

New Hartford Public Library
Board of Trustees Meeting
September 20, 2017
Sammon Room, 5:00 p.m.

Present: Diane Baldwin, A. Burback, Virginia Emmert, Kathleen Jarrett, John Pitarresi, Jay Winn.

Excused: Ylva Cortright, Julius Fuks, Heather Mowat

Absent: Carolyn Buckley

Guest: Rick Sherman, Town of New Hartford Highway Superintendent

In the absence of President H. Mowat, 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 5:09 pm.

Approval of Minutes

Motion to approve the minutes of August 16, 2017 was offered by J. Winn, seconded by K. Jarrett and unanimously approved.

Interim Director's ReportA. DuRoss

*Our 990 form for 2016 was reviewed and corrected as noted below:

Page 12 XII 3a: We do not really **require** an audit.

Page 6 VI 8b : Committees are responsible to the main Board but **do not** have the **authority to act on anything without Board approval.**

Page 6 VI 12 a: We have a formal Conflict of Interest policy.

Heather will be listed as President and sign the form.

Motion approving the submission of this form with the corrections was offered by A. Burback, seconded by K. Jarrett and unanimously approved.

*R. Sherman will be providing us with a plowing agreement for this winter.

*R. Sherman will look into what is needed to repair the watering system in the front of the library.

*R. Sherman reported that library parking areas were striped today.

*We are researching ways to redesign the décor/space in the Young Adult area of the library.

Suggestions for this area include high tables, bulletin boards, art from the junior high/high school students for display. The Friends of the Library will be collaborating on this project.

* Friends of the Library have given the Trustees a check for \$2500 which will be placed in the operating fund. **Motion** to gratefully accept these funds was offered by K. Jarrett, seconded by J. Pitarresi and unanimously approved.

*Ms. DuRoss will be assembling informational folders for all teachers in the NHCS D with contact information and library programs.

*Today, Ms. DuRoss was inducted into New Hartford Rotary and we received a \$500 unrestricted donation from them.

* Ms. DuRoss attended the DAC meeting and reminded us that Mid York will be offering a program on Long Range Planning on November 29th. They are offering special support to libraries that are currently going through this process.

*Complete Interim Director Report is attached to these minutes.

President's ReportH. Mowat

President was not able to attend. No report available.

Treasurer's Report A. Burback

Monthly bills were reviewed and A. Burback offered a **motion** that they be paid. This motion was seconded by J. Winn and unanimously approved.

Mr. Burback spoke about the budget meeting with Town Supervisor Tyksinski attended by H. Mowat, A. DuRoss and A. Burback. Budget considerations included the need to accommodate the increase in minimum wage, the desire to consider a (much overdue) raise for all employees and the attempt to have the Library open on Sunday afternoons. They asked for a minimum of \$300,000 from the Town and this amount was granted.

Town Supervisor Elect Paul Miscione has been positive in his comments about the library.

Mr. Burback is still looking into a credit card for the library and also suggested that we consider paying mileage for Ms. DuRoss's travel as it relates to everyday library business.

Motion to Approve the Monthly Treasurer's Report was offered by D. Baldwin, seconded by J. Pitarresi and was unanimously approved.

Committees:

FinanceD. Baldwin

The committee had a meeting prior to the budget meeting with the Town Supervisor to discuss budget options (see above). Now that the Town contribution is known, this committee will meet again soon to prepare final budget for approval at next regular Board meeting.

Ms. Baldwin raised the question of how to use the large bequest we received last year.

Building and GroundsJ. Pitarresi and J. Winn for J. Fuks

This committee needs to do a walk-through of the building to assess its current condition and the need for projects going forward. These needs will become a part of our Long Range Plan.

Personnel and TechnologyA. DuRoss for C. Buckley

Interim Director A.DuRoss reported there have been no personnel changes in the last month.

Policies/Nominating CommitteeJ. Fuks

No report due to absence of committee chair. Will be addressed at next meeting.

Public Relations/Government CommitteeV. Emmert

Committee met on 9.11.17 and 9.18.17 to discuss the Annual Report to the Community.

Revisions are ongoing. Next meeting will be on October 16, 2017 at 4:00 p.m.

The Legislative Breakfast has been tabled.

Friends: **Vintage Books and Bordeaux** fundraiser will take place on Friday, September 22, 2017 in the Library.

Director's SearchV. Emmert

The 2017 filing for the continuance of our Excuse of Default was circulated to the members

present for their review. This document has been updated to address activities required of Ms. DuRoss including her participation in Mid York programs and her grade report for the 9 hours of coursework she completed in the spring 2017 semester. It also emphasizes our Board's continued enthusiastic support of the work Ms. DuRoss is doing for our library. This Excuse of Default document will be submitted to the Mid York Board on September 21, 2017 for their approval as required by the NYS Library. If approved by the Mid York Board, the document will be forwarded to the NYS Library for final approval.

Long Range PlanningK. Jarrett

Committee met on 9.11.17 to discuss community survey prepared by A. DuRoss and A. Chidester, intern from Syracuse University. This survey will be mailed to New Hartford households and will be available on-line at our website. Our preference is that people utilize the on-line option. Exact date of mailing to be determined soon.

Motion to adjourn was offered by K. Jarrett at 6:30 p.m., seconded by D. Baldwin and was unanimously approved.

Next regular meeting is Wednesday, October 18, 2017 at 5:00 p.m.

Respectfully submitted,

Virginia Emmert
Secretary

