

New Hartford Public Library
Board of Trustees Meeting
August 16, 2017
Sammon Room, 5:00 p.m.

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

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 5:00 p.m.

Approval of Minutes

Motion to approve the minutes of June 21, 2017 was offered by J. Pitarresi, seconded by D. Baldwin and unanimously approved.

Motion to approve the July 20, 2017 e-mail review and approval of the July financials was offered by J. Winn, seconded by J. Pitarresi and unanimously approved.

Interim Director's ReportA. DuRoss

*We need to create a Social Media policy for the Library as we are increasing our presence online.

*Our gardener reported a need to remove, replace, level and sand the edging stones especially by the arch. Cost for this service would be \$565. The arbor needs to be waterproofed and stained which will cost \$185. The gardener will also perform clean-up and maintenance of the parking lot removing weeds and leaves to keep drains clear. Cost for this additional service which will be limited to the warmer months will be \$50 per week. The cost of these extra services to enhance our property will come from the Lally Garden Fund.

*The fence was completed on August 10, 2017.

*Book drops need to be sanded and painted. New decals will be purchased for them.

*Several donations were received:

\$1500 from a private donor for technology improvement.

\$500 from New Hartford Rotary.

\$1427 from Friends of NHPL to be placed in the Joshua Turner Fund.

Motion was offered by J. Pitarresi to accept these funds, seconded by D. Baldwin and unanimously approved.

*Excellent participation in the latest blood drive for the American Red Cross. Another event will be scheduled.

*The Emergency and Disaster Plan was updated.

*PR committee will work with PJ Green to determine mailing list for the Annual Report to the Community.

*Complete Interim Director Report attached to these minutes.

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

Budget Process: Need to secure appointment with Town Supervisor between the primary vote and the presentation of the Town's proposed budget. Possible date might be September 20, 2017. Interim Director will meet with Finance Committee to look at expected expenditures for salary and programs as well as possible opening for additional hours. Also discussed will be donation from the Friends of NHPL. Proposed budget will be presented at September 20, 2017 Board meeting. At this meeting, we will also discuss whether we will have an audit next year and who we might engage to do this for us. Our bill for insurance for next year from Utica National (through Gates Cole) will increase by \$200 to a total of \$11,700. A. DuRoss will contact the agency to review our claims history.

Treasurer's ReportH. Mowat for A. Burbach

Monthly bills were reviewed and J. Pitarresi offered a **motion** that they be paid. D. Baldwin seconded the motion and there was unanimous approval.

Motion was offered by J. Winn to approve the Monthly Treasurer's Report. The motion was seconded by J. Pitarresi and approval was unanimous.

Committees:**FinanceD. Baldwin**

D. Baldwin will call meeting to work on budget. Seven percent increase in minimum wage will affect seven people with a cost of \$3000.

Buildings and GroundsH. Mowat for J. Fuks

As noted in Interim Director's Report, the fence was completed.

Area near the front door should be power washed to remove a build-up of mud/mold/algae.

Personnel and Technology.....A. DuRoss for C. Buckley

We are purchasing new computers to replace those where software is no longer supported by the manufacturer.

It was noted that there have been approximately 800 uses of the self-checkout computers. The one situated near the circulation desk is the most utilized.

Policies and NominatingV. Emmert/A. DuRoss for J. Fuks

Nominating Committee needs to start process for election of Board officers. We still have one vacancy on the Board and two terms will expire at the end of 2017.

Social Media policy needs to be created.

Public RelationsV. Emmert

Anne DuRoss continues to polish the Annual Report to the Community. It will be ready for mailing by the middle of September 2017.

Legislative Breakfast will be planned for early October.

Ad Hoc Committees:**Director SearchV. Emmert**

V. Emmert will contact W. Bruchis, Director of MidYork, to discuss appropriate time to update the State Library regarding the renewal of our Excuse of Default and a report on progress toward certification by A. DuRoss.

Long Range PlanningA. DuRoss for K. Jarrett

Committee met on 8.14.17 with SU LIS grad student Alex Chidester who will be helping us to formulate a survey for library users and community members. Next meeting will be 9.11.17.

Motion to adjourn was offered at 6:15 p.m. by J. Pitarresi, seconded by D. Baldwin and unanimously approved.

Next meeting: Wednesday, September 20, 2017, 5:00 p.m., Sammon Room.

Respectfully submitted,

Virginia Emmert, Secretary