

**NEW HARTFORD PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**September 9, 2015**  
**Library Sammon Room, 6:58 PM**

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

**By Invitation:** Andy Lalonde, Greg Kielar

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 6:58 PM.

**Approval of Minutes:**

**Motion** to approve the minutes of the August 19, 2015 regular meeting, made by Kirkpatrick seconded by Emmert and unanimously approved.

**President's Report:** Jay Winn –

Winn suggested we go into Executive Session and invited Lalonde to attend.

**Motion:** to go into Executive Session at 7:00 PM to discuss pending litigation and to discuss a matter relating to a particular person, made by Emmert seconded by Mowat and unanimously approved.

**Motion:** to come out of Executive Session at 8:21 made by Winn seconded by Mowat and unanimously approved.

Winn presented a resolution to replace the approved motion made at the last board meeting because it used the term “interim director” that was later deemed to be inappropriate. Secretary Klein read the resolution to the board:

(Be it) Resolved that in absence of a Director, Anne DuRoss Senior Clerk is authorized by the Board to perform certain duties normally performed by the Director. These duties shall be limited to those which are necessary for the continued normal operation of the library. This authorization shall remain in effect until such time as new Director or interim Director is employed. In consideration for the additional responsibilities the Board authorizes a monthly stipend of \$1,000.00. The start date for these additional responsibilities will be established as June 18, 2015.

**Motion:** to accept the above resolution, made by Flemma seconded by Winn and unanimously approved.

**Standing Committee Reports**

**Building & Grounds:** E. Flemma –

A meeting is planned for Sept. 25 to review needs and budgets

**Personnel/HR/Benefits:** E. Flemma – Meeting to be held on Sept 25.

**Note:** Flemma excused himself from the meeting and left before the following motions made.

**Senior Clerk Report:** Anne DuRoss

A \$2,000 donation will be arriving shortly from Edween C. Ham for library shelving.

**Motion:** to accept the restricted \$2,000 donation from Edween Ham, made by Emmert seconded by Mowat and unanimously approved.

Cortright noted that the library Display Case contains anti-vaccination material. Before DuRoss approved the display, she contacted some of the trustees and the consensus was that it was allowable. The library policies do not prohibit the display of controversial topics and do not require the library to seek a display of different viewpoints. Displays are approved on a monthly basis.

There was a sprinkler problem and the question arose as to who should have keys and security codes to the library. The library has an emergency plan to cover this and other situations.

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

**Motion** to approve payment of the bills, made by Kirkpatrick seconded by Emmert and unanimously approved.

**Standing Committee Reports (Continued)**

**Finance, Audit, Grants Report:** H. Mowat & A. Burbach (by Mowat) – Circulation, budget and other finance reports were distributed.

Budgets were made using basic assumptions. They are now being made from the underlining data in a computer system developed by Kielar. Options are being developed for opening the library on Wednesdays starting this year but have the possible side effect of shorter hours on other days.

One of the finance reports showed a draft budget for 2016. A second report showed a further breakdown of the line items for the first report. The reports are still under development using the new computer system but are needed for presentation to the Town before the next library board meeting.

**Motion:** to authorize the president and treasurer to present an updated draft 2016 budget to the Town before the next library board meeting that shows projected town funding of \$400,000 and the library open 8 hours on Wednesday, made by Winn seconded Burbach and unanimously approved.

Projected end of year balance is about \$32,000 because of increase in donations and nonpayment of the director's salary.

**Technology & Transparency:** J. Winn – (by Brian Coupe)

Coupe talked to Mello Testa at the Oneida County purchasing department regarding placement of items for sale. He suggested we not pursue that approach and to junk the items.

Coupe also talked with Mid-York and found there were many options. He said the 10 public access computers in the library needed immediate replacement. New units would cost about \$400 each and with updated software (Office 2013) the total cost would be about \$4,500. Technology keeps improving but this would satisfy the current needs.

**Assignment:** Coupe asked to make a summary report of his findings.

Discussion followed. Thoughts included the idea that technology items might be more easily obtained through grants than through donations, to using the Kevin Kelly donations for creating a “computer corner” in his memory.

**By-Laws:** J. Klein - Committee met on August 19 and finalized their draft for the revised by-laws. It was emailed to the trustees the following day for review and approval at this meeting.

**Motion:** to approve the revised by-laws as written, made by Klein seconded by Kirkpatrick and unanimously approved.

**Friends:** V. Emmert –The Miniature golf event in the library will be Oct. 17. As part of the event, a chicken barbeque will be held.

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

**NEXT MEETING: October 21, 2015 at 7:00 PM in the Library Sammon Room**  
( Note – Location later changed to Corasanti Room)

Respectfully submitted,

John A. Klein, Secretary  
Approved: 10/21/2015