

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
June 15, 2016
Library Sammon Room, 5:00 PM

Present: Carolyn Buckley, Adam Burback, Virginia Emmert, Janet Hoover, Kathleen Jarrett, John Klein, Heather Mowat, John Pitarresi, Jay Winn and Senior Clerk Anne DuRoss

Excused: Julius Fuks

President J. 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.

H. Mowat and J. Pitarresi will be late arrivals.

Brian Coupe resigned effective June 13, 2016 due to conflicts with other volunteer work and a new job. He was a great asset to the library and will be missed. We wish him well with his other activities.

Approval of Minutes: (Mowat and Pitarresi not present)

Motion to approve the minutes of the May 18, 2016 regular board meeting with corrections, made by Jarrett seconded by Hoover and unanimously approved.

Motion to approve the minutes of the May 25, 2016 special board meeting, made by Emmert seconded by Burback and unanimously approved.

President's Report: J. Winn –

Action: Nominating Committee to seek a replacement for Coupe.

There is no July board meeting. Treasurer will seek approval for signing of bills by email in lieu of at a July board meeting. (Verification of such approval may be made at the August board meeting.) If there is a necessity to conduct board business in July, the President will call a special meeting.

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

Mary Javorski is retiring at the end of the month. Personnel are being reorganized so that a Reference Librarian will be available every day the library is open.

Ruth Ann Kane is also retiring at the end of the month. The Board confirmed that DuRoss has the authority to fill that position using the same requirements.

Bosco's department store will be hosting a gala preview opening on October 6th that can be attended by ticket only. Tickets will be \$5.00 each and available through nonprofits (Mid-York). The sale money obtained by the nonprofits will be refunded to them. Mid-York would share the refund to the libraries in relation to their participation.

The library raised \$93.54 at the Barnes and Noble fundraiser. It was a great way to inform the public about our library.

Treasurer's Report: A. Burback – The check detail report was emailed and bills with checks were presented to the board for review.

Motion to pay all the bills, made by Burback seconded by Winn and unanimously approved. (Mowat and Pitarresi not present)

Payment to National Grid was missed in May and included in this month's bill.

Oneida County gives the library about \$25,000 per year. They need a copy of the finance report before sending it. Mowat to obtain a copy from the audit report.

Burback questioned the \$7.50 service charge on the First Niagara bill. DuRoss suggested it was added for credit card processing and the library no longer uses credit cards. Burback to discuss its removal with the bank.

Burback asked for a volunteer to be Treasurer for the rest of the year. There were no volunteers.

Standing Committee Reports

Nominating: J. Klein –

With the resignation of Coupe, there is a board vacancy. Currently, only three names have been submitted. To encourage the submittal of more names, submitters will no longer be associated with the names they submit.

Jarrett followed up on a name for the board. The contact was strongly against the idea because he believed the board was dysfunctional.

Building & Grounds: (J. Fuks) by J. Klein –

Fuks is designing an emergency form for identifying the first responder and detailing the applicable responses in sequential order.

Fuks showed pictures of a water fountain exceeding \$1,000 at which containers could also be filled. Consensus was that the replacements should be of the original style and quality of the ones being replaced. The board authorized DuRoss to order applicable replacements.

The committee reviewed the chairs in the Corasanti Room under the impression that the Friends were willing to purchase more chairs. This is not true; the library has only \$600 allocated to the purchase new chairs. The Friends agreed to pay for the "beanbag chairs" destroyed in the flooding incident. These chairs were determined by the insurance company to be the library's responsibility under the deductible.

Finance, Audit, Grants: H. Mowat –

Mowat had a copy of the audit in which there are two pages of which the library needs copies. The financial information desired for Oneida County by the treasurer was now available.

Personnel/HR/Benefits: J. Hoover –

The first draft of the revised Personnel Policy has been sent to the committee members for review. There are some areas that need further investigation.

Technology and Transparency:

The committee needs a new chair to replace Brian Coupe

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

Friends: V. Emmert – The Ice Cream Social on July 13 needs scoopers. A volunteer application form is at the library front desk.

Sunshine: J. Hoover – The current balance on hand is \$122.00.

Jim Kirkpatrick writes the thank-you notes for donations.

No thank-you acknowledgement letters have been sent for the Kelly donation or Gebhardt bequest.

Action: J. Winn will send thank-you letters to family survivors.

Policies and Procedures: J. Klein –

Policy Manual. The Policy Manual Report started with listing the 29 policies inherited from prior boards. In the status column, the policies that were unchanged were listed as Original and those that were new or revised prior to using the library logo were listed as Intermediate. Use of the Logo was introduced by former Director Shneyder and used for all new or revised policies. At the regular May board meeting, the last policy in the Original format (Library Bill of Rights) was moved to the new Board Operations Manual and all the other policies were finally at the Logo status. The status designations no longer have a meaning so the column will now designate the last date the policy was reviewed by the Policy Committee. Review of a policy may not necessarily result in a revision to that policy.

Board Operations Manual. The manual itself (loose leaf binder) was displayed and copies of the contents were distributed to each board member. The copies were of the manual cover, introduction page, and Forward/Index/Appendix page. The items in the Index and Appendix had prior approval as documents and also for inclusions in the manual at prior board meetings.

Motion to accept the manual as the basis for future changes and retention of the binder in the library, made by Klein seconded by Emmert and unanimously approved.

Ad Hoc Director Search Committee: V. Emmert –

Advertisement for part time director resulted with 5 applicants – 3 were not considered adequate based upon their resume' and experience and 2 were interviewed. Of the 2 applicants interviewed by the Search Committee, 1 withdrew and 1 re-interviewed with the entire board and was held over for consideration for the full time position.

Advertisement was made for a full time director. There were 6 applicants including the holdover from the initial search. Of these 6, 1 did not have the qualifications, 3 were not considered adequate, 1 withdrew and 1 applicant was approved for final consideration by the board. The final applicant ultimately withdrew because of a better offer from the present employer.

In summary, after 5 months of effort the committee received 11 applications, 6 were not considered based upon resume' and experience, 2 did not meet minimum qualifications, and 3 withdrew. The search committee suggested that the search effort be temporarily halted and consider hiring a part time Interim Director, so that the committee could regroup and restart the search after a couple of months. There was a general consensus that this approach was acceptable.

New Business -- None

Unfinished Business -- None

Adjournment - Motion to adjourn at 6:35 PM, made by Pitarresi seconded by Jarrett and unanimously approved.

NEXT MEETING: August 17, 2016 at 5:00 PM in the Library Sammon Room. (No Board meeting is scheduled for July)

Respectfully submitted,

John A. Klein, Secretary
Approved: 8/17/2016