

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

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

**Excused:** Raymond Philo

**Visitors:** None

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 assembled in the Pledge of Allegiance.

**Approval of November Minutes**

**Motion** to approve the minutes of the November 28, 2018 regular meeting was offered by K. Jarrett, seconded by J. Winn and was unanimously approved.

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

\*Two trees were removed from in front of the Library. The stumps will be removed at a later date. The work is being done by the Town.

\*We were awarded a \$1000 Mini Outreach Grant through Mid-York which will be used to create a rotating lending library of Young Adult materials at The House of the Good Shepherd. This grant becomes effective January 1, 2019 and will continue through the end of 2019.

\*The Board reviewed the Complaint Form for Reporting Sexual Harassment provided by New York State on their website in October 2018. In agreement with Mid York, we decided to remove the phrase offering to work with the complainant's attorney. A **motion** to approve the use of this revised form and to attach it to our Sexual Harassment Policy was offered by Y. Cortright, seconded by L. Dunn and unanimously approved by the Board.

\*Sexual Harassment training will be available to Trustees at the Library's Staff Development Day on Monday, January 21, 2018 at 9:15 a.m.

\*The proposed list of Board meeting dates for calendar year 2019 was reviewed. A **motion** approving this schedule of meetings was offered by A. Lynch, seconded by J. Winn and was unanimously approved. Copy attached.

\*Monthly reports included in the Board Packet will remain as is.

\*A complete Interim Director's Report is attached to these minutes.

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

J. Pitarresi offered a **motion** to go into Executive Session to discuss pending litigation. This **motion** was seconded by J. Logue and was unanimously approved. A **motion** to come out of Executive Session was offered by J. Winn, seconded by Y. Cortright and unanimously approved.

**Treasurer's Report .....H. Mowat for R. Philo**

\*A **motion** to approve the November 2018 financial statement of revenues and expenditures was offered by L. Dunn, seconded by J. Winn and was unanimously approved.

\*After a review of documents, a **motion** to approve the payment of bills dated November 29, 2018 to December 19, 2018 was offered by J. Pitarresi, seconded by J. Donaruma-Wade and was unanimously approved.

**Committees:**

**Finance Committee .....H. Mowat for R. Philo**

The proposed budget for calendar year 2019 was reviewed. A **motion** to approve this budget was offered by Y. Cortright, seconded by J. Donaruma-Wade and was unanimously approved by the Board.

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

\*SAM grant: A. DuRoss is checking monthly for an approval to start this project.

\*After discussion of information provided on erecting a flagpole, there was consensus that we would not move ahead on this project at this time.

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

The Interim Director and A. Lynch will meet to discuss implementing the Interim Director Evaluation.

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

The slate of officers for 2019 was announced:

President	Heather Mowat
Vice President	John Pitarresi
Secretary	Virginia Emmert
Treasurer	Raymond Philo

There were no nominations from the floor. A **motion** to approve this slate was offered by J. Winn, seconded by J. Logue and was unanimously approved by the Board.

**Public Relations and Government Communications .....H. Mowat**

Nothing to report.

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

Board members discussed the proposed five year plan. The only small change to the proposed document was the addition under the title of the plan of the years it would be in effect: 2019-2024. A **motion** to accept the proposed plan with inclusion of the effective years was offered by A. Lynch, seconded by J. Pitarresi and unanimously approved by the Board.

**Director Search .....V. Emmert**

Interim Director A. DuRoss has successfully completed all academic requirements for her MLS.

**Friends of the New Hartford Public Library .....V. Emmert**

Nothing to report.

**Motion to Adjourn**

**Motion** to adjourn was offered by A. Lynch at 6:40 p.m., seconded by J. Pitarresi and was unanimously approved.

**Next Meeting: January 16, 2019**

Respectfully submitted,

Virginia Emmert, Secretary