

New Hartford Public Library
Board of Trustees Meeting
September 19, 2018
Sammon Room, 5:00 p.m.

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

Absent: Raymond Philo

Visitors: Jennifer A. Logue

At 5:01 p.m., President H. Mowat called this meeting of the New Hartford Public Library Board of Trustees to order and led us all in the Pledge of Allegiance.

In addition to her letter of application and resume, Jennifer A. Logue spoke briefly of her interest in being considered for the open seat on the NHPL Library Board of Trustees. Board members introduced themselves and asked relevant questions. When the interview was concluded and Ms. Logue left, a **motion** to appoint her to the open seat was offered by L. Dunn, seconded by J. Winn and was unanimously supported. V. Emmert will inform Ms. Logue of her appointment and direct her to the Village Clerk to swear her oath.

Approval of Minutes of 8.15.18

Motion to approve these minutes was offered by J. Pitarresi, seconded by K. Jarrett and unanimously approved.

Interim Director's ReportA. DuRoss

*NHPL Friends would like to place a flagpole in front of the Library. J. Booth (NH Codes Officer) was contacted and advised that there were no regulations that prevented this addition to our grounds.

*We are accepting bids for HVAC.

*Annual Town audit (including the Library) is complete and copies are available for Trustees.

*NHPL Friends would like to make a \$2,800 donation to the Board. **Motion** to accept this donation was offered by Y. Cortright, seconded by J. Pitarresi and unanimouslyand gratefully...approved.

*New York State will be requiring annual Sexual Harassment training for all employees, Board members and perhaps even volunteers. We will need to look at our current Sexual Harassment policy and make adjustments as more specifics become available.

*National Voter Registration Day is September 25th. A. DuRoss and A. Benson will be registering voters in the Library with the assistance of the League of Women Voters. Ms. DuRoss and Ms. Benson will also set up a table at New Hartford High School during their lunch hour to register eligible students.

*Attached please find complete report.

President's ReportH. Mowat

Guest Protocol Suggestions:

Discussion of a short Public Comment period right after the Pledge to the Flag. Agenda will appear on NHPL website before the meeting. Printed agendas may be available for visitors and those who wish to speak might be asked to sign in. It was noted that this is a public meeting, not a hearing. Visitors wishing to make a brief statement should not expect to interact with the Board. Anonymous comments will not be considered.

H. Mowat and A. DuRoss will present a more formalized protocol at our October meeting.

Bidding Process

It was suggested that in Board discussion, references to our Procurement Policy be very specific to the requirements of the policy.

Treasurer's ReportH. Mowat for R. Philo

A **motion** to approve the August 2018 financial statement of revenues and expenditures was offered by A. Lynch, seconded by J. Winn and was unanimously approved.

After review of documents, a **motion** approving the payment of bills dated August 24, 2018 through September 19, 2018 was offered by Y. Cortright, seconded by J. Winn and was unanimously approved.

Committees:

FinanceH. Mowat

This committee was scheduled to meet with Town Supervisor Paul Miscione but due to a scheduling conflict, this meeting did not occur. The Town's 2019 proposed contribution to the Library is \$300,000. We will review this budget at our November 2018 meeting.

Buildings and GroundsJ. Winn

Still awaiting response from DASNY on the SAM grant.

Personnel/TechnologyA. Lynch

Board members were provided copies of the new Protocol for Evaluation of Library Director at the 8.15.18 meeting. No additions/corrections/comments were received.

Motion to approve this document was offered by A. Lynch, seconded by J. Winn and unanimously approved.

Board members were also provided copies of the new form for Director Evaluation at the 8.15.18 meeting. No additions/corrections/comments were received. **Motion** to approve this new form was offered by A. Lynch, seconded by J. Donaruma-Wade and unanimously approved.

These documents will be dated as effective with today's date.

Policy/NominatingV. Emmert

As the first step in determining a 2019 slate of officers for this Board, members are asked to e-mail V. Emmert by 10.12.18 to express interest in holding an office. Consult the Board's bylaws for description of duties for each office.

Public Relations/ Government Communications H. Mowat

The County Executive would like to tour the Library. A. DuRoss will arrange this.

Long Range PlanningK. Jarrett

List of proposed goals was shared with the Board. There will be a general goal for Financial Support. The next meeting of this committee is 10.12.18 at 10:00 a.m.

Director SearchV. Emmert

Approval of our variance through 12.31.18 was received from NYS Library.

Friends of NHPLV. Emmert

Reminder that Books and Bordeaux will take place 9.21.18 from 7:00-9:00 p.m. in the Library. Over 200 items will be offered for silent auction. Wine and refreshments will be served. Cost is \$15 per person.

The Bill Bonsted Miniature Golf Tournament will take place on Saturday, November 3rd in the Library from 10:00 a.m.-4:00 p.m. Board members were encouraged to sign up to help.

Motion to Adjourn

Motion to adjourn was offered at 6:17 p.m. by Y. Cortright, seconded by L. Dunn and unanimously approved.

Respectfully submitted,

Virginia Emmert
Secretary