Hazard Library Board of Trustees

Minutes to the Meeting

January 8, 2018

Call to Order 7:05 PM

**Attendance:**

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

**December 2017 Minutes:** Kathy B.moved to approve the December 2017 minutes. Ron seconded. Approval carried.

**Announcements**:

* The new ceiling lights are beautiful. They all work, are all the same color and there is no humming. The light over the desk is on a separate switch and there is an outlet by the back window for the air conditioner, etc.

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

* Note that the item for 12/14 should read “break out box,” not “bread out box”. The “break out box, is a puzzle which will be included in the puzzles used during February break.
* A genealogy workshop will be held at the Genoa Historical Society on the Thursday of February break.
* This year’s summer reading program theme is “Libraries Rock”.
* Snow plowing at old E.H. discussion: Should we be responsible for plowing the EH lot for book drop off and book sorting? Maybe we should involve the book sorters in the discussion. We should also find out how much Phil Collins would charge to plow and what days plowing would be needed. Ron will talk with Phil about the price. Betsy will ask the sorters about what days they need the building. We will vote by email if necessary.
* Museum of the Earth passes: Last year, they were free, but this year they would cost the library $300. We decided that this is not worth doing.
* Carbon water filters for water system: Betsy moved that we purchase a case of carbon filters. Kathy B. seconded. Motion carried.
* Distribution of financial duties: Lisa, Denise, Laura and Doug will work as a subcommittee to work this out. They will meet at the library on Saturday, 1/13 at 2 pm.
* Senator Helming funding request letter: We must be specific about what we will use the money for, along with an estimate of the project cost.
* A possible project is the replacement of the basement Bilco door and staircase with a regular access door on the north end of the building. There is an indoor staircase from the post office, behind the locked post office door. Ron and Doug will investigate this option, and try to get a quote for rebuilding the basement entry.
* Second possible project: Rolling 2-sided book shelves.

**Investments:**

* We have received a check for our funds from Whitney Barnes.
* Jim McQuiggan requested information, which Laura furnished for him.
* We need to furnish a Corporate Resolution to designate signers. The Board Secretary will sign this resolution. Nancy moved that the “Hazard Library Board of Trustees authorizes the acting Board President and Board Treasurer to sign and act on behalf of the Hazard Library with regard to the Pinnacle Investment account.” Ron seconded. Motion carried. \*Action item: Nancy will type the resolution, sign it, scan it and send it to all board members.

**Treasurer’s Report:**

* We have received $9,917 in Annual Appeal donations.
* The Metcalf grant was $7,500, higher than we expected.
* Kathy B. moved to approve the Treasurer’s report. Ron seconded. Approval carried.

**2018 Budget:**

* Denise read Laura’s budget summary and the 2017/2018 comparison. We will have more income from the Annual Appeal and Book Sale in the 2018 budget.
* One change is required: The FLCAG Arts grant income should be $1,255 and the expense line should be $1,350.
* There is also a discrepancy in payroll and taxes.
* The Treasurer subcommittee will address needed changes at the Saturday 1/13 meeting and we will vote on the finalized budget by email.

**Old Business:**

* Staff evaluations: Nancy, Kathy B. and Denise will form a subcommittee to discuss options. We will discuss who will evaluate Linda.
* Disaster policy discussion will be tabled until another meeting
* Behavior policy: We already have a Rules of Behavior policy. Denise read the policy to the board. We agree that our present policy is sufficient.

**Next Meeting:** 2/12/18, 7 pm at the library.

**Meeting adjourned** 8:48 m.

**Attachments:** Email budget vote, email Annual Report approval vote, January Director’s report.

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|  | **Email Budget Vote January 2018**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | Thank you Laura! Board Members, Please vote yes or no on the 2018 Hazard Libr... | | | | | | | |  | | --- | | https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png**nfaisth**[**nfaisth@gmail.com**](mailto:nfaisth@gmail.com) **Jan 16** | |  |  |  | | |  | | --- | |  | | | |   I vote Yes to approve the 2018 Hazard Library budget. Nancy  https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **DHastings Jan 16** | |  |  |  | | |  | | --- | | https://mail.google.com/mail/u/0/images/cleardot.gif | | | |   I vote yes.  https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://plus.google.com/u/0/_/focus/photos/public/AIbEiAIAAABECNX8rKmLy5exuwEiC3ZjYXJkX3Bob3RvKihhYTc0NjZmMjI0YThlMjFiYTMxZDBiMjNkNGViMGIzZjQ0OTIyOGZkMAH9lERDmmjd8AHyxdCeJc-ZcER9pQ?sz=32   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **Kathy Kirk Jan 17** | | https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** | | |  | | --- | | https://mail.google.com/mail/u/0/images/cleardot.gif | | | |   I vote yes. - Kathy K.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | |  | |  |  |  | | |  | | --- | |  | | | |   https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **Ron Buxenbaum Jan 17** | |  |  |  | | |  | | --- | |  | | | |   I was able to open and read the budget.  I vote to accept it.  I hope it contains the changes that Laura wanted to ease her responsibilities.  https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **Kathleen Button Jan 17** | |  |  |  | | |  | | --- | |  | | | |   In case my earlier comment, "it looks good to me!" was a little fuzzy, I want to clarify: I vote Yes to accept the 2018 budget.  Kathy B.  https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **RODNEY DONALD Jan 18** | |  |  |  | | |  | | --- | |  | | | |   The budget looks very good.  Thanks to the committee for all your work.  I vote yes for the 2018 budget.  Betsy  https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif  https://ssl.gstatic.com/ui/v1/icons/mail/profile_mask2.png   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | **Denise Littlejohn Jan 18** | | https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** | | |  | | --- | | to RODNEY, Kathleen, Lisa, Ron, Laura, Hazard, DHastings, Kathy, Linda, me  https://mail.google.com/mail/u/0/images/cleardot.gif | | | |   I vote yes to accept the 2018 budget.  Denise Littlejohn ount activity: 1 hour ago  Details |  |

From: **Laura Talcott** <[lauratalcott221@gmail.com](mailto:lauratalcott221@gmail.com)> **Jan 18**  
Date: Thu, Jan 18, 2018 at 7:41 PM  
Subject: Re: budget  
To: Denise Littlejohn <[deniselittlejohn85@gmail.com](mailto:deniselittlejohn85@gmail.com)>  
  
Hahaha it does seem silly but absolutely, I vote yes!

Laura Lynn Talcott

Ashland Farm LLC

**Email Annual Report Vote**

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | On Tue, Jan 30, 2018 at 7:29 PM, Kathleen Button <[buttonkathleen@gmail.com](mailto:buttonkathleen@gmail.com)> wrote:  I so move!  Kathy Denise Littlejohn | | Jan 30 (3 days ago)  https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** | | |  | | --- | |  | | | |   Yes, let's do this by email vote. | | |  |

Kathy Button made a motion. Do we have a second?

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I second the motion.

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I vote yes. - Kathy Kirk

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I vote Yes to approve the annual report. Nancy

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I vote yes.

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Yes, I approve.

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OK, I think we just need Ron,Betsy, Laura, and Kathy Button to vote. Even though Kathy and Ron put forth the motion, I think you will still need to vote. :)

Thanks,

Denise

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I vote yes to accept the annual review report.

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Sorry, I thought I had already voted yes.  

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| |  | | --- | | **Laura Talcott** | | Feb 2https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** |
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Hi, I vote yes.

Laura Lynn Talcott

Ashland Farm LLC

**Library Director’s Report**

(Lisa Semenza)

January 8, 2018

**December 12 and January 4** – Literacy Committee Meetings – We are planning February “I Love to Read Month”. Rosen 2017 funds will be used for an author visit (Jeff Mack) and purchase of his books, the reading breakfast and possibly t-shirts. We are beginning to plan for Rosen 2018 and trying to broaden the scope of the outreach efforts from last summer.

**December 14** – Youth Advisory Committee Meeting – discussed “Three Apples Awards” – we received a “Bread Out Box” for use during February Break Program.

**December 21** – Sandy and I read to the UPK and Head Start classes. We are trying to go on a more regular basis when possible.

**January 2** – FLLS announced they were eliminating the “Ask Us 24/7” Reference service. They now have a new e-mail address for people who want to ask reference questions.

**January 3** – Lighting project completed

**January 3** –Book Club meeting. 11 people were in attendance at AFL to discuss “The Alice Network” by Kate Quinn and to set the reading list for 2018.

**January 4** – We closed early due to weather.

**Items to Discuss:**

Connie has asked about having old EH lot plowed during winter so that they can keep sorting books. Previously we opted to not plow due to possible insurance issues.

Museum of the Earth/Cayuga Nature Center passes have expired. We had 10 people use them in 2017. Is it worth $300 to continue to offer this service to patrons?

Seth replaced the paper filter with a carbon filter and this is what we need to address the sulfur smell. We replaced the aerator in the bathroom faucet ($17.75) so that it no longer sprays water all over the vanity and wall.

We have only received partial funding for FLCAG (to fund summer performers). If we eliminate one of the programs and get the extra funding we may receive we are left with a $50 deficit to fund. We may be able to get other funding from Rosen. We also received a $500 memorial check from a descendent of William Hazard which is earmarked for children’s books and/or programming.

I will order the changing table now that the bathroom has been painted. We may be able to have the cost covered by “Early Learning Spaces” funding from FLLS.

Senator Helming funding request?

IRS notices needed on continuing basis?

**Upcoming:**

**January 13** – National Rubber Ducky Day – I got 24 duckies to give out – I am trying to put out fun info on Facebook and see if anyone reads it and acts. National Card Playing Day and Trivia Day didn’t get many results but one was Christmas week and one was the storm day so there was little traffic to begin with.

**January 31** – FLCAG Luncheon where we will get our check.

**February 3** – “Take Your Child to the Library Day” – not sure if we are planning anything this year or just programs for the break.