

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
April 18, 2015
Butler Hall, 7:00 PM

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

Excused: (All present)

In Attendance: Rick Sherman, Gail Nelson

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 March 18, 2015 regular meeting, made by Kirkpatrick seconded by Flemma and unanimously approved.

President's Report: J. Winn –

Meeting on the in-service agreement with the town is set for April 20th with Pat Tyksinski, Rick Sherman and J. Winn; (E. Flemma invited to attend). A needs checklist was prepared with the help of Director Elina. The library badly needs a cleaner now. Discussion ensued about hiring a cleaner now or wait to see if the town would supply the cleaner under the in-service agreement.

Motion to hire a temporary cleaner for no more than 8 weeks at 16 hours per week and for a wage up to but not to exceed the current wage of \$10.09/hour, made by J. Hoover seconded by J. Kirkpatrick and unanimously approved.

Director's Report: E. Shneyder – Distributed were the following reports: Director's, March Circulation, Monthly Circulation Report, Operating Account and Check/Bills Abstract.

Discussion included timing of variable income (such as fundraiser) in relation to monthly payment requirements and the budget.

The director is interested in obtaining mini grants for courses in library disciplines. She would take the courses her own time. She is also interested in a DHP offer to help increase the library's collection of books on local and New Hartford history. The offer should be reviewed to insure there will be no cost to the library.

Treasurer's Report: H. Mowat –

Greg Kielar is home from the hospital after suffering from a burst appendix.

Computers costing over \$1,000 (about \$1,263) were ordered from Mid-York without prior board approval. H. Mowat obtained documentation from Mid-York verifying that the computers were purchased under a New York State contract and therefore did not required quotes from three vendors.

Resolution to approve the after-the-fact purchase of the material from Mid-York under the state contract, made by Mowat seconded by Flemma and unanimously approved.

Motion to approve payment of bills in the Check/Bills Abstract that includes payment for the equipment purchased from Mid-York (above resolution) under the Ben Snow Foundation grant, made by Winn seconded by Flemma and unanimously approved.

A payment of \$275 was incorrectly registered to Royal Landscaping rather than to the Lally Fund; this will be corrected. The request letter with attachments is ready to be sent to the Community Foundation.

Patrons expose their credit card numbers when using them for library payments. Some libraries have credit card machines. First Niagara Bank may be invited to a Finance Committee meeting to present payment options they may have.

K. Kelly recommended that some of the library computers be Mac's.

Standing Committee Reports

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

A separate bank account with First Niagara for receipt of county funds will be opened shortly. No county check has yet been received for deposit.

The library sends thank-you cards to donors and ordered additional ones from Brady Printing.

Motion to pay Brady up to \$270 for the printing of thank-you cards, made by Kirkpatrick seconded by Mowat and unanimously approved.

Nominating Committee Report: J. Klein –

By-Laws – Nothing new to report.

Nominations – The names of Alfred Moretz and Brian Coupe were presented to the town board by the library for trustee appointment consideration to fill the vacancy ending December 31, 2019. Moretz was appointed, sworn in, and then resigned. This made the library board responsible for appointing a replacement. The Nominating Committee recommended Coupe to fill the position and emailed his resume to the trustees.

Motion to accept the resignation of Alfred Moretz, made by Emmert seconded by Winn and unanimously approved.

Motion to appoint Brian Coupe as trustee with the term ending December 31, 2019, made by Klein seconded by Burback and unanimously approved.

Assignments: Klein to inform Coupe of the trustee swear-in requirements.

Kirkpatrick to give Coupe the library tour and trustee orientation.

Building and Grounds: E. Flemma –

Meeting to be set up for next week with Flemma, Elina, Sherman, Mike Jeffery and Bob DeSanctis regarding care of the Lally Garden.

Personnel/HR/Benefits: E. Flemma –

Mary Javorski changed from a full time to a part time library employee without incident.

Technology & Transparency: J. Winn –

Nothing new to report.

Public Relations: J. Kirkpatrick –

Sunshine:

Library employee Greg Kielar is at home recovering from a burst appendix.

Assignment: Kirkpatrick to send a get-well card from the board to Kielar

Friends: V. Emmert –

Their bake sale made \$357 but their book sales were down to \$330.15 this month.

The Ice Cream Social is July 15. The Bill Bonsted Golf Tournament is Oct. 17; schools are being contacted for participation.

They are having a fund raising meeting on Mon. May 18 at 1:00 PM, possibly at the library. Mowat suggested the Friends and the library coordinate their fund raising efforts.

Legislative: H. Mowat –

Connie Stevens, as in the past, is willing to make the food arrangements for the legislative breakfast.

Current task is to obtain a list of legislators to invite. It was suggested that library donors of large amounts also be invited. Other considerations included holding it in the fall rather than the summer

Policies and Procedures: J. Klein –

The following updated policies should be ready for the next board meeting: Meeting Rooms Use Policy, Circulation Policy and Fines and Fees Policy with associated list of fines and fees.

Ad Hoc Committee Reports

Town Crier: J. Hoover –

More changes planned for the next printing.

Fundraising: J. Kirkpatrick –

Gail Nelson from the Garden Club spoke. She said the club would like to present a Garden Basket to the library to raffle off. Hoover suggested the raffle be held in early June and be promoted in the Town Crier. The library would handle the raffle tickets and their cost might be around \$1:00. The library appreciates the effort and the committee will work with Nelson on the project.

Kirkpatrick has the approved fundraising letter from Mary DuRoss and will mail copies to about 25 selected people who also live at Preswick Glen. The library will supply the stamps he need to send thank-you cards to donors.

New Business: None

Motion to go into Executive Session at 8:10 PM to discuss a personnel matter, made by Winn seconded by Flemma and unanimously approved.

Motion to come out of the Executive Session at 8:48 PM, made by Mowat seconded by Cortright and unanimously approved.

Adjournment: **Motion** to adjourn at 8:50 PM, made by Cortright seconded by Winn and unanimously approved.

NEXT MEETING: May 20, 2015 at Butler Hall, 7:00 PM.

Respectfully submitted,

John A. Klein, Secretary
Approved 5/20/2015