

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
November 18, 2015
Library Sammon Room, 6:58 PM

Present: Adam Burback, Les Cortright, Brian Coupe, Virginia Emmert, Jim Kirkpatrick, John Klein, Heather Mowat, Jay Winn and Senior Clerk Anne DuRoss

Excused: Janet Hoover

Guest: Julius Fuks

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 October 21, 2015 regular board meeting, made by Winn seconded by Burback and unanimously approved.

President's Report: Jay Winn –

Winn introduced J. Fuks to the board members as a candidate suggested by the Nominating Committee to fill the vacancy left by E. Flemma. J. Fuks expressed his interest in the library and answered questions from the board members.

Motion to elect Fuks as a board member to fill the vacancy for the term ending December 31, 2017, made by Emmert seconded by Kirkpatrick and unanimously approved.

Assignments: Klein to instruct Fuks on the process for becoming a voting member.
Kirkpatrick to give Fuks an orientation of the library facilities.

F. Eugene Romano sent each trustee a copy of a letter stating his belief that it was fitting that the library be dedicated and renamed for Kevin and Nancy Kelly and made reference to supportive letters sent to the library by Nancy C. Schmidt and her husband Ralph N. Schmidt Jr.. Winn stated that at the last few board meetings the issue was raised and the members continued to agree that they would honor the Kelly's for their dedication to the library but not by renaming it.

Assignment: Winn to respond to the Romano letter.

Public Expression:

Nancy Kelly questioned the reason for the board's decision on not to rename the library and was told that the board felt that such a step would be complicated and controversial, requiring careful and extensive consideration of its effect on the Town and other persons who had extensive involvement with the library over the years. As such, it is not something that the board wanted to do. It was about the principal and in no way intended to be disrespectful of the Kelly's and their many significant contributions.

H. Mowat stated that in a previous discussion with K. Kelly about a Schmidt's letter, he said that in no way did he want the library to be named after him.

N. Kelly asked how donated funds are used. It was explained that donations are used as restricted by the donor; if no restriction is made, it goes to the general fund. About \$8,000 has already been

donated in memory of Kevin Kelly. She plans to donate \$10,000 from a bequest received from the estate of a friend to the library as unrestricted.

Sebastian Pagano stated that as long as the board was considering renaming things he thought that the Husted family should be recognized for the land they donated for building of the library.

Rick Sherman, Town Highway Superintendent, stated that the benches outside the main entrance of the library were cleaned, refinished and look like new, and that those outside the rear entrance and in the gazebo will be done next. Some of the outside lighting is not working and will also be looked at.

President's Report: continued

The open letter to the members of the Town Board from Winn was printed on our website, and will be published in the Town Crier. It discussed the decreased financial support from the Town and the library providing the best service it could with the reduced budget.

The committee assignment chart is being updated and will be distributed along with suggested priority tasks.

Discussions are being held on times the library will be open and the times the board will meet.

Assignment: Board members to consider meeting start times of 7:00 PM, 5:00 PM and noon, and alternating meeting times between evening and noon.

Board members are encouraged to attend the Mid-York meeting at 6:00 PM on December 2nd for receipt and discussion of the updated Handbook for Library Trustees.

Catherine Lawrence has contacted some of the board members about some of her research and ideas regarding fundraising. We welcome her interest and input.

Senior Clerk Report: Anne DuRoss – Program and Budget Status reports distributed.

The Friends were thanked for their donation from bake sales and other activities.

DuRoss went to a work shop at Mid-York for a presentation by Jerry Nichols. A link-up is being setup so others can view it.

Anne Bonsted has a BOCES Business Program and students train at the library by doing various tasks such as clearing shelves and placing books.

Three estimates are coming in for re-carpeting the main entrance. The cost is coming from the Building Fund. The Town has agreed to remove the old carpeting and make any necessary repair to the surrounding walls.

Darby O'Brien, Director of the Utica Library, mentioned to DuRoss that their library is active as it moves toward a community center but their circulation is down. Their patrons are going to the New Hartford library or Dunham Library for their books.

Treasurer's Report: H. Mowat – The bills/checks folder was presented to the board. An email copy of the Check Detail report was emailed to the board members.

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

The 2015 budget analysis projects that the library will end the year about \$10,000 to \$15,000 in the clear.

Standing Committee Reports

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

The draft 2016 budget was presented. Some options for dealing with the Town appropriation cut are: Replacing the full time children's program person with a part time person, closing Sundays, shortening open hours and considering a part time director. The Finance Committee is continuing to look at the options. The audit costs about \$7,500 and will no longer be funded by the Town.

The library is limited in what it can do by fundraising since we are considered to be a government and depends on help from the Friends. They have budgeted \$7,500 for 2016.

The 2016 budget with options applied, still projects a short fall of about \$32,000 and is to be voted on at the next board meeting. Budget options are to be presented for the board's review.

Nominating: J. Klein –

Board Officers: Board members suggestions of which board members should serve in which offices was reviewed. A recommended slate of officers for 2016 will be distributed before the next meeting.

Elected Trustees: J. Fuks recommended to fill the term ending Dec 31, 2017 and was elected. L. Cortright resigned effective Nov 20, 2015. Committee to recommend a replacement for his term ending Dec. 31, 2017.

Appointed Trustees:

There was no response from vacancy notices in the library website, Observer Dispatch and Town Crier. Board members to continue searching for candidates.

By- Laws: The new Handbook for Library Trustees to be reviewed for any conflict with the library by-laws.

Building & Grounds: (by J. Winn) – Nothing new to report

Personnel/HR/Benefits: J. Hoover (by J. Winn) – Nothing new to report.

Technology and Transparency: B. Coupe –

Continued working with Mid-York and follow-up on available grants related to technology.

Public Relations: J. Kirkpatrick – Sunshine Fund contains \$122.00.

Donation Records – Kirkpatrick has been keeping records of all donations and mailing out thank-you notes to the donors. He is willing to continue this effort after his retirement from the board. The board consensus was that it would be appreciated if he were to continue to do so.

Friends: V. Emmert – The library is partnering with the Friends in mailing a fundraising letter to selected donors.

Legislative: H. Mowat – Nothing new to report

Policies and Procedures: J. Klein –

The committee objective is to review all the policies. It started with 29 and there are now 26 left by combining, deleting and one addition; of these, 19 are updates 3 are in review and 4 left to be reviewed. A status report of the current policies has been emailed to the Board.

New Business:

Les Cortright turned in his resignation effective November 20, 2015 because he would be out of the area and not able to attend most of the board meetings.

Motion to accept the resignation of Les Cortright, made by Kirkpatrick seconded by Winn and unanimously approved.

Winn suggested we go into Executive Session.

Motion to go into Executive Session at 8:25 PM to discuss the employment history of a particular person, made by Winn seconded by Emmert and unanimously approved.

Motion to come out of Executive Session at 8:37 PM, made by Kirkpatrick seconded by Emmert and unanimously approved.

Motion to accept the resignation of Director Elina Shneyder, made by Winn seconded by Emmert and unanimously approved.

Adjournment: Motion to adjourn at 8:40 PM, made by Winn seconded by Kirkpatrick and unanimously approved.

NEXT MEETING: December 16, 2015 at 7:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 12/16/2015