

Hazard Library Board of Trustees
Minutes to the Meeting
May 8, 2017
Call to Order 7:10 PM

Attendance:

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

March 2017 Minutes:

- Ron moved and Doug seconded approval of March minutes. Approval carried.

President's Remarks:

- Congratulations to Lisa, who has received a full scholarship to attend the Association for Rural and Small Libraries 2017 conference in Utah this September!
- Our Annual Meeting in April was a great success.
- Welcome, Laura, and Thank You for taking on the Treasurer duties.

Director's Report: See attachment.

- **Minimum Library Standards:** Trustees will be asked to do three hours of training each year, and staff will be required to do 10 hours of technical issues training. FLLS will be adding more tech training and videos to the monthly newsletters.
- **County Legislature Meeting:** FLLS representatives attended the April meeting to keep libraries on the county agenda.
- **County Funding:** We have received a funding commitment voucher. Lisa returned our acceptance portion.
- **Adult Programming:** Activities and information left on the desk for adult consumption count as passive programming.
- **Teen Book Festival in Rochester:** Lisa, Kathy Kirk and Kathy's daughters will be attending.
- **Summer Reading Program:** We need volunteers for Thursday and Saturday programs.
- **Saturday Open Hours:** Nancy moved that we limit Saturday open hours to three for July and August. Ron seconded. Motion carried. Lisa and Linda will determine the specific hours and post them appropriately.
- **Flower boxes/porch garden:** Discussion and decision tabled until next meeting.
- **Removing shrubs:** Nancy moved that we authorize Laura and anyone she chooses to assist her to remove shrubs along the front of the porch. Ron seconded. Motion carried.

Treasurer's Report: See attachment.

- **Reporting:** We discussed whether it would be helpful to report the comparison of the budget vs. actual expenditures. Laura needs a copy of the budget.
- **Audit:** Amy obtained a quote of \$7000 from Iles Accounting to complete a library audit. The firm of J. Engels in Lansing is another possibility. Laura will have quotes by the June meeting.

- **Doug moved** and Kathy seconded approval of the Treasurer's Report. Motion carried.

Book Sale:

- **Possible dates:** August 5 through August 12. We will decide by the June meeting.
- **Handling Book Sale daily receipts:** In order to safeguard Scott and the library, it was strongly suggested that two people count the day's money at the end of each day, and both sign a statement or the actual money bag before it leaves the sale and is deposited.

Treasurer vs. Librarian financial duties: So far, it is not necessary to expand Lisa's hours to cover extra finance duties.

Post Office Space: Paul Frye is seeking a space validation from Post Office Planning.

Wiring/Lighting Repair & Renovation: Ron accompanied Saxton Electric in estimating the job. Doug spoke with Randy Sheils, who is too busy. Randy recommended Steve Marshall, who won't be available until summer. Another possibility is Kenyon Electric in Genoa. Seth spoke again with Tom Denman and put together a list of items to be completed. Tom's estimate to complete these items is about \$2200, the amount we requested from Pam Helming.

Conflict of Interest Policy: Each Trustee must sign this policy annually, as well as listing any conflicts of interest with our duties. We will sign these at the end of this meeting.

Substitute for Denise: If Denise's grandson is born by the next meeting, and Denise is away, Nancy, as Secretary, will run the meeting.

Next Regular Board Meeting: June 12, 7 pm at the Library.

Meeting adjourned 8:39 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachments, Director's May Report, and Treasurer's May Report.

Library Director's Report

(Lisa Semenza)

May 8, 2017

March 16 – Linda and I attended the Summer Reading Meeting at FLLS. Always a good way to new ideas for activities and programs.

March 23 – Director's Advisory Council (DAC) met. Lisa Carr (AUB), Libbie Messina (CATO) and I were the representatives from Cayuga County. Cheryl Austin (WEED) will replace Libbie now that she has retired. Much of the meeting discussed the proposed changes in the minimum library standards.

March 27 – CayugaConnect (the Cayuga County Library Directors) met at Seymour Library in Auburn. Sarah and Kristi from FLLS also attended. We focused on having a continuing presence at the Cayuga County Legislative meetings to show the worth of the libraries. *(We received funding commitment paperwork from the county on 5/5 and this has been signed and mailed to them)*

April 4, 25, May 10 – Literacy committee meeting to plan collaborative summer reading efforts.

April 5 – Book club met at the Aurora Library to discuss “Commonwealth” by Ann Patchett. There were 11 members in attendance.

April 6 – I attended training at FLLS about Adult Programming ideas. We have had origami bookmark instructions and paper available as a “passive program”.

April 10 – Our Annual Meeting – We had 27 adults and 4 children in attendance. We added Glenn Gaston’s book to our collection.

April 11 & 18 – YSS Conference Planning Committee met to get together tote bags, folders and raffle baskets for the conference.

April 18 – We had our Spring Break Program (Legos, Potato Heads and Tinker Toys). We had 19 children and 5 adults “play” with us. We posted pictures of their creations. For the free ice cream sundae drawing we had 44 children and 32 adults enter to win.

April 20 – Jenny from FLLS came and gave Linda and I a training in use of Excel spreadsheets.

April 28 – YSS Conference held in Ithaca. There were approximately 200 attendees. The weather was beautiful and the conference was a huge success.

May 3 – Community Read held at Emily Howland in conjunction with the Anne Frank Tree Project. Bill Zimpfer led the discussion of “Life in a Jar” by Jack Mayer. There were 20 people in attendance including 2 people from Auburn who read about it in the Citizen. The author gave a talk on May 5 in the SCCS auditorium.

Items to discuss:

Proposal for Flower Boxes:

- In the past few years the boxes have been repaired and planted by a volunteer, with plants often purchased by the volunteer.
- Linda and Jackie Dickinson propose retiring the window boxes and replacing them with hanging baskets of flowers/ferns and pots of vegetables (a mini “Community Garden”).
- The cost of purchasing baskets/containers of plants would be approximately \$150-\$200.

Book Sale Dates: Linda and I spoke with Scott Gross on 5/2. He suggested avoiding the Route 90 sale weekend (7/28-30).

Saturday hours in the summer: Due to difficulty in getting volunteers to commit to Saturdays, we propose closing the library at 12:00 on Saturdays in July and August. We open early on Thursdays during the summer so that would offset the closed hours.

Upcoming:

May 16 – School Board elections and Budget Vote

May 20 – Teen Book Festival in Rochester

We need volunteers for Summer Program (performances and science activities). We have our Kick-Off on **June 29**.

Treasurer's Report for April
May 8, 2017
Laura Talcott, Board Treasurer

Expenses:

1. Poplar Ridge Friends Church donation \$425.00
 - Current year, \$125.00
 - Past 3 Years, \$100 X 3 - \$300.00
2. NYS Quarterly Employment taxes - \$690.15
3. QuickBooks monthly charge - \$10.99

Income: Rosen Grant - \$13,000. (\$1200 to Aurora, \$11,800 here for programming.)