

# New Hartford Public Library

Board of Trustees Meeting  
June 21, 2017  
Sammon Room, 5:00 p.m.

**Present:** Diane Baldwin, Carolyn Buckely, Adam Burbach, Ylva Cortright, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat, John Pitarresi, Jay Winn and Interim Director Anne DuRoss.

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. New Trustee Ylva Cortright spoke briefly about her interests and background and was welcomed to the Board.

## **Approval of Minutes**

**Motion** to approve the minutes of May 17, 2017 was offered by J. Pitarresi and seconded by K. Jarrett. Nine members voted in favor and Y. Cortright abstained.

**Motion** to approve the minutes of the June 5, 2017 Special Meeting was offered by J. Winn and seconded by J. Pitarresi. Eight voted in favor and Y. Cortright and J. Fuks abstained.

## **Interim Director's Report .....A. Duross**

\*Liam Halpin was hired as library aide to replace Ruth Anne Kain. See Personnel Committee report.

\*Annual Report to the Community is being prepared and will be mailed in early September 2017.

\*Touch the Trucks event was a huge success. Thanks to R. Sherman, Town Highway Superintendent, and the Town of New Hartford for providing a fleet of trucks.

\*Summer Reading Program starts June 27<sup>th</sup>.

\*Blood drive scheduled for July 17, 11:30 a.m.-4:30 p.m..

\*All kindergarten classes in NHCS D either visited the library or were visited by A. DuRoss.

\*Books and Bordeaux event scheduled at the library for September 22, 2017 with vintage books, wine tasting, light hors d'oeuvres .....\$15.00 per ticket.

\*Ice Cream Social scheduled for July 12, 2017 at the NH Recreation Center. Volunteers needed to scoop and assist in other ways.

Full report attached.

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

\*Update on fence project: After a recent flooding event, it was discovered that the storm water pipe in the fence area was clogged with roots, mud and debris. H. Mowat, A. DuRoss and J. Winn met on site with R. Sherman to consider the options. In an effort to avoid digging up the entire line, which would necessitate the removal of most of the trees along the fence line, an attempt was made to clean it out in place. While this was successful, the cutting head became lodged in the pipe near the North end. The decision was made to dig out the piece of pipe containing the cutting head and replace that section of pipe (4 feet). This activity will require the removal of the large willow tree but the remainder of the trees will not be affected since they will not interfere with the installation of the fence. Additionally, since the fence will be entirely on

library property, we will not need an easement to install it. There was discussion regarding how library patrons might be affected by the removal of the tree and the installation of the fence. Discussion ensued regarding contact with the installer to minimize any inconvenience.

\*The county grant agreement has been signed.

\*Final results of the D'Archangelo audit of the Town (and the library) should be released soon.

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

\*Monthly bills were reviewed and A. Burback offered a **motion** to pay them. This **motion** was seconded by J. Winn and approval was unanimous. Inadvertently, the check for National Grid was not included in the Check Detail. **Motion** to pay this bill was offered by J. Winn, seconded by J. Pitarresi and unanimously approved.

\*Since the Board will not be meeting in July, three checks for summer children's programs were pre-approved.

\*Again, it was noted that the County money should arrive soon.

\*New accounts were just opened at NBT Bank and the second quarter funds from the Town will be deposited there. Over the next couple of months, we will be transitioning from Key Bank to NBT Bank.

\***Motion** was offered by D. Baldwin to approve the Monthly Treasurer's Report and seconded by J. Pitarresi. Approval was unanimous.

#### **Committees:**

Finance Committee ....D. Baldwin

No meeting this past month. Since this committee will meet with the town Supervisor by the first week of September, our budget will be created in the next couple of months. Considered in constructing this budget will be possible raises, results of evaluations, insurance costs, rate for retirement in 2018, etc. The process will be to create the budget line by line.

Building and Grounds .....J. Fuks

\*Fence: See President's Report.

\*President Mowat asked the committee to develop a list of our future physical needs. It was noted that the driveway will need topcoat in the next year or two. Needs will be attached to a timeline and prioritized.

Personnel and Technology .....C. Buckley

**Motion** was offered by C. Buckley to hire Liam Halpin at \$9.70 per hour as library aide replacing Ruth Anne Kane. This **motion** was seconded by D. Baldwin. There were nine votes to approve and J. Fuks abstained.

Policies/Nominating .....J. Fuks

\*NYS Purchasing Guidelines were provided for Interim Director A. DuRoss.

\*Nominating committee will be seeking a candidate for the one open Board seat. One possibility was discussed.

Public Relations/Government Communications .....V. Emmert  
Committee met with A. DuRoss who is creating an Annual Report to the Community.  
Discussion was related to format and content.

Director Search .....V. Emmert  
No report.

Long Range Planning .....K. Jarrett  
At this time, we are in compliance with NYS requirements since Long Range Plan for 2014-2018 is in place. This committee will try to involve the community in determining direction for the next 5 years for NHPL. As a first step, the community will be given the opportunity to respond to a survey that will help in designing goals and objectives for this new plan. Buildings and Grounds Committee will develop a list of our future physical needs. The next meeting for Long Range Planning Committee is August 14, 2017 at 10:00 a.m.

Adjournment: **Motion** to adjourn was offered at 6:06 p.m. by J. Pitarresi and was seconded by A. Burbach. Approval was unanimous.

**Next meeting: Wednesday, August 16, 2017, 5:00 p.m. Sammon Room.**

Respectfully submitted,

Virginia Emmert, secretary