

New Hartford Public Library
Board of Trustees Meeting
October 18, 2017
Sammon Room, 5:00 pm.

Present: Diane Baldwin, Adam Burbach, Virginia Emmert, Heather Mowat, Kathleen Jarrett, John Pitarresi, Jay Winn and Interim Director Anne DuRoss.

Excused: Carolyn Buckley, Ylva Cortright, Julius Fuks.

At 5:00 pm., President H. Mowat called this meeting of the Board of Trustees of the New Hartford Public Library to order and led the Trustees in the Pledge of Allegiance.

Approval of Minutes

Motion to approve the minutes of the September 20, 2017 meeting was offered by J. Pitarresi, seconded by K. Jarrett and unanimously approved.

Interim Director's ReportA. DuRoss

*An unknown individual backed into our new fence cracking one of the posts below the surface. Williams Fence will come to repair this damage in the next week or two at a cost of \$450-\$500. The Buildings and Grounds committee will look into a way to protect the fence with a guard rail, bollards, No Parking or Standing signs, etc. and report back to the Board.

*Between October 15 and October 16, a tree along Library Lane sustained damage in the high winds with a limb falling into the roadway. The Town cleared it from the parking lot entryway and disposed of it.

*Following the gift of new chairs from the Friends of NHPL, K. Jarrett offered a **motion** to dispose of old chairs. This motion was seconded by D. Baldwin and unanimously approved.

*A. DuRoss attended the Oneida County Budget hearing to thank Anthony Picente for keeping our funding at the same level as last year.

*Special thanks were offered to Twin Orchards and Diane and Michael Baldwin for providing more than 25 pumpkins for our Halloween Extravaganza.

*NHPL partnered with Cornell Cooperative Extension for two programs. We also hosted a Financial Aid Workshop for students and parents.

*We are currently taking meeting room reservations from the community for 2018.

*A complete report is attached to these minutes.

President's ReportH. Mowat

*We will be voting on our Snow Plow Agreement with the Town at our November meeting.

*The New Hartford Chamber of Commerce has suggested that a representative from the Library sit as an ex-officio member on their Board. Scott Mathias will be in touch with A. DuRoss and we will consider this request at our November meeting.

*The NH Historical Society is once again requesting the 2 small rooms in the Point School building that currently are designated for the Library. At this point, we wish to retain those rooms for needed storage.

Treasurer's ReportA. Burback

*Monthly bills were reviewed and J. Winn offered a **motion** to pay them. J. Pitarresi seconded this motion and the vote was unanimous.

***Motion** to approve the monthly treasurer's report was offered by K. Jarrett, seconded by J. Winn and unanimously approved.

Committees:

Finance....D. Baldwin

Budget:

This committee is recommending a budget that uses the extra \$25,000 in the proposed Town budget for the library to open on Sunday afternoons. Also, this budget will give eligible employees the required raise in minimum wage and extend that increase to the remaining employees. There was consensus on the Board to follow this recommendation so long as the funding is granted in the Town's final budget.

Audit:

Since we are not legally required to have an annual audit and our recent audits have revealed no problems, the Board agreed to revisit the audit question every five years or more frequently, if needed.

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

Building Condition Survey recommended that we power wash the mold from the building exterior and continue the repair of the entrance doors. In 2-5 years, it is likely that we will need to apply for a construction grant for repair/replacement of the roof. A copy of this report is attached.

Fence: As noted above, damage to the fence will be addressed in the next couple of weeks by Williams Fence.

Personnel and Technology CommitteeH. Mowat for C. Buckley

Ms. DuRoss will review the Personnel Handbook to assure that it still meets the library's needs.

Policies/Nominating CommitteeK. Jarrett

Nominating Committee will meet on 10.19.17 at 10:00 a.m. to consider nominations for Board officers for 2018 and to fill a current vacancy and any that might occur at the end of 2017.

Public Relations/Government CommunicationsA. DuRoss/V. Emmert

The Annual Report to the Community is nearing completion. Before sending it to P.J. Green by November 15, a copy will be e-mailed to Board members for review and feedback. This report will be distributed to the community with the December Town Crier. The \$4700 printing cost will be paid by the Friends of NHPL.

A plea was made for volunteers to donate a couple of hours to assist at the Bill Bonsted Mini-Golf Tournament on Saturday, November 4, 2017.

Director Search CommitteeV. Emmert

Documentation for extending our **Excuse of Default** is in Albany for review by the State Librarian.

Long Range PlanningK. Jarrett

Most of the work is completed on the survey. We will wait until after Mid York's late November workshop in Long Range Planning to finalize this project.

Motion for adjournment was offered at 5:47 pm by J. Pitarresi, seconded by A. Burbach and unanimously approved.

Next meeting: Wednesday, November 15, 2017, 5:00 p.m., Sammon Room.

Respectfully submitted,

Virginia Emmert

