

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

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

Excused: Janet Hoover,

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 5:00 PM.

Approval of Minutes:

Motion to approve the minutes of the February 17, 2016 regular Board meeting, made by Jarret seconded by Pitarresi and unanimously approved.

President's Report: Jay Winn –

Noted that recent e-mail reports on the library flooding have kept the Board up to date on the recovery progress so there was no need to repeat them at the meeting. He commented that DuRoss has managed the coordination of the recovery. She has been here early and late, and often on days when the library was closed.

Pitarresi and Burback were thanked for getting a timely “thank you” article into the OD.

The Town was told the Board will not be providing an audit and we have heard no more from them up to now.

Winn has been summoned to attend a meeting in Tyksinski office next Monday to discuss topics unknown. He has asked Mowat as Finance Chair to attend with him because our Treasurer is unavailable.

Noted that all too often some committee members have been either slow in responding or unresponsive to Committee Chair e-mail requests between formal meetings and suggested that we can do better in support of Committee Chairs.

Senior Clerk's Report: Anne DuRoss – Distribution: Status Report, Circulation Reports, Operating Fund Spreadsheet, and cash base reports for the Turner Children's Fund, Lally Garden Fund and Building Fund.

The next Town Crier will have a “Thank You” article on the library flooding.

A new circuit board is being ordered for one of the 5 furnaces. There was a break in a water supply to a humidifier that doused the circuit board ruining it. This is unrelated to the flooding issue.

Board does not oppose Senior Driving Course being held in the library.

Action: Policy regarding charging patrons fees for programs to be revisited

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

Motion to pay all the bills, made by Burback seconded by Pitarresi and unanimously approved.

Standing Committee Reports

Finance, Audit, Grants: H. Mowat

Town has made it clear that they would like to remove the library from their budget. Two options are: to become a School District Public Library (supported by the taxpayers of the School District) or a Municipal Public Library (directly supported by the taxpayers of the Town). Committee to evaluate these and other options.

Library currently has fund balance slightly larger than needed under municipal regulations (15 to 20%). Winn noted that the 2016 budget contemplates using some of that fund balance for operations.

Review methods of bringing the Town non-support to the councilmen and public. Klein suggested that the local blogger Kathy Lawrence be enlisted to help get the word out.

Sewer user bill nearly missed the deadline and was paid by DuRoss

Library non-profit notification form mailed to the Town just under the deadline.

It was suggested that there be established a calendar listing of all known deadlines to make it easier for staff to keep on top of them.

Action: Mowat is working on such a document.

Nominating: J. Klein –

Yearly Ethics statement forms have been signed by all the trustees.

Yearly Conflict of Interest forms have been signed except the one for Fuks is missing.

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. Currently only one name has been submitted; this was done by Emmert.

Building & Grounds: J. Fuks –

Fuks prepared a list for future needs that was reviewed at his committee meeting.

The small meeting room on the main floor and possibly additional areas to be painted by the Town with paint supplied by the library.

Cleaning of the library is insufficient and to be reviewed.

The water fountain on lower level needs replacement. Committee to review status of all the fountains. Consideration to be given to selling bottled water and mugs by the Friends and using cups at the fountains.

Action: DuRoss was directed to move forward with a replacement, coordinating with the B&G Committee.

Personnel/HR/Benefits: J. Hoover (by Winn) –

The Personnel Policy revisions have been drafted by Hoover and hopefully will be ready for Board review by next meeting.

Technology and Transparency: B. Coupe –

Coupe suggested that we post items on Facebook, Twitter and Instagram - identify library problems, use photos, fundraisers and etc. This idea was met with approval.

Public Relations: A. Burback –

Action: Mowat will look into setting up a meeting with Brindisi and Griffo.

Policies and Procedures: J. Klein –

Travel and other Expense Reimbursement Policy: As voted by the Board, this policy was removed from the Policy Manual and website.

Code of Conduct Policy: prior version was removed from the Policy Manual and the website and replaced by the revised version.

Audit Committee Meetings with Auditors Policy and Approval of Non-Audit Services by the Audit Committee

Action: Finance Committee review these policies and recommend revisions as necessary.

Emergency Policy and the independent Emergency and Disaster Plan were emailed to the committee members.

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

Board Operations Handbook: A draft of the handbook was shown to the Board. The committee will develop and obtain Board approval for documents to be included in the handbook. Four of the forms in the handbook were in hard copy only; Coupe retyped them in Word format.

Ad Hoc Director Search Committee: V. Emmert –

The director search ended March 15, 2016. Five applications were received and will be reviewed at their next meeting. They will also review the process for reviewing applicants and may decide to extend the search. Wanda Bruchis at Mid York has been helpful with the process of finding applicants. Because the Director will be part-time, waivers may be required and legislators will be needed to support these waivers.

Winn reported that information has been received regarding recent unemployment issues of a former employee.

Motion to go into Executive Session to review employee issue at 6:25 PM, made by Emmert seconded by Mowat and unanimously approved.

Motion to come out of Executive Session at 6:50 PM, made by Mowat seconded by Burbach and unanimously approved.

New Business

Unfinished Business

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

NEXT MEETING: April 20, 2016 at 5:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 4/20/2016