

Hazard Library Board of Trustees
Minutes to the Meeting
February 13, 2017
Call to Order 7:08 PM

Attendance:

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

January 2017 Minutes:

- Kathy Button moved and Doug seconded approval of January minutes. Approval carried.

Lisa read a letter from Senator Helming announcing funding for the library.

Director's Report: See attachment.

- **I Live to Read Month:** There will be a variety of activities, facilitated by both Lisa and Sandy. There will be books going home with the students.
- **Finger Lakes Community Arts Grant** check was received for \$1970. This will be used for the Summer Reading Program Ukulele Camp.
- **Volunteer Training:** Volunteer desk binder is being updated.
- **Twitter Account:** at #atHazardLibrary
- **Annual Report:** Nancy moved and Betsy seconded approval of the Annual Report. Motion carried.
- **Fax Machine phone cord:** Damaged cord has been replaced. For now, we need to plug it in at the jack at the desk when using the fax.
- **Changing Table:** Lisa will order an oval table which will fit in the restroom.
- **Annual Meeting Program:** Photographer Glen Gaston will present a program about eagles.

Treasurer's Report:

- **Annual Appeal:** An additional \$3075 has been received toward the Annual Appeal. Donations now total \$8503.
- **Memorial Donations:** 2 donations were made in memory of Dave Wonder. Farm books will be purchased in his honor.
- **Written Report:** When Quickbooks is revised, there will be new categories in the report.
- **Audit:** We haven't had an audit done recently. This should be done soon. We must hire an independent accountant, and this may cost up to \$2000. Lisa will ask whether FLLS has suggestions for an auditor.
- **Pam, not Sue Landon** is the possible new trustee/treasurer. Doug will contact her.
- **Library Charter:** Amy believes she has a copy. It is needed for us to determine required board size.
- **Document Storage:** Amy will look into purchasing totes for file storage, and we can approve the purchase in March.
- **Treasurer's Duties** were described by Amy.
- **Betsy moved** and Ron seconded approval of the Treasurer's Report. Motion carried.

Annual Meeting will be April 10 at 7 pm at the Friends Meeting House.

- **Annual Report brochure:** Amy will print after Lisa and Linda update the brochure and Amy updates the financial report.
- **Secretary** will send a letter to the Friends requesting use of the Meeting House for the Annual Meeting and Summer Reading Program (4 dates).
- **Donation to Friends:** Last year's check has not been cashed. Ron will check on this. Betsy moved that we increase this donation to \$125. Amy seconded. Motion carried.
- **Whitney Barnes visit:** Amy will ask him to join us in March.

Emergency Circumstances Policy: We reviewed and revised this policy. Our new weather closing policy will be added as section 4, section 5 will refer to "in any other emergency." Lisa will retype the policy. Nancy moved to approve the policy with revision to include the weather closing policy approved in 12/16. Kathy Button seconded. Motion carried.

Printing/Copy/ Fax policy: We revised the policy to state that:

- ✓ The first two pages of copies or computer printouts each day will be free.
- ✓ Additional pages will cost .10 each for black & white and .20 each for color.
- ✓ Double-sided copies will cost .15 each.
- ✓ Domestic incoming and outgoing faxes will cost \$1.00 per fax.
- ✓ Kathy Button moved approval of P/C/F policy as revised. Ron seconded. Motion carried.

New Trustee/Treasurer: Pam Landon declined position. Doug contacted Laura Talcott, who said she would be happy to assume the trustee/treasurer position. Thank you, Doug. Amy will talk with Laura about duties of the treasurer.

Director's Accounting Duty pay increase: Amy suggested we carve out a time during the next meeting when Lisa and Nancy will not be present, to discuss additional Director's salary for accounting duties.

Post Office Space: Denise looked into space requirements for the post office. Kathy B suggested that we ask exactly what these space requirements are. We discussed alternatives, including hiring an architect. Our next step may be to make a plan, and run it by the post office folks.

Home Library Delivery: We can apply for an outreach grant through FLLS, but have to have a plan. We tabled this discussion for another meeting, but definitely want to look into providing this service.

Wiring and Lighting Upgrade: We have an estimate for \$2000, and this is the amount of our request for Helming funding, but it was suggested that we can use Nozzolio funds. Nancy moved that we get two or more estimates to upgrade lighting on the porch, replace wiring, and add outlets on the porch and accessible from the north yard. Ron seconded the motion. Motion carried. Seth will contact Tom Denman first, then Ron will contact Ken Denman and Doug will contact Randy Sheils to estimate the same job.

Energy Audit: Ron reported that our application for the free energy audit was too late. We decided not to bother following up.

.

Next Meeting: March 13, 7 pm at the Library.
Meeting adjourned 9:03 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment, Director's February Report

Library Director's Report

(Lisa Semenza)

February 13, 2017

January 10 – Emily Howland Literacy Committee met. Plans were finalized for “I Love to Read Month” in Feb and visit by author/illustrator Matt McElligott on March 10th. There will be guest readers each Wed, themed days each Fri, a door decorating contest and a reading breakfast (2/28). Last year's Rosen Grant funding will be used to pay for these events.

January 17 – Rosen Grant submitted for Summer Reading 2017. This again will incorporate Hazard, Aurora and SCCS. We will build on our programs from previous years including the Bookmobile and Little Free Libraries.

January 18 – Linda and I attended the FLCAG Luncheon to receive our check to fund our Summer Reading performers. Jim and Jennifer Van Arsdale received the check that will fund our Ukelele Camp in conjunction with Perform4Purpose to be held in August.

January 21 – Linda and I held a Volunteer Training day. We gave them reminders for shelving and other procedures, presented our weather closing policy and unattended children's policy and gave the opportunity for further training in areas of their choice. Handouts are available for anyone who missed the session.

January 26 – Amanda Schiavulli, from FLLS, spent the afternoon here. She said there is no problem with people signing in to use the computers but they should be encouraged to use first names only. We now have a Twitter account.

February 1 – Southern Cayuga Book Club met at the Aurora Library. There were 14 people in attendance to discuss “Interpreter of Maladies” by Jhumpa Lahiri. This was a different discussion because the book was a series of short stories.

February 4 – “Take Your Child to the Library Day” – We kicked off our month long Scavenger Hunt and chances to win weekly prizes. This will culminate at our “Winter Game Day” on **Tues 2/21** (during the Feb break) where we will play snowman games and pull the DVD prize winning tickets.

February 8 – I attended the Annual Report workshop in Weedsport. This is due on 2/20.

Items to discuss:

Seth is replacing the phone cord for the fax machine. It was not working and this seemed to be the problem.

Book delivery to shut-ins. *See forwarded information from various libraries in the system.*

Baby changing table – Seth measured and has figured out which one will fit the space.

Program for Annual Meeting?

Upcoming:

February 14 – Sandy and I are giving out books and bookmarks at Emily Howland during their lunch periods.

February 16 – FALCONS meeting at FLLS

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