

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
August 19, 2015
Butler Hall, 7:00 PM

Present: Adam Burback, Brian Coupe, Edward Flemma, Janet Hoover, Jim Kirkpatrick, John Klein, Heather Mowat, Jay Winn and Senior Clerk Anne DuRoss

Absent: Les Cortright, Virginia Emmert

Approval of Minutes:

Motion to approve the minutes of the July 15, 2015 regular meeting, made by Kirkpatrick seconded by Burback and unanimously approved.

President's Report: Jay Winn --

Winn will not be available to attend the next regular meeting scheduled for September 16. Mowat reported that the library budget needs to be ready by that date because the Town needs it for development of their own budget. Winn agreed to hold the regular meeting at an earlier date to accommodate the budget dates.

Motion to hold the next regular board meeting on Wednesday, September 9 at 7:00 PM in the library Sammon Room, made by Mowat seconded by Klein and unanimously approved.

Assignment: Klein to notify the Observer Dispatch of the meeting change, have the board meeting notice in the library revised and the website updated.

Senior Clerk Report: Anne DuRoss (by Winn)

Winn distributed the report prepared by DuRoss. It reported that Part Time Aide, Peggy Craig, was leaving at the end of the month and Connor Benincasa was hired to replace her on night/weekend shifts. E. Flemma noted that such action required board approval. Discussion followed.

Motion to approve the above personnel change, made by Flemma seconded by Kirkpatrick and unanimously approved.

Other items reported were that: the New Hartford Police Force continues to read to children on Thursdays; the Town repaired the downstairs doors, painted the outside lampposts and repaired the drain on the south side utility room exit areaway; and the Village striped the pavement. The library will be closed on September 5, 6 and 7 for the Labor Day holiday.

Flemma noted that the Observer Dispatch (OD) reported DuRoss was appointed Interim Library Director. Winn reported that DuRoss had received a complaint from Oneida County Civil Service referring to the OD article and she explained to them that it was untrue; she was performing in her capacity as Senior Clerk and no action was taken to change her title.

Flemma's position is that the board has no authority to run the library in the absence of the director. Winn agreed that the board needs to provide temporary/emergency authorization for someone on senior staff to administer the library in Elina's absence.

Treasurer's Report: H. Mowat – Brought the package of bills and checks for signing, and the finance reports.

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

Standing Committee Reports

Finance, Audit, Grants Report: H. Mowat & A. Burbach (by Mowat) – Flemma questioned the status of the annual budget for end term donations (\$15,000). The current income is about \$12,000; in addition, the continuing donations in memory of Kevin Kelly are about \$8,600.

Proposed budget transfers between accounts were identified for approval.

Motion to approve the budget transfers, made by Flemma seconded by Hoover and unanimously approved.

Last year's Fundraising Committee had developed a fundraising letter to be sent to targeted donors under the president's signature. (Reference Board Minutes of Nov. 19, 2014). It was determined that the library is not permitted to do this type of fundraiser. The purpose of the Friends, however, is to do fundraising for the library and they are interested in the fundraising letter approach. The Fundraising Committee is transferring the project to the Friends.

DuRoss with Greg Kielar attended the last Finance Committee meeting. They are evaluating ways of opening the library on Wednesdays and the information will be presented at the next board meeting.

Nominating: J. Klein (by Winn)

The board will not try to fill the vacancy left by Kevin Kelly because the term ends so soon (Dec. 31). Consideration should be given to starting the search for a new director.

By-Laws: J. Klein - Committee met on August 19 and finalized their draft for the revised by-laws. It will be emailed to the trustees in a couple of days for review and then proposed for approval at the next board meeting. Contact Klein with any questions about the changes.

Building & Grounds: E. Flemma

With regard to the question posed last month referring to a lighting energy study, Flemma stated that NYSERDA studies are usually for large projects and not applicable to libraries of our size. There are a couple of companies in New Hartford that will assess "going green" projects. Winn requested that the committee take a look at the energy study that has been submitted and determine its disposition. Flemma commented that a roof replacement is coming due and noted that he has been looking into the costs with roofers he is familiar with.

Regarding the suggestion that installing gutters would prevent the exterior mold problem recently dealt with, Flemma commented that installing gutters would exacerbate the winter ice dam backup problem.

Mowat mentioned that the county gave grants to other libraries this year but our library had not applied for them. Flemma noted that the director is responsible for obtaining grants and not the board. Discussion followed regarding the relative relationships and levels of authority between trustees, committees, board, director and by-laws.

Personnel/HR/Benefits: E. Flemma --

Winn reported that the current director situation had revealed weaknesses in our Personnel Handbook; it will need to be revised in areas related to the director after the situation with Shneyder is resolved.

Technology & Transparency: J. Winn --

B. Coupe was given a tour by Greg Kielar of the computer systems being used and Roy Senn gave him a printed list of the computer equipment in the library. Coupe found a bunch of relics in the basement that could be disposed of. Systems in service seem to be adequate for their purpose. Some use Windows XP, which is no longer supported, and some use Windows 7. He suggests that the systems be brought up to the latest standards and he questioned why all computers were not using the same operating system. The website also needs work.

Assignment: Coupe to contact Mid-York with his questions in relation to both the operating systems and the new billing system. He was requested to develop a disposal list for board approval. It was suggested that he contact Mello Testa at the Oneida County purchasing department regarding equipment disposal requirements.

Public Relations: J. Kirkpatrick –

Sunshine Fund: \$102.84 was used for flowers in memory of Kevin Kelly. The Fund is maintained by trustee donations and contains about \$100. The Fund is adequate; donations are always acceptable.

Friends: V. Emmert (by Winn) – The Ice Cream Social helpers (scoopers) are thanked for their support; fundraiser made about \$1,600. The Miniature golf event in the library will be Oct. 17; a chicken barbeque is also in the plans.

Legislative: H. Mowat –The library needs to get its budget to the town for inclusion in the town budget prior to mid-September.

Policies and Procedures: J. Klein – There are 28 policies: 17 have been revised, 6 are in committee review and 5 remain to be updated.

Ad Hoc Committee Reports

Fundraising: J. Kirkpatrick – Schools have been supportive by getting students as monitors and other tasks for the golf tournament.

New Business – The property next to the library driveway is owned by Henry Heinlein and the property next to him is owned by Joseph Fariello. A Letter was received from Mr. Fariello stating that the wood privacy fence along the driveway, built on the property line during the library construction, was built by Mr. Heinlein with material provided by the library and maintained by him since it was built. Mr. Heinlein requests that the library supply the stain and, since he can no longer do it, have the stain applied to the fence. After some discussion, it was

agreed that since the fence is on the property line and not clearly on library property, the library is prohibited by regulations from spending funds for its maintenance.

Executive Session suggested by Winn.

Motion to go into Executive Session at 8:28 PM to discuss the work history of a particular person, made by Kirkpatrick seconded by Burback and unanimously approved.

Motion to go out of Executive Session at 9:19 PM, made by Winn seconded by Flemma and unanimously approved.

Motion to authorize a stipend of \$1,000 per month starting August 1 to Anne DuRoss in the capacity of interim director pending her acceptance of the offer for this temporary position, made by Winn seconded by Mowat and unanimously approved. (Note: The library has since been advised that it is not appropriate to use the title “interim director” and the resolution will be discussed and revised at the next board meeting.)

Assignment: Trustees to consider options for use of the Kevin Kelly donations.

Adjournment: Motion to adjourn at 9:25 PM, made by Kirkpatrick seconded by Hoover and unanimously approved.

NEXT MEETING: Changed to September 9, 2015 at 7:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved 09/09/2015