

NEW HARTFORD PUBLIC LIBRARY
Board of Trustees Meeting
April 19, 2017
Sammon Room, 5:00 p.m.

Present: Diane Baldwin, Adam Burback, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat (by phone), John Pitarresi, Jay Winn, Greg Kielar attending for A. DuRoss.

Excused: Carolyn Buckley, Anne DuRoss (Interim Director).

Visitors: Richard Sherman, Highway Department, Town of New Hartford; Henry Heinlein.

In President Mowat's absence, Vice President J. Pitarresi led the Pledge of Allegiance and called this regular meeting of the Board of Trustees of the New Hartford Public Library to order at 5:02 p.m.

Approval of Minutes

Motion to approve the minutes of March 18, 2017 was offered by J. Winn and seconded by J. Fuks. Approval was unanimous.

President's ReportH. Mowat
Audit

President Mowat received a copy of our part of the Town audit today and has forwarded it to A. Burback and G. Kielar for review. A letter of engagement has been requested by the auditor but not signed. Ms. Mowat will attach an addendum to this letter documenting that we did not engage D'Archangelo to perform this audit; the Town did. The Town intends to subtract the cost of this audit from the amount we will receive on an upcoming voucher.

Oneida County Department of Civil Service

We have been notified that Civil Service has updated the job description for Library Director I. This will become relevant once A. DuRoss has completed her coursework and files with Civil Service to attain the Library Director appointment.

Status of Gardening RFP

Only one proposal received by deadline. This proposal from Royal Landscaping was opened on request by the Board. A. DuRoss will review and recommend, if this proposal is consistent with our needs.

Interim Director's Report ...A. DuRoss

According to report attached:

*Mohawk Valley Water Authority performed audit and found that our usage is normal and on par with previous usage.

*Ms. DuRoss has nearly completed an impressive revision of the NHPL website. It should be up by the end of April/beginning of May. We need to promote this very attractive, user- friendly asset in all ways possible.

*First monthly NHPL newsletter will be e-mailed by the end of the month. Patrons can subscribe via the website.

See attached report for full information.

Treasurer's ReportA. Burback

*Checks and bills were reviewed and approved for payment. **Motion** to pay bills was offered by A. Burback and seconded by J. Winn. Vote was unanimously affirmative.

* The check for the emergency door repair will come out of the Building Fund.

*Copies of our 2016 financials/2017 budget have been submitted to the County. County funds have not yet been received.

*List of donations provided by A. DuRoss will be reconciled with our first quarter spread sheets.

Finance CommitteeD. Baldwin

Approved \$1000 donation from D. Baldwin to purchase books. **Motion** was offered by A. Burback and seconded by K. Jarrett. Vote was unanimously affirmative.

Buildings and GroundsJ. Fuks

Henry Heinlein, adjacent property owner, will cooperate with us as we take steps to conduct a survey, obtain an easement and erect a new fence. Richard Sherman, Town of New Hartford Highway Superintendent, is in process of obtaining quotes for the survey of property line to define area of easement. Once the survey is completed and attorneys have agreed upon details of the easement, a complete proposal for the fence will be presented to the Town of New Hartford Zoning Board. This will be followed by application to the Town of New Hartford Planning Board. Mr. Heinlein asked that we take care not to include any attachments to his current fence in the front of his property.

PersonnelC. Buckley by J. Pitarresi

Motion to approve hiring of Tanya Farrokh as part time aide was offered by D. Baldwin and seconded by K. Jarrett. Vote was unanimously affirmative.

Policies/Nominating/By-laws

*We have two resumes for potential Board members. Via e-mail, we will decide how we will proceed on these applicants.

*G. Kielar questioned whether we have a disposal policy for equipment. This will be explored.

Public RelationsV. Emmert

Nothing to report.

Director SearchV. Emmert

Nothing to report.

Long Range PlanningK. Jarrett

Ms. Jarrett will meet with A. DuRoss next week about this.

Adjournment: **Motion** to adjourn was offered at 5:55 p.m. by J. Winn and seconded by D. Baldwin. Approval was unanimous.

Respectfully submitted,

Virginia Emmert, Secretary

