

Hazard Library Board of Trustees

Minutes of Meeting on October 20, 2014

Meeting called to order at 7:05 pm.

Members present: Ron Buxenbaum, Amy Emerson, Kathy Bailey, Denise Littlejohn, Lisa Semenza, Kris Minster, Kathy Button

Board President Rachel Karn was absent; Kathy Bailey, secretary, presided. Kathy Button

filled in as secretary.

September Minutes accepted as written. (Ron/ Kris, unanimous)

Librarian's Report:

- Lisa reported on FLLS training on new children's media. Ipads are available for use at the library, on a rotating basis, by parents and their children. Emphasis is on educational interaction between parent and child.
- She attended a Cayuga Connect meeting where they drafted a letter to send to legislators as a unified body and spoke about plans to merge library cards from various county libraries.
- We received our first e-check of \$250.91 (out of \$360) for long distance costs and are awaiting \$639.50 (out of \$720) for local service. They are phasing out reimbursements for telephone services between 2015-2018 and will be focusing on internet services in upcoming years.
- Lisa paid NYLA dues for the year, but will be unable to attend this year's convention. She did, however, attend the FLLS annual meeting and has information available on the libraries within the system for anyone who is interested.
- Book club continues to be popular with nearly a dozen people in attendance each month.

Treasurer's Report:

- Amy reported on a large donation from Norm and Jane Vaill. We moved to use some of the money to purchase an exterior drop box for returned books. (Kathy Button/ Ron, unanimous) Amy will research and purchase this item.
- The discrepancy between income and expenditures is largely due to the fact that the school district money, approved at the SCCS Budget vote, has not yet been received.
- We decided that money from book replacements would hereafter be recorded under the category of "Library Charges- Fines."
- Amy has contacted our financial consultant about moving the Dreyfus Account but it has not yet been finalized.

- The Board approved the Treasurer's Report. (Kathy Button/ Kris, unanimous)

Other business:

- Kathy Bailey contacted Senator Nozzolio's office to thank him for his generous donation to the library and to give an indication of how we will use this money (improving buildings and grounds, esp. basement).
- Ron, with Ken Knight, has worked on fixing the columns so that birds will no longer get into them. They have begun work on repairing the soffits. Ron had 2 people look at improving the basement steps but has not yet received estimates for the work. He spoke with Ken Denman about changing the furnace, and contacted a basement specialist for information and an estimate on improving the basement.
- We agreed not to join the LTA (Library Trustees Assn.) believing that NYLA provides us with enough information. It is possible to access sample policy information on LTA's website: librarytrustees.org.
- We moved to adopt the "Conflict of Interest Policy" using the template provided by FLLS and recommended by Amy Emerson. (Kris/Ron, unanimous)
- Kris Minster will take care of gifts for the Book Sale workers who spend a great deal of time sorting books and setting up for the annual sale.
- Our organization is called, "The Hazard Library Association" and fundraising appeals will reflect that name. Kathy Button will contact Ken Knight about the letter and mailing labels used for the annual drive.

Future plans:

- We plan to develop a list of procedures for orienting new Board members, as well as a volunteer policy.
- The policy notebooks still need updating and collating.
- It's time to begin thinking about new Board members for next year as well as a new President.
- Next month we will prepare for the annual fundraising appeal by stuffing mailing envelopes and addressing return envelopes.
- The next Board meeting will be on Monday, November 10 at 7 pm.

The meeting adjourned at 8:45 pm.