

**NEW HARTFORD PUBLIC LIBRARY**

**Board of Trustees Meeting**

**March 18, 2015**

**Butler Hall, 7:00 PM**

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

**Excused:** Les Cortright, Edward Flemma

**In Attendance:** Rick Sherman

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 7:02 PM.

**Approval of Minutes:**

**Motion** to approve the minutes of the February 18, 2015 regular meeting, made by Kirkpatrick seconded by Emmert and approved with 7 in favor and 1 abstained (Mowat - absent from the February meeting)

**President's Report:** J. Winn – Alfred Moretz resigned from the board (on March 10<sup>th</sup>).

The New Hartford Town Board approved the in-kind service agreement with the library at their last board meeting. This agreement includes such items as maintenance of the building and grounds, mowing, and snow plowing of the library's driveway and parking lot. During the town meeting it was suggested the town, in the interest of simplicity, mow all the library grounds (including the Lally Garden area). Mike Jeffery is the Town contact for mowing and sidewalk snow removal, and Rick Sherman is the town contact for the remainder of the agreement.

The library discussed the issue of having the town mow the Lally Garden area or the library mow that area using funds taken from the Lally Garden fund. Consensus was to have the town do all the mowing and reserve the Lally fund for other garden improvements.

**Assignment:** Winn to contact Flemma, chair of the Building and Grounds committee, and ask him to coordinate with the town.

Director Shneyder is interviewing a cleaner and wondered what support the town would provide.

**Assignment:** Shneyder to provide a schedule of things to be done by a cleaner so that determination can be made of what will be done by the library and what by the town. Once this is done, the library can determine if it needs to replace the retiring part time cleaner.

Sherman reported that the town will have some extra summer help and may be able to do some one-time projects such as painting the lamp posts and bicycle rack. Mowat suggested having the town clean the mold off the outside of the library building.

**Director's Report:** E. Shneyder – Distributed were the following reports: Director's, February Circulation, Operating Account, Check Detail and Transaction Detail.

Sympathy cards, with board concurrence, will be sent for the following deaths: Doug Preston to his wife Margaret a library employee; Diane Knight to her son; and Eugene Corasanti, a library supporter, to his wife.

The director met with the Finance Committee to discuss increasing library income by increasing charges. These are: (1) late fee from 20 cents to 25 cents other than DVD's (2) maximum late fee from \$6.00 to \$9.00 (3) headphones price from \$1.00 to \$1.50 and (4) begin a fee of \$3.00 for inter library loans. This will require changes to library policies.

**Motion** to begin the new charges now followed by updating the policies, made by Mowat seconded by Emmert and unanimously approved.

**Motion** to accept an unrestricted donation of \$1,000.00 from Elizabeth B. Dugan, made by Mowat seconded by Hoover and unanimously approved.

**Motion** to accept a donation from Price Chopper Golub Foundation of \$500.00 to be used for educational programs, made by Emmert seconded by Kirkpatrick and unanimously approved.

Kelly requested the board receive a monthly report of all donation by name and amount received during that month. The board concurred.

**Assignment:** Shneyder to report at each monthly meeting all donation by name and amount received that month.

The library Annual Report for Public and Association Libraries was approved by Mid-York.

Mary Javorski wishes to change from a full time to a part time employee, reducing her hours from 40 to 20 and John (Jack) Henke is willing to go from on-call to 20 hours. Civil Service requires official board notice of the Javorski change.

**Assignment:** Klein to provide the director with a signed copy of the approved February Minutes by tomorrow.

If this is not sufficient for Civil Service, the board will provide the following resolution:

“Be it resolved that Mary Javorski, an employee of the new Hartford Public Library may go from full time employment to part time employment at a time of her choosing. This resolution was approved by the New Hartford Public Library Board on March 18, 2015 for issuance by President Jay Winn.”

**Motion** to approve the above resolution, made by Mowat seconded by Burback and unanimously approved.

In addition, the following approval is also made.

**Motion** to permit Mary Javorski to go from full time to part time at a time of her choosing and John (Jack) Henke to change from on-call to part time, made by Mowat seconded by Burback and unanimously approved.

Klein submitted a revised Circulation Report showing the circulation numbers for all months in the prior year and the month-to-date numbers in the current year. The report provides greater visibility and more accurate summaries and calculations in the Excel format. Consensus was to use the new format.

**Assignment:** Shneyder to start using the new Circulation Report format.

**Treasurer's Report:** H. Mowat –

The Check Detail report was presented for payment of bills. One of the bills was for computer equipment purchased from Mid-York for use under a grant from the Ben Snow Foundation. The total amount of the purchase, under the library procurement policy, requires additional supporting documentation and board approval.

**Motion** to approve payment of bills except for the one to pay for equipment purchased from Mid-York for the Ben Snow Foundation grant made by Winn seconded by Kirkpatrick and unanimously approved.

**Assignment:** Shneyder to provide the missing documentation for purchase of the equipment from Mid-York for the Ben Snow Foundation grant prior to the next board meeting.

**Standing Committee Reports**

**Finance, Audit, Grants, Report:** H. Mowat & A. Burback –  
Audit nearly complete

Letter sent to the Community Foundation requesting information about withdrawals from the Library Fund.

An agreement to obtain certain funds from the county, requires that the funds be deposited into a separate bank account. These funds will then be able to be moved to another library account as needed.

**Motion** for the treasurer to open a separate bank account for receipt of county funds, made by Emmert seconded by Hoover and unanimously approved.

The Finance Committee decided that a budget should be prepared for the Turner Fund and developed one in conjunction with the director.

**Motion** to approve the Turner Fund budget, made by Kelly seconded by Burback and unanimously approved.

**Motion** to approve a supplementary appropriation of \$500 for an increase in both revenue and expense for the Price Chopper grant, made by Mowat seconded by Burback and unanimously approved.

**Nominating Committee Report:** J. Klein – Distributed new tracking report  
By-Laws – Nothing new to report.

New report developed for tracking trustee changes and term ending dates. The information is needed for the Annual Report requirement of identifying all trustees who served during the year.

**Assignment:** Trustees to complete missing information and send it to Klein.

**Building and Grounds:** J. Winn for E. Flemma –  
Water leak was resolved.

**Personnel/HR/Benefits:** J. Winn for E. Flemma –  
Javorski status change discussed in the Director's Report.

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

No meetings were held. Nothing new to report

**Public Relations:** J. Kirkpatrick –

The library to hold another Legislative Breakfast most likely in May

**Sunshine:** No change

**Friends:** V. Emmert – Nothing new to report

**Legislative:** H. Mowat –

Heather and Shneyder held a meeting and nobody came.

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

The objective is to remove charges from all policies and put them in a single document that gives greater visibility and is easier to change. Current policies involved are the following:

Meeting Room Use policy update will be ready for the next board meeting.

Circulation policy removal of charges is in development.

Fines and Lost Library Materials policy will identify the process for listing all charges.

### **Ad Hoc Committee Reports**

**Town Crier:** J. Hoover –

Minor changes made.

**Fundraising:** J. Kirkpatrick –

Working with residents of Preswick Glen to develop a list of donors.

Ideas from N. Prichard not currently viable.

**New Business:** None

**Motion** to go into Executive Session at 8:20 PM to discuss the replacement of a trustee and to review the director's evaluation, made by Winn seconded by Burback and unanimously approved.

**Motion** to come out of the Executive Session at 9:06 PM, made by Hoover seconded by Kirkpatrick and unanimously approved.

**Adjournment: Motion** to adjourn at 9:10 PM, made by Kirkpatrick seconded by Winn and unanimously approved.

**NEXT MEETING: April 15, 2015 at Butler Hall, 7:00 PM.**

Respectfully submitted,

John A. Klein, Secretary

Draft dated: 3/25/2015