

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

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

Excused: Julius Fuks, Adam Burback

President J. Winn led the Pledge of Allegiance and called this regular meeting of the Board of Trustees of the New Hartford Public Library to order at 5:03 PM.

Approval of Minutes:

Motion to approve the minutes of the June 15, 2016 regular board meeting with corrections, made by Pitarresi seconded by Jarrett and unanimously approved. (Mowat not yet present)

President's Report: J. Winn –

Thank you letters were sent to the Gebhardt and Kelly families.

The Annual Statistical Report was sent to Mid-York by DuRoss.

There was no board meeting in July so the bills were paid by Burback based upon a majority email vote by the board members.

Motion to approve the payment of the July bills, made by Winn seconded by Pitarresi and unanimously approved. (Mowat not yet present)

DuRoss was asked questions by a potential employer regarding past director Elina Shneyder.

Unemployment bills from the Dept. of Labor have stopped coming. It is not known when we will be getting the promised refund for the unemployment payments our former director collected illegally.

New York State Library sponsored a 4 part internet webinar (one per week for 4 weeks) on library financing. Three from the library attended (Winn, Hoover & Emmert).

Treasurer Burback will not be readily available for a month or so to address family needs.

Oneida County gives the library about \$25,000 per year and needed a copy of the library finance report from the audit before sending the first payment. The report was hand carried to the County by Adam and the first payment has been received.

First Niagara Bank requested a completed signature verification form; Burback and Winn signed it, then Klein signed it and delivered it to the bank.

The library received a Facebook comment from Brian O'Donnell suggesting the Gebhardt bequest be invested rather than used as operating funds.

Senior Clerk's Report: Anne DuRoss – Distribution: Senior Clerk Report, Circulation Reports and Individual Computer Users by Month.

Mary Javorski retired at the end of the month. Ruth Ann Kane opted not to retire and returned to work. Parker Brady resigned without notice on July 13 and Nicholas Meyers was hired on July 29 to replace him.

Motion to approve the hiring of Nicholas Meyers, made by Hoover seconded by Emmert and unanimously approved.

Burback, at a New Hartford Rotary Club meeting, accepted their check for \$1,000.

Motion to accept the unrestricted donation of \$1,000 from the Rotary Club, made by Jarrett seconded by Pitarresi and unanimously approved.

The Friends presented the library with a \$1,501 check representing the proceeds from the Ice Cream Social and designated for the Joshua Turner Fund.

Motion to accept the restricted donation of \$1,501 from the Friends, made by Emmert seconded by Buckley and unanimously approved.

Stewart's Shops will be presenting a \$1,000 check to DuRoss for the library at 10:00 a.m. on Friday August 19 at their grand opening on Middle Settlement Road in New Hartford. It is designated for the purchase/upgrading of computers and software.

Motion to accept the restricted donation of \$1,000 from Stewart's Shops, made by Pitarresi seconded by Jarrett and unanimously approved.

Boscov's department store in the New Hartford Shopping Center will be hosting a Preview Gala Grand Opening on October 6th that can be attended by ticket only. Tickets for this fundraiser are \$5.00 each. The money from those sold by the library stays at the library. Advertising has gone to the Town Crier and signs are posted in the library.

The display case is presenting anti-vaccination material. The library has posted a sign stating that it does not necessarily agree with that position and has books on the opposite side of the subject placed near that area.

The replacement drinking fountain has arrived and the town has agreed to install it.

Last June the retiring president of Utica College dropped off a number of boxes of books at the library. The staff is going through the boxes to select those books the library will keep. Winn noted that the library does not encourage nor generally accept the donation of large numbers of books because the sorting takes large amounts of staff time and the actual additions to our collection are minimal. In this specific case it was determined by staff to be of significant value to the Library.

The bean-bag chairs project has been completed.

Visitor Comments: Louis Rokeach – came to the library board meeting to present two of his points-of-view

(1) The anti-vaccination exhibit (near the front entrance) is an endangerment to the community and oversteps the boundary of what it should accept for displays.

(2) Some of the town money the library uses might be used for solar power.

Winn thanked the visitor for coming and said the library would take his comments under advisement.

Treasurer's Report: (A. Burbach) by J. Winn – The August check detail report was emailed to the board members and the bills with checks were presented at the board meeting for review.

Motion to pay the August bills, made by Pitarresi seconded by Mowat and unanimously approved.

Standing Committee Reports

Finance, Audit, Grants: H. Mowat –

The results of the library audit including the finance report is folded into the town audit report. Last year, the town audit was being done by D'Arcangelo so the library hired them to do the library audit. The library felt that it was treated unprofessionally; it had trouble getting the library section from the town report and the firm did not return calls. Additionally the audit reported that the library was not sufficiently collateralized. A claim that turned out to be in error yet no attempt by them was made to correct it. The board decided to reach out to other audit companies for this year.

Motion to have DuRoss process an RFP for new auditors, made by Winn seconded by Emmert and unanimously approved.

The town needs the library 2017 budget at this time as they prepare the town budget.

Action: DuRoss to get an official request from the town for the library budget and prepare a budget for approval at the September board meeting.

The library should be proactive in informing the town council members of the value of the library.

Action: DuRoss to arrange some “face to face” meetings between council members and board members with only a few members and herself at each meeting.

Nominating: J. Klein –

Vacancies Names of potential new trustees needed from the board members. It would be preferable to select known candidates then publicly advertise for some. Buckley's elected term ends this year and she is eligible to apply for 2017 town appointment.

Officers The process for choosing officers will begin shortly. Elections are in December.

Building & Grounds: (J. Fuks) by J. Winn – Fuks had emailed discussion items

The emergency form was disused then tabled for the next board meeting.

The utility room needs cooling; keeping the room door open is not acceptable.

Purchase of new meeting room chairs is put on hold.

Only one water fountain will be replaced and it will be of a similar kind.

Personnel/HR/Benefits: J. Hoover –

The 29 page Personnel Policy has been updated and reoriented. The first draft will be emailed to the board members in a few days for review and approval at the next board meeting.

Technology and Transparency: A chair with social media talent is needed.

Public Relations: A. Burbach – Not present.

Friends: V. Emmert – Nothing new to report.

Sunshine: J. Hoover – Nothing new to report

Policies and Procedures: J. Klein –

Policy Manual. The committee has completed its task of reviewing all the policies inherited from the previous board and all proposed new policies. Resultant are the 22 new and revised policies that make up the completed Policy Manual. It is recognized that the Personnel Committee is working on a new revision to the Personnel Policy; it will replace the one in the manual when approved by the board.

Board Operations Manual. The week before this board meeting, the committee emailed the board members drafts of proposed changes, in four sets, for approval at this meeting. A copy of the manual updated with the proposed changes was presented at the meeting. The proposed changes are:

Set 1: Inclusion of documents retyped in Microsoft Word from hard copy without changes.

Conflict of Interest and Disclosure of Certain Interests document

Conflict of Interest Disclosure Form

Set 2: Inclusion of two documents retyped in Microsoft Word that had been in a combined form.

Code of Conduct Policy Receipt Form

Ethics Statements for Public Libraries Trustees Receipt Form

Set 3: (a) Inclusion of the revised Chronology of Trustee Meetings document

(b) Inclusion of the new Signature Requirements of Board Members document

Set 4: Restructure of the manual to include a **Forms** section after the **Index** and **Appendix** sections.

Board policies in the Index to be moved to the Appendix.

A copy of the board by-laws to be added to the Appendix

All forms are to be in the new Forms section.

Motion to approve all the above Board Operations Manual proposed changes, made by Klein seconded by Winn and unanimously approved.

Ad Hoc Director Search Committee: V. Emmert –

The committee has no new applicants and are to continue the search process.

Motion to go into Executive Session at 6:01 PM to discuss the employment of a particular person, made by Pitarresi seconded by Mowat and unanimously approved.

Motion to come out of Executive Session at 6:25 PM, made by Mowat seconded by Pitarresi and unanimously approved.

New Business -- None

Unfinished Business -- None

Adjournment - **Motion** to adjourn at 6:26 PM, made by Winn seconded by Jarrett and unanimously approved.

NEXT MEETING: Wednesday, September, 2016 at 5:00 PM in the Library Sammon Room.

Respectfully submitted,

John A. Klein, Secretary

Approved: 9/21/2016