

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
November 16, 2016
Library Sammon Room, 5:00 PM

Present: Virginia Emmert, Julius Fuks, John Klein, Heather Mowat, John Pitarresi, Jay Winn and Senior Clerk Anne DuRoss

Excused: Carolyn Buckley, Adam Burbach, Kathleen Jarrett

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 5:00 PM.

Approval of Minutes:

Motion to approve the minutes of the October 19, 2016 regular board meeting, made by Emmert seconded by Pitarresi and unanimously approved.

President's Report: J. Winn –

Winn appointed Jarrett to the Director Search Committee, replacing Janet Hoover.

There was a discussion, initiated by a neighbor, about the library having to maintain a barrier like the existing fence between the driveway and the adjacent property. Fuks and Rick Sherman stated that there was no town statutory requirement for a barrier.

Assignment: Klein to notify the neighbor that there was no requirement for a barrier.

On December 31, 2016 the terms held by Klein and Buckley become vacant. There are only two applications to fill these vacancies; these are from Diane H. Baldwin and board member Buckley. Winn will forward their applications to Dave Reynolds, the library representative on the town board. Pat Tyksinski wants to make the library trustee appointments at the January town board meeting.

The library currently has two term vacancies to fill.

There is a Mid-York training program for trustees being held on Jan. 11, 2017. DuRoss attended one in the past and found it a good program.

Klein was concerned that there is no board meeting scheduled for January 2017 and questioned if the meetings should be scheduled for all of 2017.

Motion: for the board to meet in 2017 on the third Wednesday of every month at 5:00 PM in the library Sammon Room except there will be no meeting scheduled for July, made by Mowat seconded by Pitarresi and unanimously approved.

Assignment: Klein to notify the O-D of the 2017 meeting schedule and request it be posted in the library and the information listed on the library website.

Senior Clerk's Report: Anne DuRoss – Distribution: Senior Clerk Report, circulation reports and computer user report; also, heating and air conditioning maintenance (HVAC) proposals from Brandeles Corp. and Country Suburban, Inc.

The town will be putting a louver in the sprinkler utility closet door to help prevent future freeze up problems with the sprinkler system. The Town also agreed to review the issues with the entrance doors and see what needs to be done.

Discussion held on the HVAC maintenance proposals. Brandeles submitted a detailed proposal listing all of the items of work for \$2,250. Past experience with them has shown them to do good work and be responsive to trouble calls. Country Suburban had not been used before. Although their proposal was lower, at \$1,200, it did not itemize the work and when asked to clarify they simply said they will do the same as Brandeles. Winn mentioned that he thought that the proposal was unresponsive. It was further noted that such a proposal would be difficult to monitor and nearly impossible to enforce. Fuks noted that cost need not be the only criteria for accepting a proposal since this was in effect a professional service. Further discussion ensued.

Based upon quality, history and responsiveness, Brandeles seemed the better choice even though their quote was higher.

Motion: to place the contract with Brandeles, made by Mowat seconded by Winn and unanimously approved.

Library programs included the US Postal Service Passport Program; it will be held again in the spring. There was also a Thanksgiving craft session and Lego program.

Working with Ashlyn, the children's programs for 2017 were planned

Edween Ham made an unrestricted donation of \$2,000 to the library.

Motion: to accept the \$2,000 donation, made by Emmert seconded by Pitarresi and unanimously approved.

The Senior Center approached the library about helping them with technology. Jack Henke will spend an hour with them on Friday mornings.

A BOCES group will be coming to the library 8 times during December to learn how the library functions. The Venture Group from the ARC will be volunteering on Monday's.

Library staff will be at Barnes and Nobles on Thursday, December first. If the library is mentioned by the purchaser at check-out, the library will receive a percentage of the sale.

Treasurer's Report: A. Burbach (by Winn) – The check/bills were on-hand for review. Winn to sign the checks because Burbach absent and unable to sign checks due to a hand injury.

Motion: to pay the November bills, made by Pitarresi seconded by Mowat and unanimously approved.

Standing Committee Reports

Finance, Audits, Grants: H. Mowat –

Mowat located another firm that did library audits. When appropriate, requests for proposals for an audit will need to be developed.

The town budget containing the library budget has been approved without change to the library budget.

Nominating: J. Klein –
Election of Officers

The proposed slate of officers for 2017 are as follows: President - Heather Mowat, Vice President – John Pitarresi, Secretary - Ginger Emmert and Treasurer – Adam Burback.

Candidates have agreed to serve and elections will be held at the December board meeting. Voting will be by voice rather than by paper ballot.

Appointment of New Trustees – Applicant resumes available for review

At the end of the year, two 5 year terms on the library board become vacant. There are only two applicants to fill these vacancies; they are Carolyn Buckley and Diane H. Baldwin. Both applicants are aware that the town makes the appointments and then notifies those selected. They are also aware they must be sworn in by the town clerk before they can be board members.

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 without coordinating with the town. However, board members should continue to seek new members.

Policies and Procedures: J. Klein – Policy Manual and Board Operations Manual available for review
Policy Manual.

The Policy Manual has been updated and shows the Personnel Manual in a separate section. It contains the current Personnel Handbook that will be replaced when the revised one is available.

Board Operations Manual.

The items listed in the manual now have tab numbers. Included in the manual will be the latest version of the library by-laws.

By-Laws

Changing the by-laws takes two regular board meetings; the change is presented at the first one and voted on at the next one. Attached is the proposed change to be voted on at the December meeting. The purpose of the change is to bring the by-laws into conformance with the requirement that the library quorum must be based upon eleven members – the number of trustees authorized by the library charter.

Building & Grounds: J. Fuks –

The sprinkler utility closet should be kept warm. Consideration should be given to installing a heater in the room in addition to a louver in the room door.

Personnel/HR/Benefits: by C. Buckley (by DuRoss) –

The updated Personnel Handbook should be ready for approval at the December board meeting.

Technology and Transparency: by J. Pitarresi - Nothing new to report

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

Friends: V. Emmert –

Winn reported that he received a letter from Sue Fountain, President of the Friends, thanking the board members for their participation in the mini-golf tournament in the library.

Emmert reported the Friends had a bake sale in the library on December 15th.

Discussion held on ways for the library to make money.

Ad Hoc Director Search Committee: V. Emmert –

Winn sent in the Variance Request Form to Mid-York for their board acceptance. When passed by the Mid-York board, it will be sent to the NYS Librarian. Detail plans will be required by the variance showing how NHPL plans to support Anne DuRoss as she pursues the additional education required to become a director. Discussion followed.

New Business – Klein to provide DuRoss with a digital copy of the Policy Manual and Board Operations Manual

Unfinished Business -- None

Adjournment - Motion to adjourn at 5:55PM, made by Pitarresi seconded by Emmert and unanimously approved.

NEXT MEETING: Wednesday, December 21, 2016 at 5:00 PM in the Library Sammon Room.

Respectfully submitted,

John A. Klein, Secretary
Approved: 12/21/2016

Attachment
**NEW HARTFORD PUBLIC LIBRARY
BY-LAWS
PROPOSED REVISIONS**

ARTICLE 2: BOARD OF TRUSTEES:

2.2 COMPOSITION:

The Library shall be administered by a board of eleven trustees. **Eleven shall be the base number for holding a Board meeting or for a vote by the full Board - a quorum being six and two-thirds being eight.**

2.7 OFFICERS:

An officer may be removed from office by a two-thirds vote of the **full Board members** at a special meeting called for this purpose. The meeting can only be held if notice is served on each Board member not less than five days, nor more than ten days before the date of such meeting.

ARTICLE 3: MEETINGS

3.5 A majority of the **current membership of the** Board shall constitute a quorum for the transaction of business at any meeting. Failing a quorum, the meeting shall adjourn to a date to be determined by the President and communicated to the members of the Board. It shall be the sole power of the President to schedule or cancel meetings.

Adopted: 11/19/1994 Revised: 11/19/1996 Revised: 05/16/2002
Revised: 10/22/2003 Revised: 09/19/2007 Revised: 09/09/2015
Draft: 11/16/2016