

**NEW HARTFORD PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**March 18, 2017 (Rescheduled from 3.15.17 due to snow storm.)**  
**Sammon Room, NHPL, 9:00 a.m.**

**Present:** Carolyn Buckley, Virginia Emmert, Julius Fuks, Heather Mowat, John Pitarresi, Jay Winn.

**Excused:** Diane Baldwin, Adam Burback and Kathleen Jarrett.

**Requested Visitor:** Richard Sherman, Highway Department, Town of New Hartford.

President Mowat led the Pledge of Allegiance and called this regular meeting of the Board of Trustees of the New Hartford Public Library to order at 9:00 a.m.

**Approval of Minutes**

**Motion** to approve the minutes of the February 22, 2017 meeting was offered by J. Pitaressi and seconded by J. Winn.

**President's Report ....H. Mowat**

\*Town of New Hartford is undergoing two audits: one from the State and the other by D'Archangelo. Process may not be complete/reports may not be available until July.

\*We have not received an inter-municipal agreement for snowplowing for 2016-2017. We will look at this again.

\*Open positions at NHPL will be posted/advertised. While the Board should be aware of open positions, we do not need to pre-approve the search to fill vacancies in existing positions.

\*On 3.6.17, we received approval of our filing for Excuse of Default. Director of Civil Service John Talerico will speak to the State Librarian Bernard Margolis to reconcile any issues that might exist between these two agencies regarding this arrangement.

**Senior Clerk's Report .....A. DuRoss**

\*First quarter funds were received from the Town.

\*RFP for garden and grounds. Proposals will be solicited from several contractors asking for three-year contract.

\* Nicholas Meyers is leaving. This position will be advertised/posted.

\*A. DuRoss attended Library Advocacy day on March 1, 2017 in Albany. All local legislators were supportive of library efforts.

\*Efforts will be made to attract more high school-aged students to the library. Summer programs are planned for this group. We should explore discussion of whether to forgive past fines incurred by this age group. These fines might be a deterrent to their inclination to come to the library. Discussion will be on-going.

\*Complete Senior Clerk Report attached to these minutes.

**Treasurer's Report .....A. Burback**

\*Checks and bills were reviewed and approved. C.Buckley offered a **motion** to approve payment of bills. **Motion** was seconded by J. Pitaressi and there was unanimous approval.

\*Mention was made that the water bill for the winter months (nearly \$700) seems high. We will ask Mohawk Valley Water Authority to come and check for leaks.

\* A. DuRoss noted that new letterhead and donation envelopes have been ordered from P.J. Green.

\*Monthly Treasurer's Report was reviewed by the Board with **motion** for approval by J. Winn and second by J. Pitaressi. Motion approved unanimously.

### **Standing Committees:**

#### **Finance, Audits, Grants .....D. Baldwin**

No report.

#### **Building and Grounds .....J. Fuks**

\*Richard Sherman reported that he has quotes from three companies for a 360 foot long, 6 foot high vinyl fence. Easement of 10 feet is needed from homeowner H. Heinlein who is currently out of town. J. Pitaressi will contact him to discuss proceeding with easement. Once we have agreement, we will arrange for a new survey of the property line and contact attorney A. LaLonde to assist in preparing legal documents. This information will need to go to New Hartford Town Zoning Board for approval. Once we have their approval, the Town will remove trees that are in easement area and prepare that area for the installation of the new fence.

#### **Personnel .....C. Buckley**

Motion to hire new part time page Amy Benson was offered by C. Buckley and seconded by J. Pitaressi. Vote was unanimous.

#### **Policies/Nominating/By-Laws**

\*Received cover letter/resume from applicant interested in an open seat on NHPL Board. There will be an opportunity to meet this individual prior to decision to recommend an appointment.

\*H. Mowat will contact J. Klein about serving on this committee.

#### **Public Relations .....V. Emmert**

\*Senior Clerk A. DuRoss attended Advocacy Day. See Senior Clerk's Report.

\*Approval given for Friends of NHPL to serve alcohol in library after open hours for specific fundraising functions.

\*Donor appreciation: A DuRoss suggested an Annual Report to donors/patrons with donors acknowledged.

#### **Ad Hoc Committees**

##### **Director Search.....V. Emmert**

\*As noted in the President's Report, we received approval for Excuse of Default (3.6.17). At end of each semester, we will provide progress reports with transcript of courses completed for the State Library.

##### **Long Range Planning .....K. Jarrett**

No report.

#### **Continuing Business**

None

**New Business**

None

**Adjournment: Motion** to adjourn was offered at 10:00 a.m. by J. Pitaressi with a second by J. Fuks. Approval was unanimous.

**Next meeting: Wednesday, April 19, 2017, 5:00 p.m.**

Respectfully submitted,

Virginia Emmert, Secretary