

New Hartford Public Library
Board of Trustees Meeting
October 17, 2018
Sammon Room, 5:00 p.m.

Present: Ylva Cortright, Lawrence Dunn, Virginia Emmert, Kathleen Jarrett, Jennifer A. Logue, Andrea Lynch, Heather Mowat, Raymond Philo, John Pitarresi, Jay Winn, Interim Director Anne DuRoss.

Excused: Joanne Donaruma-Wade

Visitors: Richard Sherman, NH Highway Superintendent

At 5:02 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.

Approval of Minutes of 9.19.18

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

Interim Director's ReportA. DuRoss

*Four companies were asked to submit quotes for our annual HVAC Maintenance. The only response came from H. J. Brandeles Corp. who has provided this service for us previously. The **motion** was offered by L. Dunn to accept their proposal at a cost not to exceed \$2650. This **motion** was seconded by R. Philo and was unanimously supported.

*The Library received a donation of \$5,771.15 for the Joshua Turner Fund. A **motion** to accept this donation was offered by J. Winn, seconded by Y. Cortright and was unanimously approved.

*The Library received an undesignated donation for \$4000 . A **motion** to accept this gift was offered by L. Dunn, seconded by A. Lynch and was unanimously supported.

*The 2017 Tax Return is completed. After review and minimal correction, a motion to accept this document was offered by R. Philo, seconded by J. Winn and was unanimously supported.

*In an effort to discourage usage of our parking areas at night when the Library is closed, our WiFi will be turned off at 10:00 p.m. nightly and will resume at 5:00 a.m. A **motion** asking the Town Board to adopt an ordinance prohibiting overnight parking at the Library was offered by J. Winn, seconded by K. Jarrett and unanimously supported. If adopted by the Town Board, signs specifying this ordinance will be posted.

*Sexual Harassment Policy and Mandates were reviewed and discussed. Interactive training for staff is planned. **Motion** to accept this policy was offered by K. Jarrett, seconded by J. Pitarresi and unanimously supported.

*I-9 Employment Eligibility and Verification Compliance Policy and Social Security Number Protection Policy were reviewed and discussed. A **motion** to approve both policies was offered by J. Winn, seconded by R. Philo and unanimously approved.

*A Staff Development Day was discussed. Selection of date/time was left to the Interim Director.

Complete Interim Director's Report is attached to these minutes.

President's ReportH. Mowat

*Guest Protocol: There will be a sign-in sheet for visitors with copies of the meeting's agenda available. Recognition of visitors will take place following the Pledge of Allegiance.

*Town Board Budget Hearing, November 5, 2018

Library Trustees were encourage to attend this meeting to thank the Town Board for the \$300,000 allocated in the proposed 2019 Town budget for the Library. Time/place of this meeting will be sent to Library Board members.

*2018 Not-For-Profit Return

There was a brief discussion regarding the value of our "not-for-profit" status. It was agreed by consensus to continue to pay our accountant to file for our annual IRS form 990 since this maintains our ability to apply for grants available to not-for-profits.

Treasurer's Report.....R. Philo

A **motion** to approve the September 2018 financial statement of revenues and expenditures was offered by K. Jarrett, seconded by J. Winn and was unanimously supported.

After review of documents, a **motion** approving the payment of bills dated September 20 to October 17, 2018 was offered by A. Lynch, seconded by J. Pitarresi and was unanimously supported.

Committees:

Finance.....R. Philo

It is anticipated that the 2019 budget will include a small increase in payroll to cover the increase in the minimum wage. After the Town Budget Hearing, our budget will be finalized and presented to Trustees at our November meeting.

Buildings and GroundsJ. Winn

*We are still awaiting notification of the SAM Grant.

*The NHPL Friends would like to place a flagpole in front of the Library. There appear to be no codes issues; however, it may be prudent to notify homeowners in our vicinity to determine if they have concerns. President Mowat asked the Buildings and Grounds Committee to review this issue.

*R. Sherman reported that the Shared Services Contract with the Town is being prepared. New trees will be planted in the front of the building to replace those lost to storm damage.

Personnel/TechnologyA. Lynch

Nothing to report.

Policy/Nominating.....V. Emmert

*Policy: For new policy approvals, please see Interim Director's report.

*Nominating: J. Pitarresi offered to continue as vice-president for 2019. R. Philo consented to continue as Treasurer. Members of the Board were asked if any of them felt ready to assume the office of president or secretary. Since many members of this Board have served for a year or less, there were no volunteers. A. Lynch offered a **motion** that in accordance with our bylaws,

we authorize a third term for H. Mowat as president due to the existing unusual circumstances. This **motion** was seconded by K. Jarrett and received unanimous support of those present who constitute more than 2/3 of the full Board. H. Mowat consented to serve. V. Emmert will continue as secretary for the 2019 term.

This slate will be presented at the November meeting and will be voted on at the December meeting.

Long Range PlanningK. Jarrett

The outline of our Long Range Plan was shared with Board members for their review and comment. The committee is now working on specific objectives for each of the goals listed. The next meeting will take place on October 30, 2018, 9:00 a.m.

Director SearchV. Emmert

Nothing to report.

Friends NHPLV.Emmert

The Bill Bonsted Miniature Golf Tournament will take place in the Library on Saturday, November 3, 2018 from 10:00 a.m.-4:00 p.m. Board members volunteered to help.

Motion to Adjourn

Motion to adjourn was offered at 6:21 p.m. by J. Pitarresi, seconded by J. Winn and unanimously supported.

Next meeting: Wednesday, November 28, 2018, Sammon Room, 5:00 p.m.

Respectfully submitted,

Virginia Emmert
Secretary