

Hazard Library Board of Trustees
Minutes to the Meeting
January 9, 2017
Call to Order 7:10 PM

Attendance:

- **Trustees:** Denise Littlejohn, President; Amy Emerson, Treasurer; Nancy Hart, Secretary; Kathy Button, Betsy Donald, Doug Hastings, Kathy Kirk
- **Staff:** Lisa Semenza, Director
- **Excused:** Ron Buxenbaum,

December 2016 Minutes:

- Two spelling corrections were made: Re. external hard drive, “and” should read “an”, and Michelle Miller’s name is spelled with two l’s.
- Amy moved and Betsy seconded approval of December minutes as corrected. Approval carried.

Board Resignation: Denise officially accepted Annie Zygarowcz’s resignation on 12/16/16.

Michelle Miller summer work report: Michelle has submitted her record of hours worked over the summer, but has not turned in any receipts. Amy has paid her for her work hours, but will wait to pay for other expenses until she receives these receipts.

Director’s Report: See attachment.

- **YSS** stands for the Youth Services Section.
- **Author Matt McElligot** will meet with different grade levels during his visit. Lisa and Sandy will purchase books for each classroom using Rosen Grant funds to accompany his visit.
- **One Card Billing:** FLLS is discussing how fines and lost book payments can be made among the libraries. We might now receive fines for libraries outside Cayuga County within the FLLS.
- **Volunteer Training:** There will be a Volunteer Training Open House for Hazard volunteers on 1/21/17 from 10 am to 2 pm. Volunteers can stop in any time during the Open House.
- **Computer Headphones:** Needed for public computers. Nancy moved and Betsy seconded authorizing Lisa to purchase three sets of headphones. Motion carried.

Treasurer’s Report:

- **School tax account funds:** The \$500 missing from the school district funds have been received for a total of \$40,500.
- **Annual Appeal:** Donations paid through today total \$5428.
- **Metcalf Foundation grant:** \$5000 check has been received.
- **Paid leave:** Linda has requested paid leave for normal work days when the library is closed for holidays. This is appropriate, and Amy has approved this paid leave. It will be recorded on time sheets as Paid Time Off (PTO). Thank you to Lisa for providing time sheets.

- **Ambulance Corps Appeal Letter Discussion:** In the past, we have donated to the ambulance corps if we used the space. Doug moved that we donate to the ambulance, and Kathy B seconded. Motion carried. After a discussion of the amount to donate, Doug moved that we donate \$75. Betsy seconded. Motion carried.
- **Report to the Comptroller's Office:** We must report to the Comptroller what increase we will be requesting through school district funding. We are currently receiving \$40,500. Considerations:
 - ✓ Without the \$3500 we will receive from the county this year, we would be in the red, and we would lose \$5400 a year if the Post Office lease ends. We also want to reimburse Lisa for her additional accounting work.
 - ✓ \$2300 would make up the difference in Polaris costs.
 Nancy moved that we increase our request by \$6000. Kathy Button seconded. Motion carried.
- **Post Office Lease update:** Amy was able to reach the Post Office Real Estate Specialist. She reported that the lease is not open to changes. Has not called back. Lisa received an email from the Northeast region Post Office property Manager, probably as a result of Rep. Katko's intervention. He asked for a call back. The lease will renew twice, each for 5 years, in 2017 and 2022, with a very small rent increase.
- **Whitney Barnes** couldn't make it tonight. Amy will ask him to come another time.
- **Kathy B moved** and Nancy seconded approval of the Treasurer's report. Motion carried.

Annual Meeting will be April 10, at 7 pm. Please think about names for new Trustees.

Five Year Plan Ideas: Delivering library books to shut-ins? Brian Hoke did "Bookmobile" deliveries this summer, working as an independent contractor. Outreach grants could fund this kind of program. Lisa will ask other directors whether they have this kind of program, and how it works.

Changing Table: Nancy moved that we authorize Lisa to purchase a changing table for the restroom, using Nozzolio funding. Betsy seconded. Motion carried.

Replacing Amy as Treasurer ☹: Amy is developing a list of Treasurer's duties. Lisa will be taking over most day-to-day duties. Amy will create a new Quick Books account online, which will be in place by the time the new person takes over.

Possible new Board member: Sue Landon, who has accounting experience.

Next Meeting: February 13, 7 pm at the library.

Meeting adjourned 8:23 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment, Director's January Report

Library Director's Report

(Lisa Semenza)

January 9, 2017

December 13 – Emily Howland Literacy Committee met in the morning. Plans are well underway for “I Love to Read Month” in Feb and visit by author/illustrator Matt McElligott on March 10th. Last year’s Rosen Grant funding will be used to pay for these events. The committee will meet again on **January 10**.

YSS Conference Committee met in the afternoon. I was unable to attend this but plans are coming together for the conference to be held in Ithaca on 4/28. The theme is “Out of the Box” with the conference sessions to be held at State Theater, Cinemopolis, and TCPL.

December 15 – Amanda Schiavulli, the Education and Outreach Librarian from FLLS, again rescheduled her visit due to weather and now plans to visit on Thursday, 1/26. That night was also the Cayuga County Budget Vote but plans to attend were cancelled, also due to the weather. The libraries each will receive \$3500 from the County which is less than what was requested but more than half of the request to cover our Polaris fees, and we are back on the budget for the first time in years!

December 17 – We received notification from FLCAG that we got our funding for performers in Summer 2017 and for our Ukele Camp to be held in August in conjunction with Jim Van Arsdale. We will be submitting a Rosen Grant again (Hazard, Aurora, SCCS) which covers extra programming in the summer as well. Linda and I will be attending the luncheon on **January 18** to receive our check.

December 19 – I attended the *One Card* Billing discussion. The general feeling is that libraries don’t want to bill each other for materials patrons lose, if reimbursement is not received from the patrons. We are still working on this.

Sandy and I read to the Head Start and UPK classes at Emily Howland in the afternoon.

December 26 – We collected a lot of hot cocoa mix and received 19 monetary donations toward purchase of books for the King Ferry Food Pantry. We gave them to Debbie Patrick that day.

January 3 – The King Ferry Corner Store has now opened. Linda asked them if they would be willing to have a “Little Free Library” there so we gathered 2 baskets of books (children’s and adults) to be kept there. We are no longer going to have magazines and unprocessed paperbacks at the library.

January 4 – Book Club met at Kris Minster’s house. 11 members were present to discuss “The Beautiful Mystery” by Louise Penny. We finalized our selections for 2017. We are pursuing a grant through *Humanities New York* to bring in a facilitator to discuss a series of books in the fall. The topic will be *Muslim Journeys* and run for a 4 month period.

Items to discuss:

New Headphones needed – We are now down to one pair and patrons use them frequently.

Upcoming:

We are working on plans for “Take Your Child to the Library Day” (Sat 2/4) and a February break event (Tues 2/21). We will be doing a winter Scavenger Hunt throughout the month, with prizes to be awarded at the end of it.

Amanda Travis, Member Library Liaison at the Onondaga County Public Library, is opening up her next trustee class to Finger Lakes Trustees. If you are interested, please register with her:

Trustee Essentials

Tuesday, January 24, 2017 @ 5:30pm

Tully Free Library

12 State Street, Tully, NY

This workshop is geared especially for new board members, but open to all. Library board members looking for essential, baseline information to increase their effectiveness in serving on a library board will benefit from attending this session. Attendees will learn effective ways to carry out the nine essential library trustee duties and responsibilities (everything the library board does falls within one of the duties or is done in support of them.) Register in advance to Amanda Travis at OCPL by email: atravis@onlib.org or by phone: 315-435-1825

March 1 – Advocacy Day in Albany – FLLS runs a bus. Does anyone want to go with me?