

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
January 20, 2016
Library Sammon Room, 5:00 PM

Present: Carolyn Buckley, Adam Burback, Brian Coupe, Virginia Emmert, Julius Fuks, Janet Hoover, Kathleen Jarrett, John Klein, John Pitarresi, Jay Winn and Senior Clerk Anne DuRoss

Excused: Heather Mowat

Guest: 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 5:00 PM.

Winn welcomed the new members, Kathleen R. Jarrett and John C. Pitarresi, and member introductions were made. He mentioned that DuRoss had extra copies of the new Handbook for Library Trustees of New York State which are helpful in understanding how the library operates.

Board members, wishing more detailed information concerning our former director, should contact Winn because personnel matters are confidential. Our public response is that she has resigned, we wish her well and honor her request to keep the particulars private.

Approval of Minutes:

Motion to approve the minutes of the December 16, 2015 regular board meeting, made by Fuks seconded by Emmert and approved by all except for the new members who declined because they were not at the December meeting.

President's Report: Jay Winn –

The committee assignments for 2016 are being reviewed and interests expressed by board members will be considered.

Consensus was to issue the yearly meeting schedule showing meetings being held at 5:00 PM every third Wednesday except for no meeting in July.

Senior Clerk Report: Anne DuRoss – Distributed were the 2015 monthly accounting reports for the Operating Account, Turner Children's Fund, Garden Fund, Building Fund, Circulation and the written Senior Clerk Report for 1/20/16.

Secretary Action: To shorten the meeting time, during presentation of the Senior Clerk Report, the secretary distributed the annual "Code of Conduct; Ethics Statement" and "Conflict of Interest Disclosure" forms to the board members for signature and return.

DuRoss oral report included the following: John Ben Snow program is being implemented, front entrance carpeting was removed and walls were being repaired, Christine Kielar signed onto her insurance plan, the security camera monitoring equipment failed and a used replacement was secured from Mid-York.

DuRoss was asked by Winn to assure that Greg Kielar got signed up for the Comptroller's free seminar.

Treasurer's Report: A. Burback – The Check Detail report and checks were presented to the board members for their review.

Motion to pay the bills, made by Buckley seconded by Klein and unanimously approved.

Yearly registration of accounts at First Niagara Bank was completed along with signature forms for the President and Treasurer.

Donations are up. The \$2,000 check from Edween C Ham for shelving was deposited and the work was completed.

Standing Committee Reports

Nominating: J. Klein –

Appointed/Elected Trustees:

Two five year terms ended on December 31, 2015. One was held by Kevin Kelly and the other by Jim Kirkpatrick. The Town Board appointed Jarret and Pitarresi to fill the terms. Both were sworn-in at the town clerk's office at Butler Hall on 1/19/2016.

The terms for Klein and Buckley end on December 31, 2016. Board members are asked to continue being alert for potential board candidates. There will be two term vacancies at the end of this year and possibly other retirements during the year.

By-Laws: Committee to review the new Trustee Handbook for compatibility with our By-Laws.

Building & Grounds: J. Fuks –

A list of possible items and actions to be discussed at his first committee meeting was presented. Town Highway Superintendent Richard Sherman is the first responder for library maintenance problems. Cleaning is a concern.

Fuks, DuRoss and Sherman to meet for review of possible in-service help that is available in the near term.

Personnel/HR/Benefits: J. Hoover –

Committee to meet within the next couple of months to review what changes are needed to the Personnel Handbook for such items as medical coverage when personnel sign up for Medicare and for lessons learned as a result of our recent settlement agreement with the former Director.

Technology and Transparency: B. Coupe – Instagram account was set up – program where patrons can review books. Coupe is continuing to look into possible grants through Mid York. Linda Manfredo is the contact at Mid-York. Grant initiatives are to be discussed with DuRoss.

Public Relations: A. Burback –

Legislative: A. Burback – Attempt will be made to reach out to the legislators and other libraries.

Friends: V. Emmert – Group has not meet since November

Policies and Procedures: J. Klein –

Policies are included on the website. The latest policy status reports will be reissued for the benefit of the new trustees.

Ad Hoc Director Search Committee: V. Emmert – The new Director will be part-time in accordance with the approved 2016 budget. A job description has been prepared.

Coupe prepared a director advertisement using the introduction of the job description as its basis. It mentions that the director has full authority and responsibility for Library operations with delegation as an important

factor. The first distributions will be through Mid-York and the Observer Dispatch. More distant areas were thought to be less attractive for part-time work. This approach was agreed to by a consensus of the board.

Winn stated that NYSED may disapprove of using a part-time director but our attorney reports there is nothing in the statutes that would prevent it.

New Business

Fuks initiated the idea of using a flat library organization rather than its top-down one. A brief discussion of the idea followed. It seems that under this proposed system an employee to whom a task has been delineated by the director, would interface directly with the board committee addressing that task among other organizational changes. Winn sent this issue back to committee for further review.

Action: The Director Search Committee to review this proposed organizational change.

Standing Committee Report (continued)

Finance, Audit, Grants: H. Mowat (by J. Winn) --

The audit of the library cost the town about \$7,500 last year and the town informed the library that they would no longer fund our audit. The town recently requested that the library provide them with an audit by February 15, 2016, but has not specified what type of audit it wants. Burback questioned just what type (or level) of audit was required. The library needs to complete the IRS Form 990 each year. The committee is to determine if verification of that completed form will satisfy the audit requirement.

The Kelly Family donation of \$10,000 has been deposited into the Operating Account. The Board will determine in what form to formally recognize this donation.

The budget includes a \$30,000 deduction from our fund balance. It was recognized that this approach is a short term solution that cannot be sustained on an annual basis.

Winn mentioned that we had received a donation from a Mr. Dave Allen with a comment wondering why there was no fundraising request letter this year.

Unfinished Business

Winn stated we need to discuss a personnel matter.

Motion to go into Executive Session at 6:10 PM to discuss the employment history of a particular person, made by Burback seconded by Pitarresi and unanimously approved (Coupe not present – he had previously left the board meeting with approval.)

Motion to come out of Executive Session at 6:25 PM, made by Burback seconded by Pitarresi and unanimously approved.

Klein requested that all documents distributed for signature be returned to him.

Adjournment - Motion to adjourn at 6:33 PM, made by Pitarresi seconded by Fuks and unanimously approved.

NEXT MEETING: February 17, 2016 at 5:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 2/17/2016