

**New Hartford Public Library
Board of Trustees Meeting
January 16, 2019
Sammon Room, 5:00 p.m.**

Present: Joanne Donaruma-Wade, Ylva Cortright, Virginia Emmert, Kathleen Jarrett, Andrea Lynch, Heather Mowat, John Pitarresi, Interim Director Anne DuRoss.
Excused: Lawrence Dunn, Jennifer Smith Logue.
Absent: Raymond Philo

At 5:03 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. There were no public presentations or comments.

Approval of December Minutes

Motion to approve the minutes of the December 19, 2018 regular meeting was offered by K. Jarrett, seconded by J. Pitarresi and was unanimously approved.

Interim Director's ReportA. DuRoss

*Plans are being finalized for the first Staff Development Day to be held on Monday, January 21, 2019.

*A list of minor repairs is being compiled. We will work with the Town of New Hartford to address those.

*The list of 2018 donors had been completed and shared with Board members.

*New computers will be installed by Mid York soon.

* A. DuRoss met with the junior high librarian to create a plan for A. DuRoss to work with 7th graders in the NHCS D this spring.

*The NH Climate Smart Committee lecture series held at the Library was very successful. Each lecture had over 40 attendees.

*Please see attached for complete report.

Organizational Annual Items.....H. Mowat

The following motions were offered regarding Board operations for 2019:

Motion to approve NBT Bank as our official bank was offered by K. Jarrett, seconded by Y. Cortright and was unanimously approved.

Motion to appoint the Observer-Dispatch as our official media outlet was offered by Y. Cortright, seconded by J. Donaruma-Wade, and was unanimously approved.

Motion that authorized signatories for checks will be the President (H. Mowat) and Treasurer (R. Philo) of our Board was offered by A. Lynch, seconded by J. Pitarresi and was unanimously approved.

Motion that our Interim Director (A. DuRoss), President (H. Mowat), and Treasurer (R. Philo) may act as contractual signatories was offered by K. Jarrett, seconded by J. Pitarresi and was unanimously approved.

Motion that Dresher and Malecki LLP will act as our auditor was offered by A. Lynch, seconded by J. Donarum-Wade and was unanimously approved.

President's ReportH. Mowat

*Resignation from the NHPL Board of Jay Winn effective January 1, 2019 was received with sadness but much gratitude for his effective leadership of this Board. One year of his term remains. Applicants will be invited to apply for this open seat.

*Committee Assignments for 2019 were discussed. Please see the list of assignments attached to these minutes.

*Sunshine Fund : We will collect funds as the need arises.

Treasurer's ReportH. Mowat for R. Philo

A **motion** to approve the December 2018 financial statement of revenues and expenditures was offered by J. Pitarresi, seconded by J. Donaruma-Wade and was unanimously approved.

After review of documents, a **motion** to approve the payment of bills dated December 19, 2018 to January 16, 2019 was offered by A. Lynch, seconded by K. Jarrett and was unanimously approved.

Committees:

FinanceH. Mowat for R. Philo

Nothing to report.

Building and GroundsVacant

SAM Grant: A. DuRoss is checking monthly for approval to start this project.

We will ask the Town to assist with a list of minor repairs.

Personnel/TechnologyA. Lynch

*Interim Director evaluation process will be completed in time to bring a report to the Board's February meeting for approval.

*A. DuRoss will need to interview with Civil Service regarding changing her title to Director now that she has completed the educational requirement.

Public Relations/Government CommunicationH. Mowat

County Executive A. Picente has been invited to tour the Library.

Long Range PlanningK. Jarrett

Nothing to report.

Director SearchV. Emmert

Nothing to report.

Friends of NHPLV. Emmert

Nothing to report.

A motion to adjourn was offered at 6:05 p.m. by A. Lynch, seconded by J. Pitarresi and was unanimously approved.

Next meeting: Wednesday, February 27, 2019

Respectfully submitted,

Virginia Emmert
Secretary

