

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
October 19, 2016
Library Sammon Room, 5:00 PM

Present: Carolyn Buckley, Adam Burbach, Virginia Emmert, Julius Fuks, Kathleen Jarrett, John Klein, John Pitarresi, Jay Winn and Senior Clerk Anne DuRoss

Excused: Heather Mowat

President J. 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 5:01 PM.

Approval of Minutes:

Motion to approve the minutes of the September 20, 2016 regular board meeting, made by Jarrett seconded by Pitarresi and approved by all except Fuks who was not at that meeting.

President's Report: J. Winn –

Winn along with Heather Mowat and Anne DuRoss met with the Town on Sept 28 to discuss the 2017 library budget with Dave Reynolds, Pat Tyksinski, Matt Bohn and Dan Dreimiller in attendance. Winn spoke a little bit about last year in general and then Heather explained the intricacies and efficiency of our budget. Anne passed out her handout and invited them to visit the library.

Pat was puzzled why we budgeted \$300,000 for next year when clearly we managed with \$275,000 this year and asked Dan Dreimiller to confirm what was in the Town Budget for the library. Dan said \$275,000.

Then Pat stated that he was happy with the library and he had budgeted the Town's support at \$275,000, the same as last year (that is \$300,000 with the \$25,000 give back).

There were no other questions or issues of any kind. We thanked him for his time and left. The meeting was cordial and professional. This was a surprise to us as we expected something much different based upon past experience.

DuRoss noted that Dave Reynolds took the opportunity to speak very positively about the library.

It is not known what changed the dynamic of the funding situation. It might have been the library's offer to give up \$25,000 to help the town, in any event it is thought that we can live with the currently proposed amount.

Pitarresi asked if Tyksinski had been invited to visit the library. DuRoss said yes, but he declined – he said he'd been there.

Winn said the idea of seeking alternate sources of money will not be pursued at this time.

Holding a board meeting is a concern. A quorum of six is required to hold a meeting and the board has only nine members while authorized eleven. All trustees need to be mindful of this situation.

The Director Search Committee is having a discussion with the state concerning the library's not having a director. Winn has a Variance Request Form from Mid-York for requesting a temporary variance from the minimum requirements for a director for a period of time to allow the current senior clerk (DuRoss) to function as the director while she works towards meeting the minimum requirements.

Fuks expressed concern that this might need to be addressed to Civil Service. Winn noted that this was a request to temporarily suspend minimum requirements for having a fully qualified library director and is not a request to change either the director requirements nor is it a change to the civil service requirements. Discussion followed.

Motion to allow Winn to fill out the variance form on behalf of the board and send it to Mid-York, made by Jarrett seconded by Emmert and approved with six in favor and two opposed (Burbach and Fuks).

There are currently two open committee chair positions. Buckley was appointed chair of the Personnel Committee, and Pitarresi was appointed chair of the Technology and Transparency Committee.

The NYS Department of Labor is in the process of preparing a refund to the library for overpayment of unemployment to the prior library director.

Senior Clerk's Report: Anne DuRoss – Distribution: Senior Clerk Report, circulation reports and computer user report.

DuRoss hired a new page to replace the one who had resigned.

Motion to accept Sean Clark as the new page, made by Jarrett seconded by Buckley and unanimously approved.

Mid-York placed second in the Boscov's fundraiser. This earned them \$1,000 that will go to the digital collection. The library raised \$155; this will go to the Friends because it was a fundraiser.

Programs included passport registration, retirement workshop and Halloween activities. Yoga, Tai Chi and the Kids Book Club will continue.

DuRoss attended a meeting at Mid-York. Hoopla, the online streaming software, has been received and the library is the 2nd registered user of the system. She also attended the Mid-York Annual Dinner and Friends' meeting.

Jack Henke has been in contact with the European and US History teachers in New Hartford to see if we can incorporate their need into our collection. DuRoss has been in contact with the New Hartford high school and junior high school to discuss ways of getting young adults back to the library.

A library patron visited DuRoss at the library to ask her of her plans to take college courses toward becoming a library director. The anonymous donor then sent the library a \$1,000 check in support of that objective or other library use as the board sees fit.

Motion to accept the \$1,000 donation as unrestricted, made by Winn seconded by Fuks and unanimously approved.

The Village of New Hartford owns the Point Apartments and is leasing it to Millennia with the library still maintaining its storage space there.

The large fir tree beside the apartment is on village property. It was cut down because it was diseased and was replaced by a new fir tree.

Treasurer's Report: A. Burbach – The monthly operating fund spreadsheet was distributed and the check/bills were on-hand for review

Motion to pay the October bills, made by Burback seconded by Winn and unanimously approved.

Third quarter payments from the town and county were received.

Three amendments to the budget were proposed. They will result in a budget increase of \$4,058 that is to be balanced by operating surplus. These are:

1. Increase the “MyLibrary2Go” expense line (under Midyork Contracts) from \$2,915 to \$3,173. - This is to cover the yearly payment made to Mid-York in April for digital book service.

2. Increase the “Library Programs” expense line (under Miscellaneous) from \$500 to \$800. – This is to assist in covering various holiday program expenses during the remainder of 2016.

3. Create the new expense line “Professional Fees” (under Miscellaneous) with \$3,500 and remove the \$3,500 from the expense line “Other” (under Miscellaneous). –

This one-time expense was paid in June for the library’s 2015 CPA audit.

Motion to approve the above three budget changes, made by Emmert seconded by Jarrett and unanimously approved.

Standing Committee Reports

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

Once the town budget is approved, hopefully still including the proposed \$275,000, the committee will prepare a budget based upon the senior clerk variance option.

The library audit report contains an error. The audit reported that the library bank account was not fully collateralized when it actually was. The current auditor has refused to discuss correcting the audit or even to return calls to discuss it. DuRoss was asked to look into finding a new auditor.

Nominating: J. Klein –

Election of Officers

The committee distributed a form to each trustee to identify those trustees (including themselves) they would like to see serve in each office. They may make first and second choices. These were collected and the information will be used in preparing a slate of officers for election at the December board meeting.

Appointment of New Trustees

At the end of the year, two 5 year terms on the library board become vacant. These are filled by town appointment. The library may suggest preferences.

Application instructions to fill the two vacancies were placed on the library website and in the October 1st issue of the Town Crier. Applications are to be sent to the library by the 1st of November. Copies of all applications are forwarded to the town board.

The committee currently has two applicants: Carolyn Buckley (recommended) and a person recommended by H. Mowat. Emmert then Klein talked to a person of interest with marketing experience at the miniature golf fundraiser in the library on October 22; Klein to make a telephone follow-up. Board members should continue to suggest applicants; the website and Town Crier may not be productive.

Library Board Vacancies

In addition to Town appointments, there are two vacancies on the board to fill unexpired terms. The committee recommends they not be filled until after the town appointments. This way the library may fill them with appointment applicants not selected by the town.

Building & Grounds: J. Fuks –

The water fountain has been replaced.

Keeping the utility closet on the main floor warm is a priority. DuRoss to contact the town about placing a grill in the utility room door. In addition, the door should be left open on super cold nights.

The Lally Garden has been well taken care off and has received patron praise. Royal Landscape billing is not a problem. They also clear the sidewalks of snow. The town clears snow from the roadway and parking lot through a separate agreement.

Bids for maintenance of the heating/air conditioning system have been received from Brandeles and Country Suburban. Collis was unresponsive. The committee and DuRoss to convene, review the bids and prepare for choosing a winner at the next board meeting. It was suggested by Winn and Fuks that this should be treated as a professional service and not simply a maintenance contract, because experience with the library and qualifications should also be considered along with price.

Personnel/HR/Benefits: by J. Winn –

DuRoss is concerned about the rules covering payment or compensation time for overtime work. She will provide Winn with the Mid-York approach and he will talk with the library attorney. The library approach should be in the draft Personnel Handbook.

Motion to table approval of the Personnel Handbook until the next board meeting, made by Pitarresi seconded by Fuks and unanimously approved.

Policies and Procedures: J. Klein –

Policy Manual.

The Policy Manual lists the Personnel Manual as a subset or a responsibility of the Policy Committee. A joint meeting of the policy and personnel committees with the senior clerk in attendance, proposes that the manual be restructured into three sections:

Policy Manual - The items in this section would no longer list the Personnel Manual and remain the responsibility of the policy committee.

Personnel Manual - The items in this section would continue to be the responsibility of the personnel committee and contain the Personnel Handbook. It was recommended that because of its small size, it should not be a stand-alone document.

Associated Items - This section would include the forms under library supervision and other items approved by the board.

Policy Manual Disclaimer and Purpose of Policy Manual

The joint committee also proposes that the attached disclaimer and purpose statements be included in the front of the Policy Manual.

Motion to restructure the Policy Manual and include the disclaimer page, made by Winn seconded by Emmert and unanimously approved.

Board Operations Manual.

The items listed in the manual index were listed in alphabetical order and had no relation to the index tab numbers in the manual. The committee assigned tab numbers to the index items and the manual was

updated so that the numbered index items were filed behind their associated index tab numbers. There was board consensus for this change.

(6:30 PM Klein excused from the meeting)

Technology and Transparency: by J. Winn - Nothing to report

Public Relations: A. Burback – Nothing new to report.

Friends: V. Emmert –

There was a discussion regarding the success of the Miniature Golf Tournament and chicken barbeque at the library. Emmert thanked the board members for their participation. (Winn, Emmert, Klein, Pitarresi, Buckley, and Jarrett.)

Sunshine: A. DuRoss –

The fund amount is unchanged

Ad Hoc Director Search Committee: V. Emmert –

The committee has provided much of the information (search records, numbers of candidates and their disposition, meetings minutes, etc.,) required by the State for their consideration of the variance request and will prepare , along with Anne DuRoss, whatever documented plan is ultimately required by the State.

Motion to go into Executive Session at 6:07 PM to discuss the employment of a particular person, made by Buckley seconded by Burback and unanimously approved.

Motion to come out of Executive Session at 6:35 PM, made by Buckley seconded by Jarret and unanimously approved.

New Business -- None

Unfinished Business -- None

Adjournment - Motion to adjourn at 6:40PM, made by Winn seconded by Pitarresi and unanimously approved.

NEXT MEETING: Wednesday, November 16, 2016 at 5:00 PM in the Library Sammon Room.

Respectfully submitted,

John A. Klein, Secretary
Draft: 10/28/2016

Attachment below

POLICY MANUAL DISCLAIMER

The Board of Directors sets and adopts NHPL's policies and procedures, and is also responsible for their periodic review and revision. The Director is responsible for administering NHPL's policies and the Senior Clerk supervises the staff.

Because NHPL is unable to anticipate every situation or question that may occur about our policies, this Library Manual may not be all inclusive in setting instructions for management to follow. In order to retain necessary flexibility in the administration of policies, NHPL reserves the right to revise, or eliminate any of them and to adopt new ones.

The manual should not be interpreted as a guarantee that the policies contained in it will be applied in all cases. At its sole discretion, NHPL may make exceptions to its policies from time to time. NHPL reserves the right to interpret all information presented in this manual. In the event that a federal, state or local regulation conflicts with any provision contained in this manual, the regulation shall prevail and the policies revised to the extent necessary to comply with said regulation.

The only recognized deviations from the stated policies and procedures are those authorized by the NHPL Board of Trustees and signed by the President of the Board of Trustees.

PURPOSE OF POLICY MANUAL

The purpose of the NHPL Library Manual is to provide policies giving guidance to the director for management of the library.

The NHPL Board of Directors will add, revise or revoke policies and will make its best efforts to notify the director of guidance in a timely manner.