

Hazard Library Board of Trustees
Minutes to the Meeting
March 13, 2017
Call to Order 7:10 PM

Attendance:

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

February 2017 Minutes:

- Corrections:
 - ✓ The CNY Arts grant for this summer's Ukulele Camp is a separate grant from that for our Summer Reading Program performances.
 - ✓ The Hazard Library Volunteer Training took place on February 21.
 - ✓ Our Twitter account is "#@hazardlibrary"
 - ✓ Glenn Gaston will be asked to present a program about Bald Eagles at our Annual Meeting.
 - ✓ Donations were made in memory of *Dave Wunder*.
 - ✓ 2 spelling corrections: '*for* instead of *fpr*', and '*estimate* for *stimate*'.
- Ron moved and Doug seconded approval of February minutes as corrected. Approval carried.

Director's Report: See attachment.

- **I Love to Read Month:** Author Matt McElligott was wonderful.
- **The flower boxes** on the front porch are broken. Nancy will see about repairing them.
- **Electrical repair and update** proposals: We are waiting for a written estimate from Tom Denman. We discussed motion sensor vs. light sensor lights for the front porch. We could also use a timer switch. Motion sensors would work well. Doug will talk to Randy Sheils and Ron will talk with Ken Denman. Seth will continue to pursue a proposal for the work from Tom Denman. We will then ask for estimates for this proposed work from Randy and Ken, compare estimates and choose a contractor.

Treasurer's Report:

- Amy has purchased online QuickBooks software. Her written report has been changed to reflect categories in this QuickBooks version. Categories match the report we send to the state. By next month, all categories will be set and past amounts entered.
- Lisa and Amy have been meeting to train Lisa in QuickBooks.
- Both Lisa and our new treasurer will have access to the system.
- Financial duties will be as follows:
 - ✓ New treasurer: banking, recording income, payroll, tax prep (with accountants), maintain petty cash account.
 - ✓ Director: pay bills, record withdrawals.

- **School Tax bill increase:** The district as asked what our request will be for the tax bill increase. Amy read a sample email explaining the increase request for the Aurora Library, which we can tweak to meet our needs. Amy proposed we ask for a \$6000 increase and mention reasons for this increase. Nancy moved that we ask the taxpayers for an additional \$6000 this year. Ron seconded. Motion carried. Amy will email Nynette Adams, Administrative Assistant in the SCCS business office about our request.
- **Change in Director's hours:** The amount of increase in Lisa's hours to accommodate additional financial work has not yet been determined.
- **Payment to Friends for use of Meeting Hall:** Friends haven't seen our checks for three years, and they have not been cashed. Amy will void the checks and send Treasurer Jeff Layton new checks with a thank you and an apology. Ron will find the address. This year's request for use of the meeting hall should be addressed to Andy Simpkin.
- **Doug moved** and Kathy seconded approval of the Treasurer's Report. Motion carried.

New Board Members: Amy reached out to Laura Talcott, who is away. We are waiting to hear back. Denise will ask Kathy Bailey whether she is interested in rejoining the board.

Probable New Board of Trustee Officer positions:

- ✓ President – Denise Littlejohn
- ✓ Treasurer – Laura Talcott
- ✓ Secretary – Nancy Hart
- ✓ Book Sale Liaison – Kathy Button

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

- **Annual Report brochure:** The financial report will be for the 2016 calendar year.
- **Presentation:** Glenn Gaston will present a program about Bald Eagles in Cayuga County. We will advertise the meeting more widely to promote the program.
- Glenn's program will go first, followed by the business meeting.
- Nancy moved that we pay Glenn \$100 for his presentation. Ron seconded. Motion approved.
- **Food:** Trustees will bring snacks and cookies. The library will purchase ice tea and water, and Lisa will bring the Keurig for coffee and tea. Denise will provide cups, plates and napkins.
- Trustees should arrive around 6:30.

Hazard Library Audit: Sara G. at FLLS suggested the accounting firm Sciarabba and Walker. An audit by them would cost between \$2000 and \$3000. Lisa will check with Lisa at Seymour Library in Auburn to ask whom they use. If they are working with someone different, Amy will compare the cost and go with the less expensive. If Auburn uses S&W, we will go with them.

Amy moved that we hire an accounting firm at a maximum cost of \$3000 to audit Hazard's accounts. Ron seconded. Motion carried.

Post Office Space: When asked about space requirements, the P.O. supervisor in Auburn said they need to be able to lock up the mail. Denise will ask our contact person if there are guidelines for minimum standards for the Post Office.

Basement step repair: Ron got two estimates, \$6995 and \$6545. We decided not to follow through with this for now.

Board Member Honorarium: *The Amy Emerson Porch Light*

Director's salary plan: We will take the per hour breakdown of Lisa's current salary and add an average amount to cover the extra time needed for accounting duties.

Emergency Circumstances Policy has been retyped. Thank you, Lisa.

Donation: Jackie Alexander presented a \$20 donation from the Round-About Book Club.

Retention of Records: Lisa has found Records Retention and Disposition Guidelines.

Next Regular Board Meeting: May 8, 7 pm at the Library.

Meeting adjourned 8:34 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment, Director's March Report

Library Director's Report

(Lisa Semenza)

March 13, 2017

February 14 – Sandy and I gave books and book marks to all Emily Howland students during their lunch hours as part of "I Love to Read Month".

February 16 – FALCONS meeting – We did not make it to FLLS due to weather but Sandy (AURO), Anna (PORT) and I participated online from the library. There was not really anything to report on.

February 17 – Amy and I submitted the Annual Report. It has been submitted to the state after one minor correction.

February 21 – We culminated our month long scavenger hunt and prize drawings. Overall we had 34 children, 3 teens and 26 adults participate in the scavenger hunt. There were 76 children's entries and 82 adult entries in the weekly prize drawings and 118 entries into the movie drawings. We had 5 adults and 11 children join us in the morning to play Snowman and Heart themed games.

February 28 – "I Love to Read Month" culminated with the "I Love to Read Breakfast" with food procured from the King Ferry Corner Store. There were 56 adults in attendance for 50 children.

March 1 – Library Advocacy Day was held in Albany. A bus provided transportation from Ithaca and there was a van for Cayuga County attendees. I was able to talk to Senator Pam Helming but not directly to Assemblyman Gary Finch due to timing. I also touched base with Assemblyman Bob Oaks (due to my connection to Cato) and Senator John DeFrancisco. All whom we talked to have pledged to support library funding. We were able to send many postcards, and a picture with a note from a child, from our patrons.

March 8 – Book club met with 9 members to discuss “The Little Red Chairs” by Edna O’Brien. The meeting was rescheduled from March 1 due to a large number of members who could not attend and difficulty in getting copies of the book.

March 10 – Author/Illustrator Matt McElligott came to Emily Howland, paid through the Rosen Grant 2016. He presented 3 different assemblies divided by grade levels and book choices. He met with 4th graders at lunch. They had done a unit based on one of his chapter books. Rosen Grant provided books to the school to read in advance of his visit which he then autographed. Students will enter drawings to win the book of their choice. Peachtown and Homeschool students were also invited to attend.

Items to discuss:

Linda has expressed concern that the flower boxes on the porch are in poor repair. They are falling apart and may not last the summer.

I have left a message for Glenn Gaston RE providing the Annual Meeting program.

Upcoming:

March 16 – Summer Reading Meeting

March 23 – Director’s Advisory Council (DAC) to meet. Lisa Carr (AUB), Libbie Messina (CATO) and I are the representatives from Cayuga County.