

**NEW HARTFORD PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**February 18, 2015**  
**Butler Hall, Noon**

**Present:** Adam Burback, Virginia Emmert, Edward Flemma, Janet Hoover, Kevin Kelly, Jim Kirkpatrick, John Klein, Jay Winn and Director Elina Shneyder

**Excused:** Les Cortright, Dr. Alfred Moretz, Heather Mowat

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 January 21, 2015 regular meeting made by Burback, seconded by Flemma and unanimously approved.

**President's Report: J. Winn –**

The Town of New Hartford sent the Shared Services Agreement to President Winn for his signature. This agreement authorizes the Town to provide services to the library to assist in its day to day operations and reduce its operating expenses to include ordinary maintenance such as: snow plowing and removal in the parking, driveway and walkways; lawn mowing and grounds maintenance; and ordinary building maintenance and upkeep. Discussion of the agreement followed.

**Motion** to have Winn sign the Shared Services Agreement made by Flemma, seconded by Burback and unanimously approved.

Elina to have a copy of the insurance agreements ready for Winn tomorrow for delivery to the Town along with the signed agreement.

Winn emailed the trustees the new committee assignments chart along with his reasons for the selections. At the meeting, he asked if there were any concerns about the changes or assignments. There were none.

Neil Pritchard contacted some of the trustees about raffling off a tractor as a fundraiser. His letter and idea were presented to the Fundraising Committee for review and consideration.

The audit seems to be going well and is almost complete. Winn noted that he, Flemma and Shneyder met with the auditors at the start of the audit and will meet with them again at the end of the process.

**Director's Report: E. Shneyder –** Director's Report and January Circulation, Operating Account, Transaction Detail and Check Detail reports were distributed.

The payment check of \$1,425 to H J Brandeles for preventive maintenance of the heating and air conditioning systems was assigned to the Building Fund. Discussion followed on use of the Building Fund. Kelly and Kirkpatrick, who were involved with the library construction, agreed that the purpose of the fund was to build the building and there was no specific declaration about use of the remaining funds; however, they suggested the fund be reserved for major building maintenance such as roofing replacement. Flemma remarked that the equipment maintenance was a yearly expense that should be part of the budget. The board consensus was to have the Brandeles payment assigned to the Operating Fund. **Shneyder** was instructed to have the change made.

Shneyder met with the Finance Committee to discuss increasing library income by increasing charges. Following are the charges being considered: deleting “grace days”, increasing the late book fine from 20 cents to 25 cents, initiating a charge of \$3.00 for inter library loans (ordering books from outside the Mid-York area), increasing the maximum charge per cardholder from \$6.00 to \$9.00 and increasing the price of headphones from \$1.00 to \$1.50

Burback asked about charges for use of the meeting rooms. Winn noted that policies need to be revised and the issue of commercial use of meeting rooms, such as by tutors, needs to be addressed. (See Policies and Procedures report below.)

Staff changes were reported; these include:

Mary **Javorski** will change from full time to part time; reducing her hours from 40 to 20.

John (Jack) **Henke** will change from on-call to part time with 20 hours.

Margaret Preston started taking unpaid leave February 19, 2015 to care for her sick husband, Douglas.

The Annual Report for Public and Association Libraries – 2014 was sent to the Board for review. The trustees to inform Shneyder of any possible corrections. The completed report is to be given to Mid-York by 5:00 PM February 23, 2015.

E. Flemma asked when the Town would be sending their periodic payment to the Board. He was concerned that it might not be in time for the payment of salaries. Discussion followed. **Winn** agreed to review the situation.

**Treasurer’s Report:** J. Winn for H. Mowat –

A charge assigned to Petty Cash was changed to an expense category.

A budget was established for the Turner fund such as done for other funds.

**Motion** to approve payment of the bills as listed in the Check Detail report was made by Kirkpatrick seconded by Flemma and unanimously approved.

### **Standing Committee Reports**

**Finance, Audit, Grants, Report:** J. Winn for H. Mowat & Burback –

Friday at 10:00 AM the bank will drill-out the safe deposit box; trustees are invited to attend.

**Nominating:** J. Klein –

The current By-Laws were emailed to the Board. New By-Law will be based upon the draft developed by the prior chair, Mary DuRoss.

**Building and Grounds, Art:** E. Flemma –

Committee meetings will be held on Fridays from 11:00 AM to Noon at Butler Hall. **Flemma** to send the schedule to Klein for posting of Meeting Notices.

**Personnel/HR/Benefits:** E. Flemma –

The Performance Evaluation form for rating the director was emailed to the trustees for use in the Executive Session.

**Technology & Transparency:** J. Winn –

Ed Wiatr is a non-trustee member of the committee.

**Public Relations:** J. Kirkpatrick –

The library to hold another Legislative Breakfast in April or May

**Sunshine:** No change

**Friends: Emmert** - Book sales bring in \$400 to \$600 per month; about \$6,000 per year.

The ice cream social will be on July 15; trustees are encouraged to be scoopers. On March 3<sup>rd</sup> they are holding a chocolate lovers bake sale. They are also looking for fundraising ideas.

**Legislative:** J. Winn for H. Mowat –

Nothing new to report.

**Policies and Procedures:** J. Klein –

The committee will continue to update the Meeting Room Use policy and start reviewing the Fines and Lost Library Materials policy. Both policies discuss charges: (The Fines and Lost Library Materials policy states: 1. Fines for overdue library materials will be based on yearly guidelines established by the Library Board of Trustees.) and (The Meeting Rooms Use Policy states: 2. Use of the Meeting Rooms is available free of charge during regular Library hours and 6. .... a meeting to begin before opening hours or extend after closing hours, a charge of \$30.00 per hour or any portion of may be assessed.)

**Ad Hoc Committee Reports**

**Town Crier:** J. Hoover –

Those with articles or ideas they would like in the paper should to be sent to Hoover. The library has two pages in the paper and is considering changes to their layout and inclusion of other information.

**Fundraising:** J. Kirkpatrick –

Received fundraiser letters from N. Prichard for review.

**New Business:** None

**Motion** to go into Executive Session at 8:07 PM for Director Shneyder performance evaluation made by Kirkpatrick seconded by Flemma and unanimously approved.

**Motion** to come out of the Executive Session at 8:55 PM made by Kelly seconded by Burback and unanimously approved.

**Adjournment: Motion** to adjourn at 8:58 PM made by Hoover seconded by Emmert and unanimously approved.

**NEXT MEETING: March 18, 2015 at Butler Hall, 7:00 PM.**

Respectfully submitted,

John A. Klein, Secretary

Approved: 3/18/2015