

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

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

Excused: Janet Hoover, Adam Burback

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 March 16, 2016 regular Board meeting, made by Pitarresi seconded by Fuks and unanimously approved.

President's Report: Jay Winn –

There was email consensus to spend \$3,500 to pay for an audit requested by the town.

Motion to spend the \$3,500 for the audit was made by Jarrett seconded by Emmert and unanimously approved.

A check in the amount of \$239,226.54 was received from the estate of Jane Gebhardt for unrestricted library use.

Motion to accept the check, made by Pitarresi seconded by Buckley and unanimously approved.

The check will be deposited in the library's First Niagara savings account. Jarrett submitted a picture of Gebhardt for attachment to these minutes.

Action: DuRoss to request a copy of pertinent pages from the will from the estate attorney in order to further assure that there are no restrictions.

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.

More is being done in the areas of adult programming, for example: Two AARP Driver Safety Course presentations and John Kalil's program on Social Security and Retirement have been scheduled.

In the children's area, the Reading Nook is up and running with campfire stories, songs and crafts.

On May 20, DuRoss and some of the staff will be at Barnes and Noble where some of the sales will benefit the library.

The Town of New Hartford (Town), Highway Superintendent Rick Sherman, has been responsive to requests for in-kind services.

Flood damage: Insurance adjuster has been to the library checking on the work remaining regarding the flood damage. Wood moldings and ceiling panels are being installed. There was some discussion regarding purchase replacement of young adult furniture damaged by the flood.

Discussion was held on how the library can order from vendors that do not accept purchase orders. It was noted that any payment prior to receipt of the services and or materials, was prohibited by statute. The issue of a library Credit Card for certain ordering was once again discussed. DuRoss stated that there were some credit cards available with low limits and she would look into it.

Fuks questioned why the e-books are not included in the circulation report.

Action: DuRoss to discuss this with Mid-York.

Treasurer's Report: A. Burbach (by J. Winn) – The bills and checks were presented to the board for review.

Motion to pay all the bills, made by Mowat seconded by Emmert and unanimously approved.

Standing Committee Reports

Finance, Audit, Grants: H. Mowat

At the Town Board meeting on May 11, Winn to make an announcement regarding the Library's receipt of the Gebhardt bequest. Discussion held on the contents of that announcement.

Action: Trustees to email Winn with their comments on the announcement.

Heather reported that Tom VanHatten, CPA will do the not-for-profit Form 990 for \$500.00. There was Board consensus to proceed.

Nominating: J. Klein –

Yearly Ethics statement forms and Conflict of Interest forms have been signed and filed.

Currently three names have been submitted, all by Emmert, as possible new trustees to fill vacancies. These are needed as a source for research as vacancies occur.

Action: Trustees to continue sending names of possible new trustees to Klein.

Building & Grounds: J. Fuks –

Purchase of a replacement water fountain is to move forward. The committee is looking into appropriate replacements of the study room chairs.

Committee is developing emergency procedures to be posted in offices, work rooms and other staff locations.

Personnel/HR/Benefits: J. Hoover – (Delayed until next meeting)

Technology and Transparency: B. Coupe –

Coupe is building a template for input of information to social media such as Facebook. Users need only enter data into the format without having to start from scratch to post the information.

Public Relations: A. Burbach – No information this month.

Sunshine: A. DuRoss – No activity

Friends: V. Emmert – Bake sale on April 19 netted \$483. The Ice Cream Social is July 13, the Art & Appetizers program is Sept. 24 and Miniature Golf in the library is Oct 15.

Policies and Procedures: J. Klein –

Committee meeting is scheduled for April 26 to get 8 documents ready for board approval by the next board meeting. Both the Policy Manual and Board Operations Handbook are affected.

Calendar of Deadlines -- In response to Klein's request letter, responses indicated the calendar was a good idea, however, none included deadline items.

Action: Trustees to provide Klein with deadline information to be included in the calendar.

Winn requested the list be stated in chronological order by date.

Ad Hoc Director Search Committee: V. Emmert –

Six applications were received for a part-time director; of these, three were not acceptable. Of the three accepted, one withdrew prior to an interview invitation. On April 7, the second accepted applicant was interviewed and found highly acceptable but withdrew her application on April 10. The third and last accepted applicant is scheduled for an interview on May 9.

An updated advertisement for the part-time director will be sent through Mid-York on May 11.

New Business -- None

Unfinished Business -- None

Adjournment - Motion to adjourn at 6:55 PM, made by Pitarresi seconded by Fuks and unanimously approved.

NEXT MEETING: May 18, 2016 at 5:00 PM in the Library Sammon Room

Respectfully submitted,

John A. Klein, Secretary
Approved: 5/18/2016