

## Hazard Library Board Minutes 10-12-15

Meeting called to order at 7:05 pm.

The minutes from the last meeting were unavailable. These will be available for review and acceptance next month.

Lisa's report:

- Lisa attended training at FLLS (Successful Outreach with Mobile Gaming) and received a Nintendo 3DS System for her own use.
- September 22 – Story Hour began – We have mostly new children this year.
- Lisa attended training at Weedsport Library (Advanced Polaris Training).
- Back-to-School Night at Emily Howland--Lisa and Sandy had a table there.
- Amy and Sally attended the FLLS Open House where a “good time was had by all!”
- 12 members of the Book Club met at Maria Bachich's house. Kris Minster led the discussion of *One Thousand Acres* by Jane Smiley
- Rex will be coming to install the new multi-functional printer. There was some discussion about what to do with the old equipment. Lisa would like to keep the copier for patron use until it “dies,” and plans to find a space for it on the wall by the drop box. This will free up desk space for the librarians' use. Lisa will research the idea of selling other equipment and accessories (ink, etc.)
- Amy and Lisa plan to attend the FLLS Annual Meeting on Oct. 16, and Lisa will attend NYLA in Lake Placid from Oct. 22-24.
- Lisa will be able to get more specific statistics from “Simply Reports.” Denise asked for information about ebooks and our library patrons' use of them.

Treasurer's Report:

- Amy noted that even though there is no income recorded for the month of October, we do have income from the Nozzolio grant (\$10,000), as well as some petty cash, that will be deposited this week.
- The maintenance expenses for the month were for painting the building (Duthie) and the sign (Ken Knight).
- The e-rate refund came through for last month and, because of Lisa's interactions with the company to clarify our account, we will receive another check this coming month.
- We decided to delete the line item, “Library Expansion Donation Jar,” as it is no longer being used and the money contained within the jar was deposited last year into the general account.
- Our Pershing investments are down by about \$10,000, presumably because the market is down. We decided to wait a month or two before contacting our investment advisor to speak to the group about the accounts.
- Next month, we will vote on the tax override for our request for funds from the school district. In December, we will have to make a decision about how much money to ask for at the time of the school budget vote.

- Because Linda and Lisa decided against the purchase of a book drop box, preferring to modify the existing box, we voted to remove that line item from the budget and to keep the allocated money (\$3,000) in savings in the 2015 budget. (Nancy moved, Amy seconded).
- The Treasurer report was unanimously accepted. (Kathy Button moved, Kathy Kirk seconded)

#### Other Business:

- Downloadable Items for the Library
  - FLLS would like us to add to the system-wide collection of downloadable items. If our library is not using up the money we committed to the goal of increasing downloadable material (in our case about \$400), FLLS would like us to give it to them so that they can purchase these items for the system. So far Lisa has spent about \$200 on items that correlate with the monthly book club selections, but has not received any other requests for material. Given the private nature of the downloads (done on personal computers, at home, etc.), there is no way to track usage. She is therefore unclear as to how to spend the remaining money.
  - Amy suggested that Lisa contact the school library to see if they have any ideas for what students might use. If there are no other concrete suggestions, we should just send the balance to FLLS. We will revisit this at our November meeting and make the final determination.
- Annual Book Sale
  - We agreed to give Scott Gross a \$75.00 gift certificate to the Aurora Inn for his work.
  - We will give Connie Rejman and Carolyn Littlejohn each a \$40 gift certificate for their work on the Book Sale. We moved (Nancy moved, Betsy seconded) to give each a \$50 gift certificate if the gift cards come in \$25 increments.
  - We will give the Poplar Ridge Fire Dept. a \$100 donation for the use of its facilities.
  - Lisa will get the Amazon cards, Kathy Button will get the Aurora Inn certificate and write the thank you notes to all of the above.
- General Maintenance Log
  - Ron will head this up as a way to keep track of all of the regular maintenance work that is done-- septic pumped, furnace cleaned and checked, hot water installed, etc.
  - Regular maintenance seems to just “happen” now. The septic company (formerly Grant Septic, now Kessler) comes on an annual schedule. Phil Collins manages the snow removal. Denise will call Phil to clarify our agreement with him. Amy indicated that we share the costs of snow “management” with the Post Office.
- Nozzolio Grant

- We have spent about \$5,000 of the money from 2015. We used the money for exterior painting, repainting the Hazard Library sign, and for the new hot water heater.
- We discussed using some of the money for the basement entryway but first want to make sure that the basement will be a usable space for the foreseeable future. We will revisit this issue next month with Ron, who has the best knowledge of the basement space and its liabilities.
- Other ideas:
  - changing the heating fuel to propane
  - getting a wall-mounted furnace for the basement
- Other Grant
  - Ken Knight contacted Denise with the information about applying for the Metcalf grant, which she will submit.
- Bylaws
  - Lisa will scan and send out the current bylaws so that we can study them and make suggestions for corrections or additions at our next meeting.
- Internet Service
  - Amy checked with Time Warner and they are unable to reasonably accommodate the library as there is no nearby “node” from which to access their network.
  - Rex was supposed to have fixed the library desk computer so that it works even when the other system (through the school) is out. So far, this has caused more problems with the desk computer even when the rest of the system is working fine, as it has been. Lisa will have Rex work on this when he arrives to install the multi-use printer.
- Rules for decisions that need to be made between Board meetings:
  - The Board can vote by email but every person on the Board has to weigh in on the decision and the emails must be kept and attached to the Board minutes. (This information should be added to the By-Laws.)
- Auto Renewal of Loaned Items:
  - The auto renewal feature is one that each library can decide to turn on for their loaned items. Any item owned by the cooperating library will be automatically renewed twice, as long as the item is not on hold for someone else. This potentially puts the loaned books out of circulation for 9 weeks. Currently fewer than one-third of the libraries in our library system are using this feature.
  - After expressing concerns about the length of time items would potentially be out of circulation, as well as some worry that patrons would become less aware of their responsibilities for the materials, we voted to not turn on the auto renewal option. (Kathy Button moved, Nancy seconded)
- Annual Appeal

- It is time to begin planning for the Annual Appeal. Kathy Button will work on the letter/brochure, and will incorporate ideas such as pictures from library activities and information from the annual report.
- We plan to send out about 500 letters. Lisa has the mailing list. Plan on preparing the mailing at a fun December party!

Our next meeting: Monday, November 9, 2015

Meeting adjourned at 8:37 pm.

Respectfully submitted,  
Kathleen Button  
Acting Secretary (for the purpose of taking the minutes!)

PS- We earmarked a number of items for November. Just to help keep track they are:

- Revisit the issue of money earmarked for downloadable materials, and make a final determination as to whether or not we will use it up by ordering our own materials, or give the money to FLLS for their use in adding to the library system collections of downloadable items.
- Vote on the tax override as a precaution for our actions in May when we request money from the residents of our school district.
- Revisit the basement issues and discuss further the use of the Nozzolio money.
- Make suggestions for amending the bylaws.
- Review material for annual appeal.