

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
December 16, 2015
Library Sammon Room, 7:00 PM

Present: Adam Burback, Brian Coupe, Virginia Emmert, Julius Fuks, Janet Hoover, John Klein, Heather Mowat, Jay Winn and Senior Clerk Anne DuRoss

Excused: Jim Kirkpatrick

Guest: Carolyn Buckley

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 November 18, 2015 regular board meeting, made by Burback seconded by Coupe and approved with eight in favor and Fuks abstained - He was not yet a trustee at this meeting.

President's Report: Jay Winn –

J. Kirkpatrick is at home under doctor's direction. This was his last board meeting and the first board meeting he's missed in 15 years of library service. He will continue to do the thank-you notes and will turn the Sunshine Fund of about \$122 over to A. DuRoss until a board member is selected to perform that function.

Winn introduced Carolyn Buckley to the board members as a candidate suggested by the Nominating Committee to fill the vacancy left by Les Cortright. C. Buckley expressed her interest in the library and answered questions from the board members.

Motion to elect Buckley as a board member to fill the vacancy for the term ending December 31, 2016, made by Klein seconded by Emmert and unanimously approved.

Winn sent a response to the letter received from Mr. Romano, reiterating the board's decision not to rename the library. He also told Nancy Kelly and her son, David, that we would keep them informed of our plans to honor Kevin Kelly.

Winn also sent an open letter to the Town Board members and the Town Crier expressing the library's concern that the towns reduced support of the library will result in reduced library service to the community.

The committee assignments for 2016 are being reviewed and interests expressed by board members will be considered.

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

The Berkshire Bank Grant, John Ben Snow Grant and Price Chopper Grant are being finalized and implemented.

It was decided to continue funding our membership in the Library Trustees Association. John Kalil talked to DuRoss and said he would help with fundraising ideas.

Discussion held regarding medical plans for an employee who is soon going to be covered under Medicare. We need to decide how that will affect the Library's commitment to provide health insurance and the possible need to update the Personnel Policy

Treasurer's Report: H. Mowat – The Check Detail report and checks were presented to the board members for their review.

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

Standing Committee Reports

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

Analysis of the 2015 budget projects that at year end the library revenues will exceed the expenditures by about \$10,000.

The annual audit costs of about \$7,500 will no longer be funded by the Town. We need to complete the IRS Form990 and Greg Kielar may be able to assemble the finance information for that form. Verification of the completed form may satisfy the audit requirement.

Winn opened the meeting for discussion of the proposed 2016 budget. This included the following items:

The Kelly Family donation of \$10,000 will not be used for operating expenses. A specific use honoring the Kelly Family will be determined at a later date.

DuRoss plans to offer Ashlyn Samargia the children's program coordinator position (vacated due to a retirement).

Plans to rehabilitate the carpeting at the main entrance are taking shape. Rick Sherman will facilitate the removal of the old carpeting and make repairs to flooring and walls as required. DuRoss will evaluate the three estimates for re-carpeting.

Closing Sundays: No other libraries in the Mid York system are open on Sunday. If we close Sunday, this will be in addition to Wednesday. Fuks was against closing on Sunday.

The proposed 2016 budget includes having a part-time director (15 to 20 hours), being closed on Sunday and changing the children's program coordinator from a full time position to a part time position (20 hours per week). The remaining estimated deficit of about \$30,000 will be covered by utilizing part of the fund balance (currently at approximately \$90,000)

Motion to accept the 2016 budget as proposed, made by Winn seconded by Mowat and unanimously approved.

Nominating: J. Klein –

Board Officers: Nominated slate: President - J. Winn, Vice President - H. Mowat, Secretary – J. Klein and Treasurer – A. Burbach.

Winn asked if there were any other nominations and there were none. Klein distributed a copy of the ballot to each board member.

Result: Every person on the slate was elected unanimously.

Elected Trustees: C. Buckley was recommended to fill the term vacancy ending Dec 31, 2016 made by the resignation of L. Cortright. (See Presidents Report above for election.)

Appointed Trustees:

Two five year terms end on December 31 of this year. One was held by Kevin Kelly and the other is being served by Jim Kirkpatrick who is not seeking reappointment.

The committee received a letter and resume from Kathleen Jarrett requesting Town appointment to a five year term. This was forwarded to the Town Clerk, Gail Young, for Town board consideration.

Building & Grounds: J. Fuks – New appointment

Personnel/HR/Benefits: J. Hoover – New appointment

Technology and Transparency: B. Coupe – Work on installing an Instagram program.

Public Relations: J. Kirkpatrick – Absent

Donation Records – Sunshine fund will be sent to Anne Duross

Friends: V. Emmert – Discussed decorating the library for Christmas.

Legislative: H. Mowat – Nothing new to report

Policies and Procedures: J. Klein – Nothing new to report

Approval of non-Audit Services by the Audit Committee and Audit Committee Meetings with Auditors policies need revision.

Ad Hoc Director Search Committee: G. Emmert – Part-time director being considered in accordance with the now approved 2016 budget. They will be developing a job description.

Unfinished Business - Board meeting time options: 7:00 PM or 5:00 PM or rotation with evening and Noon. Consensus was to try 5:00 PM

Assignment: Klein to notify the library and O-D of the 2016 meeting schedule. (By long standing tradition, July will be listed as a vacation month. This may be changed by future board action.)

Adjournment - Motion to adjourn at 8:35 PM made by Winn seconded by Klein and unanimously approved.

NEXT MEETING: January 20, 2016 at 5:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 1/20/2016