

**New Hartford Public Library**  
**Board of Trustees Meeting**  
**April 18, 2018**  
**Sammon Room, 5:00 p.m.**

**Present:** Diane Baldwin, Ylva Cortright, Virginia Emmert, Kathleen Jarrett, Andrea Lynch, Heather Mowat, Raymond Philo, John Pitarresi, Jay Winn, Interim Director, Anne DuRoss.

**Excused:** Joanne Donaruma-Wade, Larry Dunn.

At 5:00 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 3.21.18 Minutes**

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

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

\*Patrick Huther of Royal Landscaping has submitted a proposal for two projects in the garden area: Repair of the granite benches (\$1650) and water fountain upkeep and maintenance (\$293). A. DuRoss will obtain three verbal quotes as dictated by our purchasing policy and will report at our May meeting.

\*Oneida County/Oneida Indian Nation initiatives totaling \$47,000 will benefit Books for Babies, OverDrive Digital Collection and Summer Reading Programs for Central NY libraries.

\*On May 14/15, A. DuRoss will be at Perry Junior High to speak to students about the library. A similar session will also be scheduled at New Hartford High School.

\*Please see attached complete report from the Interim Director.

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

\*Request that A. DuRoss reach out to Utica National Insurance for grant possibilities.

\*A. Lynch has concern that there is a possible appearance of conflict of interest with Paychex who provides automated payroll services for the Library. A **motion** was made to accept the written statement from H. Mowat explaining why no conflict exists. This statement will be attached to A. Lynch's Disclosure Form. A **motion** supporting this action was offered by J. Winn, seconded by Y. Cortright and unanimously supported by the Board.

\*The New Hartford Historical Society would like additional space at the Point Apartments to house a display and data storage area pertaining to New Hartford World War II veterans. The Friends of NHPL currently use this storage space there. If new acceptable alternative space can be assured for their materials in Butler Hall, this would provide additional display area for the Historical Society at their location. H. Mowat will investigate and we will discuss at our May meeting.

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

\*Review and Approval of March 2018 Statement

**Motion** to accept the March 2018 Statement was offered by R. Philo, seconded by J. Pitarresi and unanimously approved by the Board.

\*Review and Approve 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 approved by the Board.

\*Recommendation and Approval of Library Treasurer

After an informative meeting with A. DuRoss and G. Kielar, R. Philo has agreed to serve as Treasurer of this Board for 2018. The **motion** to approve this appointment was offered by H. Mowat, seconded by D. Baldwin and unanimously supported.

\*We need to send a voucher to the Town of New Hartford for payment of quarterly funds. H. Mowat and R. Philo will do this.

### **Committees:**

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

Friends of NHPL could establish a fund at The Community Foundation to receive donations for the Library. The Library Board itself cannot in accordance with General Municipal Law.

#### **Buildings and Grounds .....J. Winn**

This committee generated a list of possible ways to protect our fence: reflective signs, boulders, highway guard rail, bollards, cable guide rail, triangular bumpers, wheel chocks, etc. They will look into the cost of these potential protective measures and report at our May meeting.

A.DuRoss was asked to contact New Hartford Highway Superintendent Rick Sherman with a request to pick up broken fence panels and to trim branches hanging in the rear fence area to prevent further damage.

#### **Personnel and Technology .....A. Lynch**

While she is still learning about this committee assignment, A. Lynch will speak with Wanda Bruchis, Director of MidYork, for her assistance in creating a process for evaluating the Interim Director.

#### **Policies and Nominating .....V. Emmert**

Discussion with A. DuRoss about new policies needed as well as identifying current policies that require revision will take place before the May Board meeting.

#### **Public Relations/ Government Communications.....H. Mowat**

State of the Town of New Hartford hosted by the NH Chamber of Commerce. A. DuRoss will send information out to Board members.

**Long Range Planning.....K. Jarrett**

Final Mission Statement was shared. A survey is being developed and will be distributed on the Library website and in the Town Crier with paper copies available in the library. Information from this survey will assist the committee in finalizing long range goals. A. DuRoss will send out the link to this survey to Board members.

**Director Search ..... J. Winn/V. Emmert**

Renewal of our Excuse of Default from the Minimum Standards for 2018 was shared in Board packets and reviewed by Board members. **Motion** to approve the renewal application was offered by A. Lynch, seconded by Y. Cortright and unanimously approved by the Board. H. Mowat will sign the document and A. DuRoss will take it to W. Bruchis at MidYork for approval by their Board . It will then be sent on to the State Library for their approval.

**Friends of the New Hartford Public Library**

The Friends have funds that they wish to give to the Library. A. DuRoss will develop a list of possible items for purchase and their cost. This list will be reviewed by the Board at our May meeting.

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

Respectfully submitted,

Virginia Emmert  
Secretary