

New Hartford Public Library
Board of Trustees Meeting
May 17, 2017
Sammon Room, 5:00 p.m.

Present: Diane Baldwin, Carolyn Buckley, Adam Burback, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat, Jay Winn and Interim Director Anne DuRoss.
Excused: John Pitarresi
Visitors: Richard Sherman, Highway Superintendent, Town of New Hartford.

President H. 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 5:04 p.m.

Approval of Minutes

Motion to approve the minutes of April 19, 2017 was offered by K. Jarrett and seconded by J. Winn. Approval was unanimous.

Interim Director's ReportA. DuRoss

- *There will be a Trustee Workshop at Mid York on July 26th on Financial and Fiduciary Responsibility of Boards. Contact Anne if you wish to attend.
- *First American Red Cross Blood Drive was a success. Two more are scheduled.
- *Touch the Trucks is scheduled for Saturday, June 10th.
- *New website is almost complete and should be live in about a week. This offers additional features to make our services and programs readily available to our patrons.
- *We are hosting drop-in technology tutorial sessions. With additional input from the community, classes will be scheduled.
- *NHPL Friends has purchased movie license for the library. Films will be incorporated into summer programming for children.
- *A. DuRoss attended meeting with other Directors from the Mid-York region to discuss going fine-free. The Finance Committee will research this issue and make a recommendation to the Board.
- * See attached report for full information.

President's ReportH. Mowat

Discussion of process for bringing on new Board members to fill two mid-term vacancies created by resignation. **Motion** was made by D. Baldwin to offer the longer term expiring 12.31.19 to Ylva Cortright and the second term expiring 12.31.18 to Elizabeth Pettengill. Motion was seconded by J. Winn and unanimously approved. A. DuRoss will send congratulatory letters to new members with instructions for being sworn in at Butler Hall.

Treasurer's ReportA. Burback

Monthly bills were reviewed and A. Burback offered the **motion** to approve payment. C. Buckley seconded this motion and approval was unanimous. A. Burback reported that revenues were lagging a little as we are still awaiting our second quarter payment from the Town of New Hartford and our check from Oneida County. K. Jarrett offered the **motion** to approve the Treasurer's Report with a second from D. Baldwin. Approval was unanimous.

Committees:

FinanceD. Baldwin

Due to the takeover of our current bank (First Niagara) by Key Bank (Syracuse), our fees will increase. After taking into consideration the fees as well as the convenience of having a local bank, the committee has recommended to the Board that we move our accounts to NBT Bank. Our three restricted funds have been consolidated into one account leaving the library with a total of three accounts. In compliance with legal requirements, the library will continue to administer the three restricted accounts separately for accounting purposes. Although A. Burback is an employee of NBT, it was determined that there would be no conflict of interest that might preclude this change.

Motion to move our accounts to NBT Bank based on the cost/benefits analysis and with knowledge of A. Burback's position was offered by J. Winn, seconded by D. Baldwin. The vote was seven in favor with A. Burback abstaining.

Buildings and GroundsJ. Fuks

*Survey of the fence area between H. Heinlein home and Library Lane was completed by Delta on 5.17.17.

* We will determine if we need a map in addition to the description of boundaries. R. Sherman will talk with Delta and H. Mowat will call the NH Zoning Board to see what is required. The attorney will prepare the easement and children of homeowner H. Heinlein will need to give approval. We hope to have all documents ready to be presented at the next meeting of the Zoning Board on 6.19.17.

*R. Sherman will meet with H. Heinlein to determine which trees will be removed and will inform the Town Supervisor that this work is being done.

*Quotes for the fence will be discussed at our June meeting.

*Concerns: A. DuRoss will consider a more attractive receptacle for food collection. She will also order a sign for the restrooms.

Personnel/TechnologyC. Buckley

*A. DuRoss is currently interviewing applicants to fill position for library aide.

*A. DuRoss has completed her first semester (9 hours) of course work toward her MLS. We will submit update on her progress to the State Library in the fall.

Policies/NominatingJ. Fuks

Will work with Finance Committee on fine-free policy should a new policy be required by the Board.

Public Relations/Government CommunicationsV. Emmert

Will be meeting on Tuesday, June 6th at 10:00 am to discuss Annual Report to the community to be sent out early in the fall.

Long Range PlanningK. Jarrett

K. Jarrett and A. DuRoss met and are seeking ideas/guidelines from Mid-York. They will meet again soon.

Adjournment: **Motion** to adjourn was offered at 6:00 p.m. by J. Fuks, seconded by A. Burbach and unanimously approved.

Next meeting: Wednesday, June 21, 2017, 5:00 pm.

Respectfully submitted,

Virginia Emmert, Secretary