

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
February 17, 2016
Library Corasanti Room, 5:00 PM

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

Excused: Carolyn Buckley, Heather Mowat

President Winn led the Pledge of Allegiance and called this regular meeting of the Board of Trustees of the New Hartford Public Library (Board) to order at 5:05 PM.

Approval of Minutes:

Motion to approve the minutes of the January 20, 2016 regular Board meeting, made by Fuks seconded by Pitarresi and unanimously approved.

President's Report: Jay Winn –

Library Flooding

On Monday February 15, 2016 a sprinkler main burst on the main floor of the library in the right rear section. There was flooding on the rear third of upper level and water cascaded down to the lower level. It was caused by the freezing and bursting of a sprinkler valve due to cold air drafting through a defective flapper.

DuRoss called Winn as soon as the water break occurred and he arrived within an hour. She had contacted fire, police and our emergency response phone numbers. A plumber who was contacted was unable to shut off the water. The police (NHPD) arrived and helped evacuate patrons. Soon after, the fire department (NHFD) arrived and took charge of the situation -- turned off the water, organized efforts to remove the water and shut down the affected electrical circuits. Their advice was invaluable; they made suggestions on who to contact and what steps needed to be taken to effect a speedy recovery. Winn, DuRoss, the insurance adjuster and Claim Masters met; the most important task was to get the water out of the building as soon as possible and start the drying process.

The base of the book stacks is about 3" high and the water on the main floor only reached a depth of about 2 inches so none of the books got wet. The electrical panels in the mechanical room got soaked so the electrical inspector will need to decide, after they dry out, if they need replacement; the insurance adjuster was concerned about replacement cost. Some of the wallboard soaked up water and, after a longer dry-out period, may or may not need replacement.

Prior to this Board meeting, Claim Masters was in the library proceeding with the flooding clean-up. Trustees present had the opportunity to see the flood damage done to the library.

It was decided that some of library staff must be present in the library at all times during the clean-up process. There are potential legal problems if Claim Master Personnel are in the library without staff present.

DuRoss with other staff members did a great job in managing the library flooding.

Winn sent an email to Dave Reynolds, thanking him for the help of the NHFD and asking him to extend his gratitude to those who participated in the service.

Hoover suggested Klein send a thank-you letter to the NHFD for their efforts.

Overzealous private insurance adjustors have been contacting the library and irritating the staff.

Consensus was not to engage a private adjuster. The library insurance company seems reasonable and private adjustors are paid a percentage for their efforts.

Negotiations will be ongoing with the insurance agent concerning the damage to the library.

Motion: for DuRoss and Winn to have the authority to act for the Board in handling the negotiations with the insurance agent, made by Klein seconded by Fuks and unanimously approved.

Winn will be submitting reports to the trustees detailing the event and ongoing progress.

Meeting with Town

Pat Tyksinski requested Winn attend a meeting on Feb. 3, 2016 in the Town Supervisors Office; others in attendance were Matt Bohn, Dan Dreimiller, Herb Cully and Dave Reynolds. Tyksinski encouraged the library to obtain independent public funding by becoming a School District Public Library (259) or Municipal Public Library (414); both systems being funded directly by the taxpayers of their jurisdiction.

Bohn asked if the library could do with less money; Winn responded, no - the library would not be able to meet the minimum required standards.

Tyksinski asked for an audit from the library. Winn responded that an audit was not required by law and the library would be unable to supply one unless the town paid for it. See additional report by Winn for further detail.

Senior Clerk's Report: Anne DuRoss – Circulation Report distributed.

The library programs were doing well until the library flooding.

Arrangements are being made with Mid-York for temporary circulation of books for the library. The library will be closed for at least a week and patrons with meeting room reservations have been notified of the situation by phone.

The library Annual Report had been prepared and sent to the trustees for review.

Motion: to approve the Annual Report, made by Hoover seconded by Emmert and unanimously approved.

Greg Kielar is considering attending the New York State Comptroller, free seminar.

Winn authorized DuRoss to use as many staff members as needed for the work to be done and the library interests protected.

Treasurer's Report: A. Burbach – The bills and checks were presented to the board for their review. There was discussion about a late bill from Royal Landscaping concerning their mowing the grass area around the building and the town's mowing that area part of the year. The bill was adjusted to reflect this situation.

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

Standing Committee Reports

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

Monthly payment plan with proper paperwork to be coordinated with Royal Landscaping.
Looked into the library funding issue suggested by Tyksinsky.

Nominating: J. Klein –

Appointed/Elected Trustees:

Currently all terms are filled. A report for 2016 was distributed listing the current trustees and their term ending dates; this report will be updated as changes occur. A report for 2015 was also distributed listing all the trustees who served in 2015 and the time periods in which they served.

Trustees are to provide the committee chair with the names of persons they feel would make good trustees. This will be used as a data base to fill vacancies as they occur.

By-Laws: Trustees to review the new Trustee Handbook for compatibility with our by-laws and send the committee chair any suggested changes to the current by-laws.

Building & Grounds: J. Fuks –

Committee preparing a list for future needs.

Winn suggested Fuks meet with DuRoss to tour the library and become acquainted with the staff.

Personnel/HR/Benefits: J. Hoover –

The committee started reviewing the Personnel Policy. Plans are to reorganize the information, add missing information including those suggested by Winn and transfer information concerning board operations to a separate handbook (see Board Operations Handbook below).

Technology and Transparency: B. Coupe –

Seeking topics for discussion including digital vs. analog approaches to communication.

Public Relations: A. Burback –

Legislative: A. Burback – Letter was received suggesting the board do a mass mailing to the town residents explaining the financial situation of the library and enclose a postcard for complaints to the Town Board. Discussion followed on ways to get out the message.

Sunshine: A. DuRoss holding funds until someone named to the position.

Friends: V. Emmert – The Friends have \$7,500 on hand to give to the library – year 2015 or 2016.

Action: The Finance Committee to recommend when the funds should be applied.

Policies and Procedures: J. Klein –

Code of Conduct policy was updated to reflect the current library organization and to require the trustees to verify receipt of the policy on a yearly basis.

Motion to accept the Code of Conduct Policy revision, made by Klein seconded by Hoover and unanimously approved.

Travel and other Expense Reimbursement Policy is addressed to the Board and staff. The Personnel Policy covers the same information for the staff and the Board has no funds for travel and other expenses.

Motion to remove this document from the Policy Manual, made by Klein seconded by

Winn and unanimously approved.

Policy Manual: Discussion was held on the kind of policies to be include in the Policy Manual.

Consensus was that the Policy Manual should contain policies concerning the operation of the library. Documents only concerning the operation of the board should be separate.

Board Operations Handbook: The committee displayed a draft handbook for documents concerned with the operation of the board.

Consensus was that the committee should continue development of a handbook for documents concerning the operation of the board.

Emergency Policy and an independent Emergency and Disaster Plan exist.

Action: Buildings and Grounds Committee to review these documents for compatibility and to recommend revisions as necessary.

Audit Committee Meetings with Auditors Policy requires a yearly audit, however, at this time the library cannot afford such an audit and it may not be required by law.

Action: Finance Committee review this policy and recommend revisions as necessary.

Approval of Non-Audit Services by the Audit Committee

Action: Finance Committee review this policy and recommend revisions as necessary

Ad Hoc Director Search Committee: V. Emmert – One response was received from the January 27 advertisement for a director. Discussion followed. The advertisement will be redistributed adding a salary range of \$22.00 to \$27.00 per hour based on experience. The possibility of including some level of benefits was discussed. It was decided to list benefits as “negotiable”.

New Business -- None

Unfinished Business

The Department of Labor (DOL) has been informed that the former director was receiving both salary and unemployment payment for the same period. Winn is dealing with the issue with the DOL.

Adjournment - Motion to adjourn at 6:58 PM, made by Pitarresi seconded by Emmert and unanimously approved.

NEXT MEETING: March 16, 2016 at 5:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary

Approved: 3/16/2016