

Hazard Library Board of Trustees  
Minutes to the Meeting  
August 14, 2017  
Call to Order 7:14 PM

**Attendance:**

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

**July 2017 Minutes:** Kathy B. moved and Doug seconded approval of July minutes. Approval carried.

**Announcements:** The Book Sale topped the \$5000 mark. Yay!

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

- **Science on the Lawn** was a great success. The teachers from the science camp at Emily Howland bring 12 – 15 children each week as well as providing some weekly themes. There will be probably be a Science on the Lawn program on 8/29, perhaps using Home Depot building kits.
- Many families picked up eclipse viewing glasses at the library, in response to Lisa's post.

**Treasurer's Report:** Laura was not present, but we covered the following questions and information:

- **Post Office Box Fee:** We have now officially updated our registry. Is our yearly fee really \$446.25? Is this our exact amount for box rent, or is this a typo? We will ask Laura to check this out.
- **Questions about some grant expenses vs. income:** Some program expenses paid by the library are reimbursed by grants not managed by us. For example, Jim VanArsdale received the Ukulele Camp grant, and reimburses us for any U.C. expenses.
- **Audit Proposals:**
  - ✓ S. Walker \$7000
  - ✓ Cuddy and Ward \$4000
  - ✓ Engles Accounting \$1500 - \$1700Cuddy & Ward and Engles both sent actual proposals. Instead of voting on which firm to use tonight, we as trustees should read each proposal. Denise has briefly reviewed both. Engles' proposal states that results of his audit would be his "opinion", and that he might "step back" from the audit if there are questions. Denise suggests that we ask Engles to be much more specific and that he answer any questions we have.

**Book Sale:** Kathy B. reports that the sale went really well and that there was lots of volunteer help.

- A paper bag of \$6.00 worth of quarters was found in the F. H. kitchen. Jackie D. suggested we keep it.
- Final profit was \$5274.
- We need to be clearer with sorters about what we will not accept for the sale, as well as what we will.
- We need to be clearer about not accepting any more books after setup begins.
- We need to be clearer about posting prices, at least at the sale site. It is suggested that we list the first weekend prices and then state that prices are halved on Monday.
- Suggestion: a "volunteer training night" with refreshments for all volunteers.

- Discussed pricing of kid's books. We should price all kid's paperbacks as mass market paperbacks (lower price).
- The condition of the book sorting area at the old Emily Howland building is concerning. To clean the space up,
  - ✓ Keep a container available for collecting unacceptable donations for the person who burns them in his furnace.
  - ✓ Set up a regular clean up, and trash and recycling removal plan, with board member assistance.
  - ✓ We need a hook or door stop on the E. H. door to keep it open when moving books in and out.
  - ✓ Doug is working on new signage for the collection boxes, explaining what materials we will not accept.
  - ✓ We should prepare a poster for sorters listing things we don't accept.
  - ✓ We discussed making books left at the end of the sale available for free for teachers. Consensus is not to, because this would be logistically too difficult and might discourage purchases during the sale.
  - ✓ Debi Lampman is still missing one of her tables. It is important to clearly mark any tables brought to the sale by volunteers.

**Basement Clean-out:** Ron and Doug have offered to clean out the library basement, taking away old electronics, desks, etc. Lisa asked that they please leave all bins, books, greenery and stuff in the second room. Lisa will meet with one or both tomorrow to check out the cellar.

**Uncovered porch light bulb:** We will ask Ron whether a new fixture for this light was included in the electrical work estimate. If not, Ron or Doug could do the work. Betsy moved that we authorize Ron or Doug to spend up to \$100, using Nozzolio funds, to purchase and install a standard, more attractive ceiling fixture on the porch. Kathy B. seconded. Motion carried.

**Bike Rack** discussion was tabled.

**Library Fund Investments:** We still need to contact other investment groups about reinvesting out funds.

- ✓ Doug will contact Tompkins Trust
- ✓ Kathy B. will contact Pinnacle Investment (Cuddy).

**Desk drawer lock:** Seth can install the lock. He will get to it when he can.

**Next meeting:** 9/11/17, 7 pm at the library. We will discuss gifts for the book sorters and the fire department donation at that meeting.

Meeting adjourned 8:56 pm.

Respectfully submitted by Nancy Hart, Secretary

Attachment: Director's August Report.

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

(Lisa Semenza)

August 14, 2017

**July 18-29** – *Science on the Lawn* is continuing on Tuesday mornings. The EH summer science camp participants are coming to all of our activities during camp weeks.

**July 20-27** – Music performances continued on Thursday mornings at the Meeting House.

**August 3-31** – Thursday morning *Ukulele Camp*. We had 30 kids the first week and 50 the second. We will culminate with a Perform-4-Purpose "concert" on 8/31 at the Meeting House to showcase what they have learned. The fee will be food, fresh produce, or monetary donations to benefit the King Ferry Food Pantry.

**August 3** – As part of our Summer Reading collaboration, Sandy and I hosted *Dan the Snake Man* at the SCCS cafeteria. There were over 150 people in attendance.

**August 9** – A very small group of 4 people met for book club to discuss "Middlesex" by Jeffrey Eugenides. We still talked for 2 hours.

**August 17** – FALCONS meeting to be held at FLLS. Representatives from Innovative Interfaces/Polaris will be there and treating all attendees to lunch. Debra has volunteered to open the library until I get back.

#### **Other news:**

The folding chairs on the porch seem to be well received. They are often open when I arrive so have been getting use.

#### **Items to discuss:**

Are we going to replace the open bulb with a lighting fixture (outside the library door)? Otherwise the new outlets and lights are great and we used the one in the yard on 8/8 during Science time.

We are considering adding adult programming on Thursday mornings beginning in the fall.

#### **Upcoming:**

**August 21** – The Solar Eclipse will occur. We have some glasses available. It will begin around 1:17 with maximum viewing at 2:38, ending around 3:53.

**August 22** – *The Physics Bus* is coming. It will park at the Fire House.

**August 26** – There is going to be a Wizard of Oz event at Fingerlakes Mall. I am going to do a story time activity in conjunction with that.

**August 29** – We are looking into having a building activity run by Home Depot. If that doesn't work out maybe 3-D Printer.

**September 6-9** – I will be in St. George, Utah attending the *Association of Rural and Small Libraries Conference*.