

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
September 21, 2016
Library Sammon Room, 5:00 PM

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

Excused: Julius Fuks. Heather Mowat (arrived during the Executive Session)

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 5:00 PM.

Approval of Minutes:

Motion to approve the minutes of the August 17, 2016 regular board meeting, made by Jarrett seconded by Pitarresi and approved by all except Burback who abstained because he was not at that meeting.

President's Report: J. Winn –

Janet Hoover resigned for personal reasons not related to the library. The revised Personnel Policy from her committee has been completed and was now ready for board approval at the meeting.

Winn had sent an email to the board members encouraging their attendance because a quorum of 6 is required to conduct a meeting. Out of 11 board members, there were two vacancies and two excused leaving 7 for the meeting.

Fuks has been absent because of business trips and he has reported that he should be able to attend all future meetings.

One of the Ingram bill payments for last month was short due to a typo. Deficient amount was paid. (See Treasurer's report below.)

Stewart's Shops had a grand opening where DuRoss received a \$1,000 check restricted to children's programs. The library was selected because it had a 501c3 status.

Brian O'Donnell, on Facebook, suggested the Gebhardt bequest should be invested and the library use the income. Winn to prepare an explanation of the restrictions based upon the library's legal investment restraints. Anne to get the response be sent to O'Donnell only.

Senior Clerk's Report: Anne DuRoss – Distribution: Senior Clerk Report (see attachment), circulation reports and computer user report.

DuRoss is authorized to hire a new page to replace the one who had resigned. The particular person to be approved at the next board meeting.

In accordance with the Board's request, DuRoss has issued individual invitations to the Town Council members to visit and take a tour of the library. She has prepared a handout for these visits. So far there has been one such visit attended by two councilmen (Reynolds and Miscione). The others have yet to

respond. DuRoss was asked to add Matt Bohn and Pat Tyksinski to the visit invitations. Thursday is a good day of the week to show library activity. Winn said he should also be at the meeting.

Winn asked DuRoss to temporarily manage the Personnel Committee now that Hoover had resigned.

Treasurer's Report: A. Burback – The monthly operating fund spreadsheet was distributed. The August check detail report had been emailed and he had a hard copy at the meeting for review.

Motion to pay the September bills, made by Burback seconded by Jarrett and unanimously approved.

The library received \$1,000 from the Rotary Club. The Board approved accepting this donation.

Burback found a \$7.50 service charge from the Bank of America on the bank account statement and discovered the library was no longer using that merchant processing service. After calling the bank offices, their records didn't go back far enough to show the last time the library used this service. It is suspected it dates back to the building campaign for the new library. Burback requested this service be terminated and negotiated the charge be refunded back to 1/1/16.

Payment for an Ingram book service bill from June 2016 was discovered to be \$1,500 short (due to a typo) and Ingram refused to honor the current order even though the following two payments from July and August were made. The board approved payment of the deficiency to keep the flow of orders moving.

The board approved payment for classes Greg takes that are of value to the board. \$85.00 was paid for the first one and a second is coming up. It helps him to better understand the government financial process.

The library has been using First Niagara bank that is being purchased by KeyBank. Consensus was to continue with KeyBank. The board agreed to have Burback sign and return the Deposit Collateral Pledge Agreement to Key Bank.

The first two (2) installment of the County payment (50% of \$25,000) has been received and the rest is expected to follow.

The 3rd quarter Town check is reportedly in the mail this week.

Regarding the status of the current budget, two accounts have gone over budget. Budget adjustments will need to be determined for approval at the next Board meeting.

Standing Committee Reports

Nominating: J. Klein –

Appointment of New Trustees

At the end of the year, two 5 year terms on the library board become vacant. These are filled by town appointment. The library may suggest preferences.

Application instructions to fill those vacancies are being placed on the library website and in the October 1st issue of the Town Crier. Applications are to be sent to the library by the 1st of November. Copies of all applications are forwarded to the town board.

The committee recommends Carolyn Buckley for appointment if she cares to apply. It also requests board members continue to suggest applicants; the website and Town Crier may not be productive.

Library Board Vacancies

Vacancies left by the resignation of trustees during a term are filled by the library board. There are currently two; those left by the resignations of Brian Coupe and Janet Hoover.

The committee recommends at least one vacancy not be filled until after the town appointments. This way the library may fill it with appointment applicants not selected by the town.

Election of Officers

The committee distributed a questionnaire form to each trustee asking what office(s) they are interested in holding.

At the October board meeting, the committee will distribute a form to each trust to identify those trustees (including themselves) they would like to see serve in each position. They may make first and second choices.

The committee will use the information in the above two forms in preparing a slate of officers for election at the December board meeting.

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

The replacement water fountain is ready for installation.

Branches from the willow tree by the driveway need trimming.

The sprinkler utility room heating issue needs attention before cold weather.

Personnel/HR/Benefits: A. DuRoss –

The Personnel Committee restructured the Personnel Handbook into an alphabetical format. A draft copy was emailed to the trustees for review and approval. Discussion: -

DuRoss needed more time to review the revised overtime section.

Klein requested clarifications to the “Employee Handbook Disclaimer” and “Purpose of Employee Handbook” sections. He also suggested that the Employee Handbook could be a standalone document.

Motion to table approval of the Personnel Handbook until the next board meeting, made by Emmert seconded by Pitarresi and unanimously approved.

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

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

Friends: V. Emmert – The indoor miniature golf tournament will be Saturday, October 15; board members are encouraged to help. They have about \$15,000 for the board. The Finance Committee to suggest ways for the board to accept it.

Sunshine: A. DuRoss – The amount in the fund has not changed.

Policies and Procedures: J. Klein –

Policy Manual. Nothing new to report.

Board Operations Manual. The manual has been updated in accordance with the changes proposed and approved at the August board meeting.

Ad Hoc Director Search Committee: V. Emmert –

Motion to go into Executive Session at 6:07 PM to discuss the employment of a particular person, made by Winn seconded by Burback and unanimously approved.

(Mowat arrived during the Executive Session)

Motion to come out of Executive Session at 6:15 PM, made by Klein seconded by Emmert and unanimously approved.

Finance, Audit, Grants: H. Mowat –

The town requested a 2017 library budget as part of developing their 2017 town budget.

Last year the library requested \$300,000 from the town

There is no way to shelter donations. Most of the library funds are restricted; it needs operating funds.

It was the consensus of the board to present a budget showing \$300,000 from the town. Winn, Mowat and DuRoss will meet with the Town to discuss the 2017 budget.

The library was built using donations and at that time the town was willing to support its operation.

Over time, the current town administration has been cutting services in lieu of raising taxes.

It is of concern to the library board that the town will continue to reduce support for the library in lieu of raising taxes.

New Business -- None

Unfinished Business -- None

Adjournment - Motion to adjourn at 6:55PM, made by Jarrett seconded by Pitarresi and unanimously approved. (Burback not present)

NEXT MEETING: Wednesday, October 19, 2016 at 5:00 PM in the Library Sammon Room.

Respectfully submitted,

John A. Klein, Secretary

Approved: 10/19/2016

Attachment

Senior Clerk Report

Sept. 21st, 2016

Anne DuRoss

Personnel

- A page has resigned therefore I would like to rehire a replacement.

Boscov's Fundraiser

- So far we have sold 20 tickets which raised the Library \$100. We are continuing to sell the tickets up until the event being held on October 6th.

Programs

- We opened two sessions of the Yoga class due to popular demand.
- Our Children's Book Club started this past week.
- Upcoming Programs scheduled: Adult Coloring Night (October), Social Security Info Session (Oct), Tai Chi (ongoing), Barnes and Noble Fundraiser/Outreach event (Dec), the Utica Comets will be reading to the kids and signing autographs in Dec.
- Bradley 5th Graders will be attending a tour of the Library on Friday Sept. 23rd. Students that do not have library cards can get one if they choose to.

Town Meeting

- Ginger, John P., Kathleen and I met with Paul Miscione and Ginger, Kathleen, and I met with Dave Reynolds. Both meetings were productive in my opinion and both Councilmen gave us some decent feedback and suggestions.
- Schedule meeting with Matt Bohn and Pat Tyksinski.
- Town Website: Paul mentioned that a Town-wide website is being established so that community members can find NH-related info in one place. They are giving the Library a page of their own as well as allowing us to post information on the Town calendar. I have reached out to the person creating the site but have not heard back yet.

Workshops // Training // Meetings

- I attended the Community Foundation's workshop on the Nonprofit Revitalization Act. Once the power point presentation is emailed to me I will forward it to the Board.
- I also stayed for a brief presentation on the Community Foundation's updates on the grant process.
- I attended the Director's Advisory Committee at Mid York on Weds. The 14th. A record number of Directors attended so we were able to share some ideas with each other. One thing to be watching for is the FLSA (Fair Labor Standards Act) Overtime requirements which will take place on Dec. 1st.
- I attended the Friends' meeting on Saturday, Sept. 17th. Volunteers are needed and welcomed for the Indoor Miniature Golf Tournament being held on Sat., Oct. 15th.

New Ideas to Pursue

- Young Adult // New Hartford High School and Perry Jr. High English Classes: Online Book Reviews
- Newsletter: start collecting email addresses and write first newsletter
- Shut-ins? Create guidelines

The MidYork Annual Dinner will be held on Weds, Oct. 12th at Vernon Downs Casino and Hotel. Tickets (\$27) can be purchased through MidYork. Darby O'Brien will be the guest speaker. The MidYork Board of Trustees holds their elections that night as well. Trustees are welcome to attend. Please let me know if you would like to go by the Sept. 27th.