

New Hartford Public Library
Board of Trustees Meeting
March 21, 2018
Sammon Room, 5:00 p.m.

Present: Ylva Cortright, Lawrence Dunn, Virginia Emmert, Kathleen Jarrett, Heather Mowat, Raymond Philo, Jay Winn and Anne DuRoss, Interim Library Director.

Excused: Joanne Donaruma-Wade, John Pitarresi and Andrea Lynch.

Absent: Diane Baldwin

At 5:04 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.

Approval of Minutes 2.28.18

Motion to approve was offered by K. Jarrett and seconded by L. Dunn. The **motion** was unanimously supported.

Interim Director's ReportA. DuRoss

*No changes to report in personnel.

*The Library is very busy on Sunday afternoons. The past two Sundays have required using the reservation system for our public computers.

*Auditing of the Library will begin on May 7, 2018.

*We are taking a close look at our current computers and will be devising a plan (as part of our Long Range Plan) to annually replace several outdated computers with new technology.

*Please see attached complete Report from Interim Director.

President's ReportH. Mowat

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 R. Philo, seconded by J. Winn and was unanimously supported.

Motion to come out of Executive Session was offered by K. Jarrett, seconded by Y. Cortright and was unanimously supported.

Town FundraiserH. Mowat will meet with Town Supervisor, P. Miscione, J. Donaruma-Wade and representatives from the NHPL Friends Group to discuss the possibility of a fundraiser to benefit the Library.

President Mowat stated that Interim Director A. DuRoss is doing an outstanding job of managing the Library.

Treasurer's Report

Review and Approval of February 2018 Statement

Motion to accept the February Statement was offered by R. Philo, seconded by L. Dunn and unanimously supported.

Review and Approval of Payment of Bills

Bills were reviewed and a **motion** to accept and pay them was offered by J. Winn, seconded by K. Jarrett and was unanimously supported.

Vote on new Library Treasurer is tabled until our April meeting so that H. Mowat, R. Philo, G. Kielar and A. DuRoss can meet to discuss the scope and duties of this role.

Application process to secure a credit card for small library purchases is underway.

Committees:

Finance A. DuRoss for D. Baldwin

The committee met with Nicholas Grimmer of The Community Foundation in an effort to find an approach that would allow our Board to invest with them. While it was deemed inappropriate to place Board money there, the Friends could establish an account with The Community Foundation to receive donations made to the Library

Buildings and Grounds.....J. Winn

The Town will lift branches off of the back sections of the fence in order to clear the roadway. Ideas for protecting the fence from further damage are being considered.

Personnel/TechnologyH. Mowat for A. Lynch

An evaluation of the Interim Director will be developed and implemented soon.

Policies/NominatingV. Emmert

This committee will meet soon to discuss policies in several areas: Social Media, Collection Development, and Library Use.

In response to last month's discussion, Interim Director A. DuRoss reported that she could set up Gmail accounts for Trustees. However, at this point, members present decided not to pursue this.

Public Relations/Government CommunicationsH. Mowat

No report.

Long Range PlanningK. Jarrett

Committee met on 3.20.18. The Mission Statement is still under consideration. The group is refining a survey that will be placed on the welcome page of the NHPL website with paper copies available in the Library and a copy published in The Town Crier. Long Range goals are also being discussed. The next meeting will be on 4.17.18.

Director SearchV. Emmert

No report.

Friends of the NHPL

*Susan Fountain and Monica Maier will represent the Friends group in discussions of the Town Supervisor's event to benefit NHPL.

*A professional cleaning service will be deep-cleaning the Library once each month starting on 4.5.18.

Motion to adjourn was offered at 6:17 p.m. by J. Winn, seconded by L. Dunn and unanimously supported.

Respectfully submitted,

Virginia Emmert
Secretary