

**New Hartford Public Library
Board of Trustees Meeting
May 16, 2018
Sammon Room, 5:00 p.m.**

Present: Diane Baldwin, Joanne Donaruma-Wade, Lawrence Dunn, Virginia Emmert, Kathleen Jarrett, Andrea Lynch, Heather Mowat, Raymond Philo, John Pitarresi, Jay Winn, Senior Clerk Amy Benson.

Excused: Interim Director Anne DuRoss

Absent: Ylva Cortright

At 5:05 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 4.18.18 Minutes

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

Interim Director's ReportA. Benson (for A. DuRoss)

*Visits to Perry Junior High on May 14 and 15 by A. DuRoss and A. Benson were highly successful. Power Point presentation on library services and resources was attended by 650 students. On the following day, a number of students requested and were issued library cards. Many students were assisted in downloading apps so that they can access our eResources.

*Complete report will be attached to these minutes.

President's ReportH. Mowat

*Historical Society Update : Mayor Ryan wants the Friends of NHPL to continue to utilize the room available in the Point School for storage. We will investigate other possibilities and J. Pitarresi agreed to follow-up with Mayor Ryan.

*Although we do not yet have specific details, we have been notified that we will be recipients of another monetary gift.

*The Board is in favor of publishing a 2018 Community Report which will likely be more condensed than the well-received 2017 Report. It was suggested that extra copies of the current report might be given to realtors to share with prospective New Hartford home buyers. H. Mowat commented that the Utica city budget was recently printed by the County and we should look into using the County to print our next Community Report. It was also mentioned that the Library might consider becoming a member of the New Hartford Chamber of Commerce. A. DuRoss will follow-up on these matters.

Treasurer's ReportR. Philo

The Audit of the Library is underway. Within the next week, R. Philo, H. Mowat and A. DuRoss will attempt to meet with the auditors.

Review and Approve April 2018 Financial Statement

Motion to accept the April 2018 Financial Statement was offered by L. Dunn, seconded by J. Pitarresi and unanimously approved.

Review Bills and Approve Payment

Bills were reviewed by Board members and a **motion** to accept and pay them was offered by K. Jarrett, seconded by J. Donaruma-Wade and unanimously supported by Board members.

Committees:

FinanceD. Baldwin

After meeting with auditors, we will also arrange a time to meet with Town Supervisor P. Miscione to discuss our current financial status and needs.

Buildings and GroundsJ. Winn

Options for protecting the fence from errant drivers using the upper parking lot were discussed with pictures of several options being shared. J. Winn will arrange for a company in New York Mills that specializes in guardrails and other methods of protection to come to the Library to assess our situation and make recommendations.

One additional suggestion offered was to restrict the upper parking area for drop-off and handicapped parking. Spaces would be parallel to the curb rather than perpendicular.

Personnel/TechnologyA. Lynch

W. Bruchis, Director of MidYork Library System, has assisted in obtaining evaluation formats from several member libraries. The committee will meet next week to discuss.

The basic inventory of library technology will be made available to the committee.

Policies/NominatingV. Emmert

We have identified a need for policies regarding Social Media and Collection Development. The committee will meet on Tuesday, June 5 at 11:00 am to review possibilities.

H. Mowat reminded us that since this is her second term as President, we will need a new President next year. Nominating Committee will meet early in the fall. Election of Officers should be accomplished at the November meeting.

Public Relations/Government CommunicationsH. Mowat

We are awaiting a response regarding our grant application for funding our proposed entry door project.

There will be a meeting soon to plan a Legislative Breakfast for the fall.

Director SearchV. Emmert

The grade report for A. DuRoss's recently completed third semester of work should be here soon. Ms. DuRoss has completed 27 of 36 hours required for the MLS. She will finish the remaining 9 hours in the fall.

Friends of the NHPL

*At a meeting on 5.12.18, the continuing need for storage space was emphasized.

*The Friends approved a motion to give Interim Director A. DuRoss \$10,000 for items enumerated on a list of needs including a new bookdrop/cart for the lower parking lot as well as a new bookdrop/cart for the upper entrance. Also included was funding allocated to provide upgrades for all library computers.

Motion to Adjourn

Motion to adjourn was offered at 6:15 p.m. by L. Dunn, seconded by J. Pitarresi and unanimously supported by the Board.

Respectfully submitted,

Virginia Emmert, Secretary