

**New Hartford Public Library
Board of Trustees Meeting
November 15, 2017
Sammon Room, 5:00 p.m.**

Present: Adam Burback, Ylva Cortright, Virginia Emmert, Julius Fuks, Kathleen Jarrett, Heather Mowat, John Pitarresi, Jay Winn and Interim Director Anne DuRoss.
Excused: Diane Baldwin
Visitor: Lawrence Dunn

At 5:05 p.m., 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 October 18, 2017 meeting was offered by J. Pitarresi, seconded by J. Winn. There were seven votes in favor. J. Fuks abstained.

Interim Director's ReportA. DuRoss

- *A schedule of NHPL Board meeting dates for 2018 was presented and agreed upon.
- *Site drawing from 1993 Construction was reviewed in light of possible future development near our property. Noted within our property boundaries was a designated water retention basin to control runoff. This water retention basin must remain unencumbered and undeveloped.
- *Requests for quotes for HVAC maintenance/servicing were sent to three vendors. One did not reply; one did not wish to be considered; and the third, Brandeles, which has worked with us in the last couple of years, offered a quote of \$2,250 for fall and spring service as in the past.
- Motion** to contract with Brandeles was offered by J. Winn, seconded by A. Burback and was unanimously approved. On suggestion from J. Fuks, A. DuRoss will ask Brandeles if we could lock in a multi-year contract.
- *Donation of \$1500 will purchase two desktop PCs for patron use, two MS Office Suites and a Color Multi-Function Laser printer. Purchases will be via State Contract through Mid York.
- *Progress is being made on Readers' Advisory Page for NHPL website. Development for this service is time-consuming but will be unique to NHPL.
- *Staff evaluations will be completed by mid-December.
- *Two hundred and fifty holiday cards for donors will be purchased from PJ Green for \$75. Cost will be covered by funds in postage account.
- *A. DuRoss assisted New Hartford Rotary in distributing books.
- *For complete list of programs as well as Interim Director professional activities and staff training, please see attached Director's Report.

President's ReportH. Mowat

See Nominating Committee report.

Treasurer's ReportA. Burback

Monthly bills were reviewed and A. Burback offered a **motion** to pay them. The motion was seconded by J. Winn and the vote was unanimous.

Quarterly voucher has been sent to the Town. Payment is expected in December. The YTD figures indicate an overage in IT and insurance. Budget transfers will balance these budget lines. A. DuRoss will check with The Community Foundation to claim our accrued interest. **Motion** to approve the Monthly Treasurer's Report was offered by K. Jarrett, seconded by J. Pitarresi and received a unanimous vote.

Committees:

FinanceH. Mowat for D. Baldwin

Motion to approve the Proposed 2018 Budget including revised pay rates and the opening of the Library on Sunday afternoons as discussed at the 10.18.17 meeting was offered by J. Winn, seconded by J. Pitarresi and received a unanimous vote.

We will place a special notice in the January **Town Crier** announcing the Sunday hours.

Buildings and Grounds **J. Fuks**

- *Town will assist in completing a list of maintenance tasks in and around the Library building.
- *Plowing agreement from the Town will be sent to A. DuRoss who will distribute copies to Board members for their review.
- *Committee will meet to discuss suggestions for barrier to protect the fence.

Personnel/Technology**Vacant**

Nothing to report at this time.

Policies/Nominating**K. Jarrett and H. Mowat**

Trustee Discussion:

- *Trustee C. Buckley resigned effective 11.6.17. This term has 4 years remaining.
 - *Trustee A. Burback will complete his term 12.31.17 and will not be a candidate for a new term.
 - *Trustee J. Fuks will complete his term 12.31.17 and would like to be recommended to the Town Board for a new 5-year appointment.
 - *Lawrence Dunn attended this meeting to learn more about the Board and to introduce himself as a possible candidate for a Board seat. H. Mowat provided historic/cultural information about the Board and L. Dunn shared his professional background and personal interest in being a part of the Board. Mr. Dunn was presented with the following options:
 - Recommendation to the Town Board for the 5-year term being vacated by Trustee A. Burback.
 - Appointment to the 4-year term just vacated by C. Buckley.
 - Appointment to the 1-year term remaining from the resignation of J. Hoover.
- He selected appointment to the 1-year term expiring 12.31.18. Nomination was offered by K. Jarrett, seconded by Y. Cortright and unanimously approved by the Board. H. Mowat will prepare the appointment letter and advise him regarding taking the oath of office.

PR/GovernmentV. Emmert

The Report to the Community has been submitted to PJ Green for printing and insertion in the December 1 edition of the Town Crier . A. DuRoss continues to work with the printer to meet challenges in production.

NHPL Friends: The 11.4.17 Mini-Golf Tournament was a great community event and raised approximately \$4700. Many thanks to Board members who assisted on that day. The Friends have funds they would like to donate to the Library. The Friends group suggested providing funding for a monthly cleaning service to insure a deeper cleaning for the Library. Also suggested was paying to clean the carpet throughout the Library. A. DuRoss will investigate these possibilities and make recommendations to the Board at our next meeting.

Director SearchV. Emmert

Our Excuse of Default for 2017 was granted by the New York State Library on October 6, 2017.

Long Range PlanningK. Jarrett

Committee members will attend training at Mid York on Wednesday, November 29th. One aspect of our planning will relate to changes in our Young Adult area to allow more sharing of YA reading experiences. Suggestion was made to attempt to create a youth advisory group.

Motion to adjourn was offered at 6:15 p.m.by J. Pitarresi, seconded by K. Jarrett and unanimously approved by the Board.

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

Respectfully submitted,

Virginia Emmert
Secretary