unanimously approved.

Standing Committee Reports

Finance, Audit, Grants: H. Mowat & A. Burback (by J. Winn)

Finance committee received reports from other committees and tried to itemize ideas for the town to consider along with supportive budget information. Winn and Burback brought this documentation to a meeting with Pat Tyksinski but it was to no avail. He views the library as a book depository with all other services being superfluous. The town has expense problems and will not raise taxes.

Nominating: J. Klein –

Board Officers: To participate in the election process:

On Oct. 1st, each trustee was sent an email asking what office they would like to hold and to respond by Oct. 6th. There were two responses; neither trustee would serve in any office.

On Oct. 8th, each trustee was emailed a form to designate what trustee they would like to have in each office and respond by Oct. 21st. Seven responses were received for consideration at the next committee meeting.

Trustee Replacements:

On Oct. 7th, a news article was sent to the OD seeking resume responses. About the same time, a notice was sent to the library for posting, listing on the website and having it printed in the Nov. 1st issue of the Town Crier. No responses have been received.

Officer Vacancy: E. Flemma's resignation left the office of Vice President vacant.

It was the consensus of the board that the position need not be filled because of the short time left for electing a replacement and for the officer to serve.

Building & Grounds: (by J. Winn) – Past committee chair, Flemma, and his committee researched potential cuts in expenses and forwarded his information to the Finance Committee for their review. If no one volunteers to chair this committee, Winn will appoint someone.

Personnel/HR/Benefits: (by J. Winn) – Past committee chair, Flemma, and his committee researched potential cuts in expenses and forwarded his information to the Finance Committee for their review. If no one volunteers to chair this committee, Winn will appoint someone.

Technology & Transparency: J. Winn – B. Coupe has been doing the work for this committee. He was asked to follow-up on available grants related to technology, with Anne DuRoss.

Public Relations: J. Kirkpatrick – Nothing new to report

Friends: V. Emmert –The miniature golf event in the library on Oct. 17 took in about \$4,200. Bake sale being planned.

Legislative: H. Mowat – No report

Policies and Procedures: J. Klein – Four documents in the Policy Manual were emailed to the trustees for board action:

1. Memorial Donation Statement. This document specifies that in the death of certain individuals the board will donate a book, costing up to \$35.00, to the library in their memory. It does not specify where the money is to come from and limits the options of the board. This is not a document concerning the operation of the library; perhaps the board needs some sort of operating documents.

Motion to remove this document from the Policy Manual, made by Klein seconded by Hoover and unanimously approved.

2. Confidentiality of Library Records. This document with the changes annotated was emailed to the trustees. The changes consisted of adding the word “Policy” to the end of its name, adding the library logo and deleting two minor references.

Motion to approve the revised draft was made by Winn seconded by Emmert and unanimously approved.

3. Public Relations and Advocacy. This document with the changes annotated was emailed to the trustees. The changes consisted of adding the word “Policy” to the end of its name, adding the logo and making two editorial corrections.

Motion to approve the revised draft was made by Hoover seconded by Kirkpatrick and unanimously approved.

4. Ethics Statements for Public Library Trustees. Acknowledgment of receiving this document is signed by trustees when they become board members and yearly thereafter. This is not a document concerning the operation of the library; it should be attached to the acknowledgement document.

Motion to remove this document from the Policy Manual, made by Klein seconded by Coupe and unanimously approved.

Winn suggested we go into Executive Session.

Motion: to go into Executive Session at 7:55 PM to discuss the employment history of a particular person, made by Winn seconded by Kirkpatrick and unanimously approved.

Motion: to come out of Executive Session at 8:15 PM, made by Mowat seconded by Emmert and unanimously approved.

Senior Clerk Report: Anne DuRoss (by J. Klein)

A hard copy of the report was distributed to the trustees.

Finance Report: H. Mowat –

Donations are up, book purchases are down. It looks like we are on track for year end.

Front entrance floor replacement and the cracked pillar were discussed and may be chargeable to the Building Fund pending review by the committee.

Adjournment: Motion to adjourn at 8:29 PM, made by Hoover seconded by Kirkpatrick and unanimously approved.

NEXT MEETING: November 18, 2015 at 7:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 11/18/2015