

Hazard Library Board of Trustees

Minutes from January 19, 2015 Meeting

Meeting called to order at 7:08 pm.

Present were: Kathy Bailey (Acting President), Amy Emerson (Treasurer), Denise Littlejohn, Ron Buxenbaum, Lisa Semenza (Library Director), and Kathy Button (Acting Secretary)

Absent were: Rachel Karn, Kris Minster, and Dan Thayer

Motion: To approve the December minutes as written (Amy, Ron), all in favor

Librarian's Report:

Through cooperation with the Literacy Committee and as part of "I Love to Read" month in February, Emily Howland students will visit the Aurora library (Our library is too small for classroom groups.) where Lisa, Linda, and Sandy will promote our local libraries and hand out bookmarks (the cost of which will be split with Aurora).

Lisa attended a training on how to purchase e-books and audiobooks through Overdrive Marketplace.

New fines went into effect this month and the book club finished 2014 with high turnout as well as a list of books for 2015.

Having attended the Cayuga Connect Meeting, Lisa spoke about the county keeping parameters the same for all of the libraries within the group and developing a special card for scofflaws, (but one that has a more positive title!). Currently, any patron can use his/her one card to get materials from any library in Cayuga County, and we have access to their library accounts through Polaris. We do not have access to patron records for those outside Cayuga County, but if these patrons have their cards, they can check out books within the entire system. The library directors are also looking for someone who would like to represent our library on the FLLS Board. Our county is the only one not receiving funding from its county legislature.

Lisa, with the Aurora Library, submitted the Rosen Grant for funds to hire a coordinator to promote reading within the community (managing the "little libraries" and staffing the summer swim program), as well as for extra money for the summer program that the Arts Grant will not cover.

FLLS is moving its offices on January 20 which will change operations for a short time as this is accomplished.

Upcoming library programs include: "Take Your Child to the Library Day" on February 7 and "February Fun and Fit Day" with Instant Aid on February 18. February 25 is a day of advocacy in Albany for libraries and library funding.

Treasurer's Report:

Amy reported the "Expenses" column has been made more specific by breaking down "Books" expenses to also include "Media- Books on CD" and "Media- DVDs" which were previously included under "Books." There is \$6,000 appropriated for Books and \$1,000 for each Media line. This change to the 2015 Budget was approved unanimously (Ron, Denise). Also, Amy clarified that for the purposes of the budget, she kept the income from the school district at 2014 levels.

We received an unprecedented amount of income through the Annual Appeal, with more to be deposited (\$250.00). We also received \$5,000 from the Metcalf Foundation which must go towards buying books for the library. The money distributed through Senator Nozzolio is earmarked for building and basement improvements and repairs. Amy is keeping a list of these and other (individual patron donations) specific designations.

An accountant is currently working with the insurance company on the issue of Workmen's Compensation.

Motion: To accept the Treasurer's Report, approved unanimously (Kathy Button/Ron)

Other Business:

- In terms of updating job descriptions, Lisa will look at what has been done so far and compile a copy of each revised job description so we know where we are.
- Ron purchased and delivered 3 folding tables for the basement, which has remained dry through the fall and early winter. We are starting with these 3 until we feel the need for more.
- Kris is writing thank yous for this year's donations.
- The responses from the Annual Appeal also provided information through a survey. Amy volunteered to compile the results of the survey, the overall sense of which is positive. We also recruited a few new volunteers; Lisa has compiled lists of volunteers and will share them with the Board.
- Amy introduced new "Conflict of Interest" and "Volunteer" policies for us to read and consider. Denise reminded us that we already approved the Conflict of Interest Policy and so now we just need to sign it (next meeting). There is also a volunteer application to peruse. We will discuss/modify/approve these at next month's meeting.

Meeting Adjourned: 8:24 pm

Meeting in February: Monday, February 16 at 7 pm.

Respectfully Submitted,
Kathleen Button, Acting Secretary

