

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

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

Excused: Julius Fuks

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 November 15, 2017 was offered by J. Winn, seconded by J. Pitarresi and unanimously approved.

Interim Director's ReportA. DuRoss

*Staff evaluations are complete.

*Town of NH replaced light bulbs throughout the building. Future projects were discussed.

*The Friends of NHPL would like to replace the flooring in the upper entranceway. First the weather stripping on the outside doors will need to be replaced. The entrance doors are a continuing problem. The fact that they are a proprietary product that can only be repaired by the manufacturer makes them overly expensive to repair. Ultimately, we should look for a grant to replace the upper and lower doors.

*NHPL received an unrestricted donation of \$2000. **Motion** to accept this donation was made by K. Jarrett, seconded by D. Baldwin and unanimously approved.

*NHPL received a \$1000 unrestricted grant from Senator Griffo. **Motion** to accept this grant was offered by J. Pitarresi, seconded by Y. Cortright and unanimously approved.

*A. DuRoss will contact The Community Foundation regarding interest accumulated on the Kelly Fund. A **motion** to take the interest of about \$800 was offered by J. Pitarresi, seconded by A. Burback and unanimously approved. The Kelly Fund is an endowment fund with restrictions on its use. A. DuRoss and Finance Chairperson D. Baldwin will meet to consider approaching Nancy Kelly to request that this fund might become unrestricted.

*A. DuRoss applied for a grant for Summer Interns through the Young Adult Library Services Association.

*We received very positive response to our Annual Report inserted in the December issue of The Town Crier.

*Reader's Advisory pages for Children, Young Adults and Adults continue to be developed.

*Personalized books were distributed to every kindergartner in the NHCS in collaboration with the NH Rotary group.

*Friends of NHPL are receiving a donation and would like to finance the purchase of two café tables for the YA section. They have recently purchased a media cart and a new vacuum cleaner for the library.

* Interim Director A. DuRoss has completed another 9 credits for a total of 18 credits toward completion of her MLS. She is registered for another 3 classes (9 credits) in the spring semester. She is on track to complete her degree in December 2018.

*For complete list of meetings, workshops, programs, please see attached report.

President's ReportH. Mowat

President Mowat welcomed new Board member Lawrence Dunn to his first official meeting. At the January 2018 Organizational Meeting (1.17.18), we will need to provide annual approvals for the bank, our official media outlet as well as review and approve the Annual Calendar for the library.

Treasurer's ReportA. Burback

Monthly bills were reviewed and A. Burback offered a **motion** to pay them. The motion was seconded by L. Dunn and was unanimously approved.

We received the Town's quarterly check on 12.18.17. All major revenue line items have been received as budgeted for the year. For the budgeted year 2017, the Library is projected to finish the year at an approximate deficit of \$49,000. This is compared to a budgeted deficit at the beginning of the year of \$56,000. The primary line item for savings has been salaries which is about \$4000 under budget. A **motion** to transfer \$2000 out of salary into contractual accounts was offered by A. Burback, seconded by J. Winn and unanimously approved.

Motion to approve the Monthly Treasurer's Report was offered by K. Jarrett, seconded by J. Pitarresi and unanimously approved.

Committees:

FinanceD. Baldwin

D. Baldwin and A. DuRoss will meet to discuss the Kelly Fund at The Community Foundation.

Buildings and GroundsJ. Fuks (excused)

Several ways to protect the fence along Library Lane were discussed. J. Fuks suggested low-cost, moveable orange cones/posts with plastic chain extended between them. Another suggestion was the placement of boulders in front of the fence. This committee will continue to research this issue.

Personnel/TechnologyA. DuRoss

There are no job openings.
Computer printers arrived and will be operational soon.
Reviewing the Employee Manual will be a project for 2018.

Policies/Nominating CommitteeH. Mowat

After discussion, the following slate of officers will continue for 2018:

President:	Heather Mowat
Vice President:	John Pitarresi
Secretary:	Virginia Emmert
Treasurer:	To be filled in January 2018.

A **motion** to appoint this slate was offered by Y. Cortright, seconded by J. Winn and was unanimously approved.

A resume was received from Raymond L. Philo who is willing to serve the 4 year open term. After a brief discussion and review of his resume and qualifications, a **motion** to appoint him was offered by Y. Cortright, seconded by D. Baldwin and was unanimously supported.

Public Relations/Government Communications V. Emmert

Town Supervisor Elect Paul Miscione would like to offer a fundraiser for the library in the fall of 2018. We will meet with him to discuss this event.

Director SearchV. Emmert

Interim Director A. DuRoss is halfway to the goal of receiving her MLS. This degree should be conferred in December 2019. (See Interim Director's Report.)

Long Range PlanningK. Jarrett

Our current Long Range Plan takes us through 2018. However, we will begin our process of developing a new plan by discussing our Mission Statement at our January 2018 meeting. Once we have agreed on the Mission Statement, we will form a committee of Board members, interim director, staff member(s), and project manager. We may utilize a survey, focus groups and possible interviews to connect with members of the community to determine our direction. We will also discuss who will put this plan together and who will write it. The first committee meeting will occur before our January Board meeting.

The Board recognized A. Burback for his outstanding work as treasurer and member of the NHPL Board. We appreciate his dedication and support of the library and the work of the Board.

Motion to adjourn was offered at 6:03 p.m. by J. Pitarresi, seconded by L. Dunn and was unanimously approved.

Next meeting: Wednesday, January 17, 2018, 5:00 p.m., Sammon Room at NHPL.

Respectfully submitted,

Virginia Emmert
Secretary

