

Hazard Library Board of Trustees  
Minutes to the Meeting  
June 12, 2017  
Call to Order 7:07 PM

**Attendance:**

- **Trustees:** Laura Talcott, Treasurer; Nancy Hart, Secretary; Ron Buxenbaum, Betsy Donald, Kathy Button, Doug Hastings, Kathy Kirk
- **Excused:** Denise Littlejohn, President
- **Guests:** Amy Emerson, Whitney Barnes, Scott Gross, Carolyn Littlejohn, Connie Rejman
- **Staff:** Lisa Semenza, Director

**Nancy** facilitated the meeting in Denise's absence.

**Investment Review:** Amy introduced Whitney Barnes, who is managing our investment account, who shared an update about our investments. He stated that "we are heading in the right direction." The portfolio is up 6.5% this quarter, but we are still 2 to 2.5% below our original investment amount. Some of the stocks we are invested in, "Value stocks," Apple, Coach, Chevron and Emerson are up, while others are down. The account is turning around, yielding about 1.77% overall. 25% of the total investment is kept in cash. Whitney believes we should keep that cash available for further investments.

The account currently stands at \$58, 910.42, up from around \$53-\$54,000 in January. The initial investment was \$62,272. Whitney's fee is 1.5% per year with quarterly payments. Doug asked for clarification as to why the market had not made more progress. Kathy B asked how our funds are invested. They are in stocks. Whitney feels that bonds can be good investments, but won't necessarily help us meet our goal of creating an endowment. Investments are conservative to moderate, open to change if good stock choices open up.

**Library Book Sale:** Scott, Carolyn and Connie asked some questions about the book sale.

- What are trade paperbacks, and how will we sell them? Trade paperbacks are larger than mass market paperbacks, and are more expensive to buy, closer in price to hard covers. Nancy said that the Friends of the TC Library use a box template to measure whether a book is a trade paperback. We will charge the hard cover price for trade paperbacks. (Nancy will make some templates for check out.)
- Bag Sale: \$4.00 a bag on the last Saturday. We will provide plastic grocery bags which will be the only bags acceptable.
- Preview Night is too much. All are in agreement that we will not do it.
- Hours: Sunday will be 12-4. Last Saturday will be 9-2, leaving time to properly box books before taking them to Ithaca. Have to be boxed flat in closed boxes.
- Pricing: 1<sup>st</sup> weekend, hard covers and trade books, \$2, mass market paperbacks, \$1. Prices change to \$1 and .50 on Monday and for the rest of the sale until bag day.
- All wish for a permanent location to store and sort books.
- Sale Dates: 7/29 – 8/5.

**Business meeting** began at 8 pm.

**May 2017 Minutes:**

- Kathy B moved and Ron seconded approval of May minutes. Approval carried.

**Remarks:**

- Our request for \$46,500 on the school tax bill was approved, an increase of \$6,000. Katy B. suggested that we put a thank you to voters on the library sign. She also suggested that we use students to change the sign as part of their community service.
- Thank you to Laura and Steve Talcott for removing the bushes and to Ron and Trudy for their help and for the beautiful hanging baskets and petunias.

**Director's Report:** See attachment.

- **Door Latch** is sticking, people thinking it was locked and unopenable from the outside. Seth climbed in the window to get in. Betsy moved to replace the latch. Kathy B. seconded. Motion carried. Doug will look at it.
- **The air conditioner** is only set in the window, not bolted. Once the door is fixed, Seth will secure the AC, so that it can't be pushed in or fall out.
- **Desk coverage:** Saturdays are covered for July. Still need Saturday volunteers for August.
- **Web Site:** Lisa would like to update our site and change the design. There are no objections.
- **Adult Programming:** Can we give adults a free book at the book sale if they participate in the summer reading program? Yes, if they sign up.

**Treasurer's Report:**

- May income was \$540.89, expenses \$6,769.08. Lisa explained that with various sources of funding, monthly income and expenses don't always match. We have money in bank accounts to cover any bills until funding comes in. Laura and Lisa will set up a time to get together to discuss the expense/income process. Kathy B moved to approve the Treasurer's report. Kathy K. seconded. Approval carried.

**Book Sale:**

- **Ad** has been submitted to the Tribune. Lisa sent dates for the sale to the Rambling Reporter. We will get signs out sometime around the end of June.
- **Tables:** Kathy B has ordered tables from school.
- **Insurance Certificate** has been ordered.

**Wiring/Lighting Repair & Renovation:**

- We have two bids which are about the same:
  - ✓ Saxton Electric - \$2,300
  - ✓ Tom Denman - \$2,200

Because Saxton's estimate was more specific about the actual work to be done, the group felt we should go with Saxton. Doug moved, Kathy K seconded choosing Saxton Electric. Motion carried. We will use Nozzolio funds for this project.

**Discussion of investments:** General concern among the Trustees is that the growth of our accounts is not in line with growth in the market at this time. We discussed if a financial advisor from a different firm could come speak to us about what we need and what they can offer. Looking at Tompkins Trust. Nancy will check on this.

**Summer Reading:** Lisa distributed Summer Reading Program flyers to be posted in various locations:

- Nancy – Moravia
- Betsy – Union Springs
- Laura – Dugan's
- Kathy B - Genoa

**Next Regular Board Meeting:** July 17, 7 pm at the Library.

**Meeting adjourned** 9:08 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachments, Director's June Report, emails of Book Sale date online vote

#### **Library Director's Report**

(Lisa Semenza)

June 12, 2017

**May 10 and June 6** – Literacy Committee meetings – The Reading Log is all completed but probably will not be going out in the Rambling Reporter this year. This past week the students were able to get books from a book exchange (K-4) or BOGO Scholastic Book Fair (5-12). Rosen Grant funds will be used to purchase books the students have deemed "Great Books". Brian Hoke and Dawn Sedorus will work together for the Outreach Program to bring books to families who are identified through the school or food pantry.

**May 16** – School Board elections and budget vote. Our funding increase was approved.

**May 18** – FALCONS meeting – There will be a system wide discussion on when the appropriate length of time is to purge fines. Consumer protection laws say 6 years for outstanding debt. We should consider if we need to replace/upgrade any computers for next year's bulk buy. We haven't in a very long time.

**May 20** – Greater Rochester Teen Book Festival at Nazareth College. I had books autographed that were already in the collection and added a new book and new BOCD to our collection.

**June 7** – Book Club met at Janet Pierce's house to discuss "Hillbilly Elegy". There were 10 people in attendance. I was unable to attend.

**June 9** – Sandy and I read to the UPK and Head Start classes at Emily Howland.

**June 9** – Rosen Grant 2016 paid for Illustrator, Katrina Morse, to present a program to the 2<sup>nd</sup> and 3<sup>rd</sup> graders on “The Greatest Book Ever” (how to make one of your own).

**Items to discuss:**

**To hang or not to hang?** Many people have expressed how much they love the baskets of flowers. Most seem to like them on the porch. There have been suggestions of putting something under them to elevate them. No one has mentioned the missing bushes.

**Book Sale Dates:** I got an e-mail from [www.BookSaleFinder.com](http://www.BookSaleFinder.com) and we need to let them know the dates of the sale as soon as we can. The High School library will be donating some of their discarded books.

**Saturday hours in the summer:** Volunteers have stepped up to cover the Saturdays in July so that we can stay on regular schedule. We have not scheduled August yet.

**Updating Website:** I am going through each page and making sure the info is current. Any objections to changing the overall design?

**Summer Details** – Our air conditioner and Post Office screen door

**Upcoming:**

**June 14** – I am attending a FLLS training on Polaris Reporting to be held in Weedsport.

**June 15** – The YSS Conference planning committee is now the FLLS Youth Advisory Group and open to anyone else who wants to join. I will be staying involved in that.

**June 29** – Summer Reading Kick-Off performance.

Highlights of the summer include:

1. Science on the Library Lawn every Tuesday (ending on 8/22 with a visit from the Physics Bus)
2. 5 performances at the Meeting House from 6/29-7/27 on Thursday mornings (including the Bubbleman on 7/20)
3. Dan the Snakeman on 8/3 at 7:00 PM at the High School Cafeteria as a Mid-Summer Check in event to report on reading progress.
4. Ukulele Camp on Thursday mornings in August
5. Weekly ice cream drawings
6. New toys and building materials from a grant from Ready to Read in NYS for upgrading Early Learning Spaces
7. Adults encouraged to participate in Summer Reading activities

## Book Sale Date Vote 2017. Dates approved.

Kathleen Button <[buttonkathleen@gmail.com](mailto:buttonkathleen@gmail.com)> wrote

Hi Everyone,

I spoke with Scott Gross today and he said that they prefer to run the Sale from Saturday, July 29 thru Saturday, August 5. Even though the dates overlap with the Route 90 Sale on the first Saturday, it has generally been our policy to defer to our Book Sale Coordinator and the yearlong sorters as they are the ones who are most invested.

I need your approval before I can request the use of the PR Fire Hall, as well as the SCCS tables. I'd like to get started on this before the next meeting. Denise, is it okay to get an email approval for this?

nfaisth [mailto:[nfaisth@gmail.com](mailto:nfaisth@gmail.com)]

**Sent:** Tuesday, May 30, 2017 10:43 PM

**To:** Kathleen Button; Betsy Donald; Denise Littlejohn; Doug Hastings; Kathy Kirk; Laura Talcott; Lisa Semenza; Ronald Buxenbaum

**Subject:** Re: Book Sale

I'm fine with the dates.

**From:** Kathy Kirk [mailto:[kathyannekirk@gmail.com](mailto:kathyannekirk@gmail.com)]

**Sent:** Wednesday, May 31, 2017 10:45 AM

**To:** nfaisth

**Cc:** Kathleen Button; Betsy Donald; Denise Littlejohn; Doug Hastings; Laura Talcott; Lisa Semenza; Ronald Buxenbaum

**Subject:** Re: Book Sale

I'm OK with the dates.

**From:** Denise Littlejohn [mailto:[deniselittlejohn85@gmail.com](mailto:deniselittlejohn85@gmail.com)]

**Sent:** Wednesday, May 31, 2017 10:27 PM

**To:** Kathleen Button

**Cc:** Betsy Donald; Doug Hastings; Kathy Kirk; Laura Talcott; Lisa Semenza; Nancy Faist Hart; Ronald Buxenbaum

**Subject:** Re: Book Sale

Let's do an email vote.

We have Nancy's and Kathy Kirk's.

I vote yes as well.

**From:** RODNEY DONALD [mailto:[rodbet21@yahoo.com](mailto:rodbet21@yahoo.com)]

**Sent:** Saturday, June 10, 2017 9:39 PM

**To:** Laura Talcott; DHastings

**Cc:** Kathleen Button; Hazard Library Association; Nancy Faist Hart; Ronald Buxenbaum; Kathy Kirk; Denise Littlejohn

**Subject:** Re: Book Sale

I just saw this. sorry. I vote yes as well.

**From:** Kathleen Button [mailto:[buttonkathleen@gmail.com](mailto:buttonkathleen@gmail.com)]

**Sent:** Thursday, June 01, 2017 7:20 AM

**To:** Denise Littlejohn

**Cc:** Betsy Donald; Doug Hastings; Kathy Kirk; Laura Talcott; Lisa Semenza; Nancy Faist Hart; Ronald Buxenbaum

**Subject:** Re: Book Sale

Sounds good, thanks. I vote yes, too!

**From:** Laura Talcott [mailto:[lauratalcott221@gmail.com](mailto:lauratalcott221@gmail.com)]

**Sent:** Thursday, June 01, 2017 9:09 AM

**To:** DHastings

**Cc:** Kathleen Button; Betsy Donald; Hazard Library Association; Nancy Faist Hart; Ronald Buxenbaum; Kathy Kirk; Denise Littlejohn

**Subject:** Re: Book Sale

I vote yes.

Laura Lynn Talcott