

New Hartford Public Library
Board of Trustees Meeting
August 15, 2018
Sammon Room, 5:00 p.m.

Present: Ylva Cortright, Joanne Donaruma-Wade, Lawrence Dunn, Virginia Emmert, Kathleen Jarrett, Andrea Lynch, Heather Mowat, Raymond Philo, Interim Director Anne DuRoss.

Excused: John Pitarresi and Jay Winn.
One guest attended but did not introduce himself.

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 Minutes

Motion to approve the minutes of the regular meeting on 6.25.18 was offered by R. Philo, seconded by K. Jarrett and unanimously approved.

Motion to approve the minutes of the special meeting on 7.23.18 was offered by A. Lynch, seconded by L. Dunn and unanimously approved.

Interim Director's ReportA. DuRoss

*The DASNY grant application has been submitted with required attachments and additional information has been provided upon request.

*Quotes for the work on the bench and fountain in the garden were requested and have been received. A **motion** was offered to accept the low quote from Royal Landscape to complete the work. See memo attached.

Two trees in the front of the building have been damaged in past storms. The Town has offered to take the trees down. Royal Landscape will replace these trees and prune a third tree in an attempt to save it.

*The New Hartford Senior Center has been relocated to the Willowvale Fire Department which does not have room to accommodate several of their scheduled classes. Their AARP driving class now is offered in the library as are several of their exercise classes. The facilitator of the exercise class (not the Senior Center) receives a \$4 fee from each participant. A **motion** was offered by A. Lynch recommending approval of their use of designated rooms through December 31, 2018 per their policy for this limited period of time. A second was offered by Y. Cortright with unanimous approval by the Board.

*Two Community Outreach events are planned: a Back to School event at Boscov's on August 25th and an event at the Town Park in New Hartford as part of the Utica Rescue Mission's event on Saturday, September 8th.

*A complete report will be attached to these minutes.

President's ReportH. Mowat

*Audit: Client representation letter will be sent to the auditors tomorrow. When their draft report arrives, it will be reviewed by our Treasurer.

*Bequest: H. Mowat spoke with attorneys involved in the estate of Carolyn Adams. As a result of her discussions with these individuals as well as consideration by our Board, R. Philo offered

the following **motion**: Having received the proceeds of a CD following the death of Carolyn Adams, the Board relinquishes any future claim on the proceeds of the Adams Estate based upon credible evidence that the library has received the amount of the bequest intended by Carolyn Adams. This **motion** was offered, seconded by L. Dunn and was unanimously approved by the Board.

Treasurer's ReportR. Philo

A **motion** to approve the July 2018 statement of revenue and expenditures was offered by K. Jarrett, seconded by J. Donaruma-Wade and unanimously approved.

After review, a **motion** was offered by J. Donaruma-Wade to approve payment of bills dated July 24-August 15, 2018 as noted in the check detail. This **motion** was seconded by K. Jarrett and was unanimously approved by the Board.

Committees:

FinanceVacant

In the absence of a chairperson for this committee, H. Mowat will work with A. DuRoss and G. Kielar to create a proposed budget for 2019. This proposed budget will be presented to Treasurer R. Philo and then to the entire Board. A meeting with the Town Supervisor will be scheduled to discuss our contributions to the community and our 2019 Budget Proposal.

Buildings and GroundsJ. Winn (excused)

See Interim Director's Report regarding DASNY grant progress.

Personnel/TechnologyA. Lynch

This committee has created a new form for Director Evaluation that is specific to this library. Also, this group is recommending a Protocol for the Evaluation of the Library Director. Board members were asked to please review the copies provided to them and respond with comments by September 7, 2018. Based on response, the committee will attempt to revise and be ready to present these documents for approval at our regular September meeting.

Policies/NominatingVirginia Emmert

We are looking for nominations for one open seat on our Board.

In September, we will begin the process of creating a slate of Board officers for 2019.

Public Relations/Government CommunicationH. Mowat

See Finance Committee report regarding upcoming visit with Town Supervisor.

This committee will also reach out to the County Executive.

Long Range PlanningK. Jarrett

This committee will be reviewing the results of our survey at its meeting on 8.24.18 at 9:00 a.m.

Director SearchV. Emmert

Interim Director A. DuRoss is beginning her last semester of course work for her degree (MLS).

Friends of the New Hartford Public Library

The Friends would like to donate the proceeds of the Ice Cream Social (\$1285) to the Joshua Turner Fund. A **motion** to accept this donation was offered by L. Dunn, seconded by Y. Cortright and unanimously accepted.

The Friends paid the bill for a new compressor (\$1200).

Board members were thanked for their outstanding participation in the Ice Cream Social.

Motion to Adjourn

A motion to adjourn was offered by A. Lynch at 5:52 p.m., seconded by Y. Cortright and unanimously approved.

Respectfully submitted,

Virginia Emmert, Secretary