Hazard Library Board of Trustees

Minutes to the Meeting

December 11, 2017

Call to Order 7:10 PM

**Attendance:**

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

**November 2017 Minutes:** Corrections: NYLA membership cost – Lisa has a free membership to ALA because she is a student. Ron moved to approve the October minutes. Doug seconded. Motion carried.

**Announcements**:

* The Annual Appeal mailing has gone out and some are coming back. Lisa is deleting those that are undeliverable from the list.
* The library carpet has been cleaned. It is quite worn in some sections. Ron is happy with the cleaners. Do we want to set up carpet cleaning for next year? Discussion:
* We may need to replace it before then.
* We could clean the preschool area on our own.
* Consensus: we will wait to schedule another cleaning.
* New floor protector needed behind desk: Nancy moved that we purchase a new plastic floor protector for behind the desk at cost of up to $100. Betsy seconded. Motion carried. Lisa will try to order it from Staples to be delivered here, or Ron will pick it up.

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

* FLLS is hammering out the fine policy, including how to send fines paid in other libraries back to the libraries to which they are due.
* As part of the Minimum Standards for Libraries effort, trustees will be required to have more training. There is practical information in courses on the website Lisa has provided. Courses are archived.
* No legislators came to the Legislative Thank You event. Food was packed up and taken to the County Legislative Offices. The comment leaves were sent along as well.
* The County released library funding for 2018.
* Lisa read to children at the Peachtown Renaissance Fair
* Food pantry donations: Socks and books have been purchased. Families will receive these items this month. Someone from Hazard will deliver the soups and pasta we collected to the Food Pantry.
* 12/28 is National Card Playing Day. There will be card games available at the library during Christmas break.

**Old Business:**

* Lighting and electrical changes: Saxton Quotes: Ron clarified elements of the quotes, and the difference between the $1000 quote and the $2800 quote. They are the same except that the $2800 estimate includes complete replacement of the ceiling light fixtures.

Betsy moved that we accept Saxton Electric’s $1000 quote. Doug seconded. Motion approved.

Ron asked whether there might be a central place to request bids for work at libraries.

* Investments:
* Denise observed that both Tompkins Trust and Pinnacle suggested exactly the same investment plan and both would use American Funds, so it comes down to choosing the advisor.
* Denise felt the Jim McQuiggan was more of a salesman.
* In a straw vote, Mr.McQuiggan was preferred.
* Nancy moved that we hire Jim McQuiggan as our financial advisor. Betsy seconded. Motion carried.
* We should meet with him about our next step. Laura will contact him.
* Rules of Behavior/Disaster Document, Bedbugs, and insurance coverage for replacement of fixtures and materials: We will address these at another meeting.

**Director’s clarification of grant process:**

* Jim VanArsdale has applied for the Ukulele Camp grant for next summer.
* The Finger Lakes Council of the Arts grant is very specific, and requires information and a signed contract from each performer.
* The Rosen grant is a collaboration between Hazard, the Aurora Library and the school for the summer reading program and some school-year reading promotion programming. Hazard is the “receiver”.

**Treasurer’s Report:**

* We paid Phil Collins for Lawn mowing. Otherwise, expenditures are pretty much the same as usual.
* Lisa will submit a mileage report at the end of the year.
* Doug moved approval of the Treasurer’s report. Ron seconded. Approval carried.

**Budget:**

* We reviewed line items. Some items need to be changed or excluded. Rosen Grant income and expenditures should not be included.
* Salaries and performance reviews:
* There were no reviews this year. We will look at this at a future meeting.
* Denise reviewed salaries from 2014 through 2017.
* NY State COLA is 2.0%.
* Betsy moved to increase Lisa’s salary to $24,000/year. Ron seconded. Motion carried.
* Nancy moved to increase Linda’s hourly rate to $15.75/hour. Doug seconded. Motion carried.
* Laura and Lisa will finalize the budget, and we will vote to approve it at the January meeting.

**Tax Cap Override:** Nancy moved that we approve the Tax Cap Override Resolution for 2018. Motion carried.

**Treasure Duty Discussion:** Despite our discussion last year about shifting duties from the Treasurer to the Director, no change was made. Possible changes: Laura will come up with a list of things that could come off her plate, and we will discuss these and how to handle this at another meeting.

**Next Meeting:** 01/08/18, 7 pm at the library. Will include budget vote.

**Meeting adjourned** 10:02 pm.

**Attachment:** December 2017 Director’s Report

**Library Director’s Report**

(Lisa Semenza)

December 11, 2017

**November 16** – FALCONS Meeting

* Discussion related to libraries who have fines and those that don’t. If a library sets a certain book code as fine free then it is fine free for all libraries that circulate it.
* “Helping All Trustees Succeed” (HATS) Webinars are available through CLRC (Central NY Library Resources Council) to provide information to Trustees about their positions and responsibilities. <https://clrc.org/hats-library-trustee-webinars-available/>
* Brodart representative came to present their collection development tools. We order from Baker and Taylor and are happy with our current plan at the moment.

**November 27** – Billing Committee Meeting

* Discussed whether or not to purge patrons who owe money.
* Working on standard agreement for how to reconcile replacement costs/books for those owned by another library.
* What do we do with money we collect that is owed to other libraries?

**November 28** – Legislature Appreciation Event. They misunderstood the intent and did not attend. We took the food to them at the County Building. Library funding has stayed in the budget at the same amount as last year.

**December 2** – Carpet was cleaned

**December 6** – Annual Book Club Holiday meeting. 15 people were in attendance at Elaine Meyers’ house.

**December 7** – Attended training at FLLS – Connecting the Dots: Community Library Collaborations – Gave good ideas for thinking of all facets of “community” and some other ways to publicize.

**December 9** – Participation in Peachtown Renaissance Faire – Held the same day as “Christmas in Aurora” – holiday book reading and opportunity to pass out information RE the library in general.

**Ongoing in December** – Community Outreach program in conjunction with Aurora to benefit the Food Pantry. $6 to purchase book & socks AND canned soups/pastas

**Items to Discuss:**

Thank you Laura for painting the bathroom and purchasing the blinds.

Do we want to schedule for carpet cleaning in 2018? They will give us the same price if we lock in before the end of Dec.

We need a new mat under the chair at the circulation desk.

**Upcoming:**

**December 12** – Literacy Committee meeting

**December 14** – Youth Advisory Committee meeting

**December 28** – National Card Playing Day – We will have card games available to play during the week of Christmas break