

**New Hartford Public Library**  
**Board of Trustees Meeting**  
**February 28, 2018**  
**Sammon Room, 5:00 p.m.**

**Present:** Diane Baldwin, Ylva Cortright, Joanne Donaruma-Wade, Lawrence Dunn, Virginia Emmert, Kathleen Jarrett, Andrea Lynch, Heather Mowat, Raymond Philo, John Pitarresi, Jay Winn, Anne DuRoss, Interim Library Director.

**Guests:** Brian Moore, Ralph Humphries, Dan Williams, Jim Nagy, Don Bachman, Richard Butcher.

At 5:03 p.m., President H. Mowat called this meeting of the New Hartford Public Library Board of Trustees to order and led all present in the Pledge of Allegiance. New Board members J. Donaruma-Wade, A. Lynch and R. Philo were welcomed to the Board and shared their reasons for wishing to serve on this Board.

Guests from the Mason's Amicable Lodge, Brothers of 664, presented a donation to the library of \$1000 to be used toward STEM programs at NHPL. This generous gift was gratefully accepted by the Board. STEM is an acronym for Science, Technology, Engineering, Math.

**Approval of Minutes 1.17.18**

**Motion** to approve these minutes was offered by K. Jarrett, seconded by J. Winn and was unanimously supported.

**Interim Director's Report ...A. DuRoss**

\*Approval of two donations is required:

1. Gift of \$1000 from the Masons, Amicable Lodge, Brothers of 664, designated for creating STEM programs. **Motion** to accept was offered by J. Pitarresi, seconded by D. Baldwin and unanimously approved.
2. Unrestricted donation from the estate of Carolyn Adams in the amount of \$10,245.71. **Motion** to accept was offered by L. Dunn, seconded by Y. Cortright and unanimously accepted.

There was a discussion regarding how we can acknowledge donations on our website. A. DuRoss will follow up on this at our next meeting.

\*Annual Report for 2017 has been reviewed by the Board and a **motion** to accept and submit it was offered by J. Winn, seconded by D. Baldwin and unanimously supported. The Annual Report for 2017 will be attached to these minutes. The Board commended A. DuRoss on the report and she stated that it was a group effort with help from many of the staff.

\*Sunday use of the library grows weekly with feedback from the community being positive.

\*Ms. DuRoss reported that during her trip to Albany on 2.28.18 for Library Advocacy Day, there were some very positive comments about the decision to conduct the annual swearing in ceremony for elected Town officials at our library. There has been equally positive feedback from the community.

\*See attached complete report from Interim Director.

## **President's Report .....H. Mowat**

### **Audit:**

Since we are not legally required to have an audit and recent audits have revealed no problems, the Board agreed at our meeting of 10.18.17 to not conduct an audit this year but “to raise the audit question every five years or more frequently, if needed” (Minutes 10.18.17). However, as we are a component unit of the Town, our Town Supervisor would like us to be audited annually. President Mowat assisted the Town in a successful search for a new auditor. With a change to a new auditor, the expense of the audit for the Town will be lower and the cost of the Library audit will not be passed along to the Library. The Finance Committee will act as an Ad Hoc Budget Committee. The audit should not require a great deal of time from staff. A **motion** was offered by K. Jarrett that this Board consent to the Town's request for a Financial Statement Audit for 2018. This **motion** was seconded by A. Lynch and was unanimously supported.

Executive Session-Public Officers law, Article 7, 105 Conduct of Executive Session, paragraph (f)the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

**Motion** to go into Executive Session was offered by J. Winn, seconded by L. Dunn and unanimously supported.

**Motion** to come out of Executive Session was offered by A. Lynch, seconded by R. Philo and unanimously supported.

## **Treasurer's Report ...H. Mowat**

The January 2018 Financial Statement was reviewed and a **motion** to accept this report was offered by K. Jarrett, seconded by J. Winn and unanimously supported.

Monthly bills were reviewed and a motion to accept and pay them was offered by D. Baldwin, seconded by R. Philo and unanimously supported.

Recommendation and Approval of a Library Treasurer was tabled for one month while H. Mowat will work with R. Philo toward full understanding of the responsibilities of this office.

## **Committees:**

### **Finance .....D. Baldwin**

On March 8, 2018, this committee will meet with Nicholas Grimmer of The Community Foundation to explore opportunities for investment with them.

## **Buildings and Grounds**

There was significant damage to the fence by a car with an out-of- State license plate. This was reported to the NH Police but there is little they can do. Repairs to the fence will need to wait until the ground thaws. We are still exploring ways to protect the fence from future damage.

This may involve placing a guard rail or some other barrier in front to the fence and/or changing the upper parking to diagonal spaces.

The problem with sidewalk snow removal on the weekends has been resolved.

## **Personnel/Technology**

Evaluation of Interim Director will be developed by this committee once a new chairperson is appointed.

**Policies/Nominating**

Appointment of Committee Chairpersons for 2018 was discussed and assignments accepted. H. Mowat will complete a chart and send to Board members.

**Public Relations/Government Communications .....V. Emmert**

Nothing to report at this time.

**Long Range Planning-Ad. Hoc. ....K. Jarrett**

Ms. Jarrett will share a new Mission Statement with Board members for consideration. Next meeting take place on Tuesday, March 20, 9:00 am. Goals and surveys will be discussed.

**Director Search-Ad. Hoc. ....V. Emmert**

Nothing to report at this time.

**Friends of the NHPL**

Met February 10 and set up dates for upcoming fundraisers including Community-Wide Garage Sale at the Rec Center, the Ice Cream Social, and Books and Bordeaux. Also possible is a larger fundraiser sponsored by the Town Supervisor to benefit the Library.

**Motion** to adjourn was offered at 6:50 p.m. by A. Lynch, seconded by D. Baldwin and unanimously supported.

Respectfully submitted,

Virginia Emmert