

**NEW HARTFORD PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**May 18, 2016**  
**Library Sammon Room, 5:00 PM**

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

**Excused:** John Pitarresi, Jay Winn

Vice-President Mowat 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 April 20, 2016 regular Board meeting, made by Emmert seconded by Burback and unanimously approved.

**President's Report:** (J. Winn) by H. Mowat –

At the Town meeting on May 20<sup>th</sup>, Winn read an announcement to the Town about the Library's plans resulting from the Jane Gebhardt bequest to the Library. Supervisor Tyksinski asked if the Library announcement was legal.

The flood insurance amount has been settled with the insurance company for \$88,000.

**Senior Clerk's Report:** Anne DuRoss – Distribution: Clerk Status Report, Circulation Reports and Operating Fund Spreadsheet.

“Touch the Trucks” took place over the weekend. It was a great success with a steady flow of families. Rick Sherman and the Highway Dep. are thanked for supplying and showing the trucks.

John Kalil hosted his Social Security program on May 2<sup>nd</sup> and 25 people attended.

The Seed and Weed Garden Club raffle drawing was on May 9<sup>th</sup>. It raised \$493 for the library.

AARP Driver Safety Course presentations will be June (27-28) and August (11-12)

Kindergarten classes in New Hartford will be visited by library personnel or the children will visit the library. Bradley Elementary 2<sup>nd</sup> graders will visit the library for a field trip.

On Friday May 20<sup>th</sup>, library personnel will be at Barnes and Noble in New Hartford for an all-day fundraiser; a portion of many sales items will be credited to the library.

Mary Javorski, our part time reference librarian and Young Adult Librarian, plans to retire on June 30<sup>th</sup>. Mowat suggested the library consider the personnel options available by this retirement.

The library received a \$1,000.00 check from the estate of Richard Linkie.

**Motion** to accept this unrestricted \$1,000.00 donation was made by Buckley seconded by Emmert and unanimously approved.

Boscov's department store will be opening in Sangertown Square Mall and has invited Directors and representatives to attend a free lunch at Harts Hill Inn on June 20<sup>th</sup> to discuss fundraising opportunities. DuRoss plans to attend.

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

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

Greg Kielar attended a course approved by the library. He paid for attending and will be reimbursed.

Burback sent a request to the town at the end of April for its periodic payment to the library. It has not yet been received. Heather suggested Burback contact Dave Reynolds, our board contact, to check on its status.

**Motion** to accept the treasurer's report, made by Hoover seconded by Buckley and unanimously approved

### **Standing Committee Reports**

**Finance, Audit, Grants:** H. Mowat -

Meeting with political representatives delayed until after the next finance meeting.

The next Finance Committee meeting will be before the next Board meeting: date to be announced.

The Audit was completed and a copy of the report requested from the Town. The copy has not been received; Heather to check on the delivery status.

**Nominating:** J. Klein – Nothing new to report

**Building & Grounds:** J. Fuks –

Chair distributed a list of action items and is waiting for responses from committee members on priority listings before calling a meeting. Of note: the outside garden fountain and the two inside drinking fountains are working again.

Mid-York has received funds for building and construction grants. The committee has a limited list of ideas for such grants.

The Town Highway Department continues to be supportive.

**Personnel/HR/Benefits:** J. Hoover –

The first draft of a revised Personnel Policy has been sent to the committee members for review. A committee meeting will be held on June 2<sup>nd</sup> at 10 AM to review the draft.

**Technology and Transparency:** B. Coupe – Report on computer status.

- 1 2005 computer using XP: Not capable of supporting newer operating systems
- 8 2008 computers using Vista: No longer supported as of April, 2017
- 2 2008 computers using Vista: Essentially no longer updatable
- 12 2014-2014 computers using Windows 7: Can be updated to Windows 10

**Public Relations:** A. Burback –

The town residents need to be made aware of the Gebhardt bequest and the limited time it will last in supporting the library.

Sunshine: A. DuRoss – The current balance is \$122.00. Hoover suggested the function should be under board responsibility and volunteered to take on the task. There was a board consensus of acceptance.

Friends: V. Emmert – Bake sale on April 19 netted about \$508. A Patriotic Wreath raffle is underway with the drawing on June 5<sup>th</sup>. The Ice Cream Social is July 13, the Art & Appetizers program is Sept. 24 and the Miniature Golf in the library is Oct 15.

The Friends have committed \$7,500 to the library budget and more for replacement of chairs

**Policies and Procedures:** J. Klein –

The committee presented six proposals to the board covering both the Policy Manual and Board Operations Handbook. Where appropriate, annotated copies of revised documents in updated formats had been emailed to the board members and Senior Clerk.

1. Approval of Non-Audit Services by the Audit Committee

This document was not applicable to the library and not needed for board operations. It would be saved in an Obsolete Documents file.

**Motion** to remove the document from the Policy Manual, made by Klein seconded by Hoover and unanimously approved.

2. Audit Committee Meetings with Auditors

This document was not applicable to the library operations but is applicable to board operations. It was revised from one written for a company to one for library use.

**Motion** to transfer the document to the Board Operations Handbook as revised, made by Emmert seconded by Buckley and unanimously approved.

3. Censorship

The name was updated to Censorship Policy and extraneous information was removed.

**Motion** to accept the revised version, made by Burback seconded by Hoover and approved with 8 in favor and Fuks abstaining.

4. Emergency Policy

Section VII that covered payment to employees was deleted because the information is properly covered by the Personnel Manual.

**Motion** to accept the policy revision made by Emmert seconded by Buckley and unanimously approved.

5. Library Bill of Rights

This is a group of documents about libraries written by various sources. They are not consistent with operating the library or the board but are good for reference. It is suggested they be retained in the Board Operations Handbook in an appendix section.

**Motion** to transfer this item to the Board Operations Handbook, made by Jarrett seconded by Hoover and unanimously approved.

6. Ethics Statements for Public Library Trustees

Added: II. Procedure, A copy of this policy shall be given to each new trustee upon his/her election to the Board. Verification of trustee receipt shall be made when received and thereafter on a yearly basis.

**Motion** to approve the document, made by Klein seconded by Burbuck and unanimously approved.

There was an unofficial document in the Board Operations Handbook titled Memorial Donations that required board members to make the donation of a book to the library in memory of a board member or related person. It did not state where the funds were to come from. Hoover recognized this as a Sunshine function and the document was transferred to her for disposition.

**Ad Hoc Director Search Committee: V. Emmert –**

The third and last applicant was found very acceptable and the committee recommended the applicant be reviewed by the board.

New planning suggests that the board could support a full time director as required by regulations.

**Motion** to open the search to a full time director, made by Hoover seconded by Burbuck and unanimously approved.

**New Business** -- None

**Unfinished Business** -- None

**Adjournment - Motion** to adjourn at 6:05 PM, made by Hoover seconded by Burbuck and unanimously approved.

**NEXT MEETING: June 15, 2016 at 5:00 PM in the Library Sammon Room**

Respectfully submitted,

John A. Klein, Secretary  
Approved: 6/15/2016