

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
July 15, 2015
Butler Hall, Noon

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

Absent: Edward Flemma

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 12:00 PM.

Approval of Minutes:

Motion to approve the minutes of the June 15, 2015 special meeting, made by Fitzpatrick seconded by Mowat and unanimously approved.

Motion to approve the minutes of the June 17, 2015 regular meeting, made by Burback seconded by Emmert and unanimously approved.

President's Report: Jay Winn --

Trustee Kevin Kelly passed away this morning. Winn received a telephone call requesting the library be named the Kevin and Nancy Kelly Memorial Library. Renaming the Library is a complex issue requiring input from many sources. Others were also involved with the library development and Mowat reported that Kevin said he did not wish the library named for him. Consensus was not to rush into such a memorial change at this time but to keep it under consideration.

Referencing the library's space at the Point School, the New Hartford Historical Society desires use of more space there. The Friends have first rights over use of that space. The library will consider the Historical Society's request when and if the Friends define space they do not need.

Senior Clerk Report: Anne DuRoss –

Material circulation is normal. Book purchases were down in June. Director Shneyder had said at a prior meeting, that she delayed ordering books to take advantage of special discounts on summer orders. Contradicting Shneyder, DuRoss said there is no such thing as special discounts on summer book orders.

The drain pipe outside the lower door on the back side of the building is not working, and the town is reviewing the problem. The town has been very responsive to upkeep requests and maintenance issues: inoperable doors, roof leaks, rails repainted, lamp posts to be repainted, etc.

Prior director Hans Plambeck has been informed that his paid health insurance from the library will end July 31.

An Eagle Scout project was accepted by the library. It consists of scouts making and placing book stands around the town of which each stand will hold three books. The scouts will obtain permission for placement of the book stands and the library will supply used books. It may develop into a "take a book - return a book" system.

Brandeles was informed that the dry sprinkler system trouble alarm went off and is in the process of correcting the problem. The staff is searching for a copy of the Brandeles contract to investigate responsibility issues.

Treasurer's Report: H. Mowat – Brought the package of bills and checks for signing, and distributed the Check Detail report.

A two week payroll printout is being developed.

Motion to approve payment of the bills, made by Winn seconded by Burback and unanimously approved.

Standing Committee Reports

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

The Operating Account report, and the Turner Children's Fund, Garden Fund and Building Fund reports were distributed and discussed.

Book order expenses are lower because books are now ordered directly from the distributor rather than through Mid-York that adds a \$1.00 per book handling charge and because payment will be shown when books are received rather than when ordered.

Royal Landscaping payment is being charged to the Garden Fund.

With board concurrence, the Finance Committee in conjunction with the library senior clerk is considering what would be required to open the library for a few hours on Wednesdays.

The preliminary 35 to 40 page IRS Form 990 will be e-mailed to the trustees for review; it will be mailed to the IRS by Aug. 15.

Nominating: J. Klein –

Committee needs to consider replacement for trustee Kevin Kelly.

By-Laws: Committee met on July 6 and reviewed the first four articles; combining them into three. Their next meeting is Monday, July 20, at noon in the library Sammon Room.

Building & Grounds: E. Flemma

In E. Flemma's absence, H. Mowat reported that the town has cleaned the exterior of the library building. They suggested the walls might be kept clean by the installation of rain gutters. This might be chargeable to the Building Fund that contains about \$80,000.

The NYSERDA lighting efficiency study has been completed. Evaluation of the study to include capital costs versus long term energy savings for the library.

Personnel/HR/Benefits: E. Flemma – (No report)

Technology & Transparency: J. Winn --

B. Coupe to review the library computer systems and website. Roy Senn would be a good source of information.

Public Relations: J. Kirkpatrick – Nothing new to report.

Legislative: H. Mowat -- Nothing new to report.

Policies and Procedures: J. Klein -- The Memorial Donation Statement and Code of Conduct policy have been updated and are ready for committee review.

Ad Hoc Committee Reports

Fundraising: J. Kirkpatrick & **Friends:** V. Emmert – Trustees are encouraged to help at the Library Ice Cream Social this evening.

Executive Session suggested by Winn.

Motion to go into Executive Session at 12:37 PM to discuss the work history of a particular person, made by Winn seconded by Fitzpatrick and unanimously approved.

Motion to go out of Executive Session at 1:49 PM made by Mowat, seconded by Fitzpatrick and unanimously approved.

Continuing Business

Resolution -- The board concurs with the charges and endorses the actions by the board president to date, regarding the further employment of the library director, and gives the president the authority to continue until the process is concluded.

Motion to accept the above resolution, made by Hoover seconded by Mowat and unanimously approved.

Resolution – Hoover read the hearing officer resolution to the board and a copy is attached hereto.

Motion to accept the Appointment of Hearing Officer resolution, made by Mowat seconded by Burbach and unanimously approved.

New Business – None

Adjournment: Motion to adjourn at 2:07 PM, made by Kirkpatrick seconded by Cortright and unanimously approved.

NEXT MEETING: August 19, 2015 at Butler Hall, 7:00 PM.

Respectfully submitted,

John A. Klein, Secretary
8/19/2015

Minutes Attachment:

RESOLUTION

APPOINTMENT OF HEARING OFFICER

By _____:

WHEREAS, the New Hartford Public Library Board of Trustees intends to commence a proceeding and request a hearing pursuant to Section 75 of the New York State Civil Service Law regarding a particular Civil Service employee; and

WHEREAS, Section 75(2) of the New York State Civil Service Law requires that a hearing officer upon New York State Civil Service Law Section 75 charges shall be held by the officer or body having the power to remove the person against whom such charges are preferred, or by deputy or other person designated by such officer or body in writing for that purpose; and

WHEREAS, in case a deputy or other person is so designated, he/she shall, for the purpose of such hearing, be vested with all the powers of such officer or body and shall make a record of such hearing which shall, with his/her recommendation, be referred to such officer or body for review and decision; and

WHEREAS, Jay Winn, President of the Board of Trustees, has recommended the appointment of John Orilio, Esq. as the designated hearing officer; now, therefore:

BE IT RESOLVED, that the Board of Trustees of the New Hartford Public Library hereby appoints John Orilio, Esq. as the Hearing Officer pursuant to Section 75 of the New York State Civil Service Law, with respect to any charges brought by the Board of Trustees and directs, authorizes, and empowers the Hearing Officer to hear evidence, make a transcript of his proceeding, and to issue a written report of his findings and recommendations.

Seconded by _____.

Seconded by _____.