Hazard Library Board of Trustees

Minutes to the Meeting

February 12, 2018

Call to Order 7:07 PM

**Attendance:**

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

**Guests:** Scott Gross, Caroline Littlejohn, Connie Rejman

**Book Sorting Discussion:** What do we do about sorting at the old EH building during the winter months?

* Denise discussed the legal issues with plowing the EH lot. There are some strong legal issues to plowing, shoveling and salting at the building in winter. Amy Emerson reiterated our liability in use of the EH property.
* It is the building owner’s responsibility to plow.
* If we use the library basement for storing books, board members will move the books to EH for sorting.
* Use of the Simkin garages: We would have to rearrange stuff in both garages to have storage space, and they may be renting the house in the near future.
* One book drop box has been moved to the library porch. The second is inside EH for the time being.
* We will place signs at EH stating that the “book drop has moved to the library until further notice”. Denise will follow up with Kathy B. about getting signs.
* The box is difficult to empty. Doug will raise the box to porch level.
* Board members will move books from the box if possible, or put them in the library basement until EH is accessible.
* Flyers about the library drop site can go in post offices, at the library, Dugan’s, etc., and a notice can go in the Rambling Reporter. Lisa and Linda will prepare flyers and email them so that we can distribute them.
* Sorting will continue at EH as the weather permits.

**January 2018 Minutes:** Correction: Laura Talcott was not at the January meeting. Betsymoved to approve the January 2018 minutes. Laura seconded. Approval carried.

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

* Adults and children are signing up for the Winter Reading Challenge, and prizes.
* Break-out box puzzles are available at breakout.edu.
* Labor Information Posters: We don’t have to buy them. Laura has ordered two posters, but from now on, we can get them from the state agencies.
* We received a check marked “donation for 2018”. We will record it with the Annual Appeal.
* Monday, March 12 is not a good night for our next board meeting. The author visit at SCCS is that night. We rescheduled the meeting for 3/14 at 7 pm.
* Our Annual Meeting will be April 9th at 7 pm.
* Possible programs: The Parsigian Houseboat project, the Genoa Historical Society, or the Opendore Project (contact Guy Garnsey or Dill Otis.)

**Board of Directors Elections:**

* Kathy Kirk, Nancy and Betsy’s terms run out this year. All three are willing to continue on the board.
* We need one more board member. Possiblities:
* Chris Shattuck- Lisa will approach
* Kathy Bailey – Denise will approach
* Andrea Burns – Laura will approach
* Rosemary Lacey
* Jackie Britt
* President: Nancy Hart accepted the nomination for Board President for 2018-2019.
* Think about Secretary nominees.

**Treasurer’s Report:**

* Laura emailed her reports to the board.
* The 2018 budget has been finalized and approved.
* The 2017 Annual Report has been finalized and approved.
* Payroll tax materials have been completed by the accountants.
* The changing table was paid for by an FLLS Ready to Read grant. We have been reimbursed.
* A $10 reimbursement from FLLS is for Hazard fines paid online by credit card.
* Doug asked whether we should have a subcommittee to continue looking into a new basement entrance. Doug is checking with Jody Pettit.
* Nancy moved to approve the Treasurer’s report. Ron seconded. Approval carried.

**New Aurora Library Board President:** Denise met with Steve Moolin, incoming president of the Aurora Library Board of Trustees. He wanted to know whether our boards should interact more. Denise said that she doesn’t think this is necessary. We will invite Steve to our next meeting. Steve is an architect who might be helpful in our post office project.

**School Tax Library Funding:**

* Aurora is going to ask for $6000 additional funding from the school tax line. Steve Moolin wants to do a pie chart presentation for the school board. We could do a joint presentation, but we need to be clear that we are not splitting the money evenly.
* How much additional funding will we ask for this year? Nancy moved that we request and increase of $3500 in school tax funding for a total request of $50,000. Betsy seconded. Motion carried.

**Old Business:**

* Post office lease.
* In 2011, Ken Knight agreed to lease terms very favorable to the Post Office which includes 2 5-year renewals.
* Doug talked with Rich Harrison, who owns the King Ferry Post Office building. His lease has only one 2-year renewal. He renegotiated a better lease which includes a 14% rent increase over 10 years.
* Our lease renewed in 2017, and is not up for renegotiation until 2022.
* We can renegotiate the amount of space used by the Post Office, as long as minimum space requirements are met.
* Doug will take over correspondence relating to the lease.
* Representative Katko’s office got us our first response from the P.O.
* Rich Harrison is willing to help us in any way he can.
* Doug reviewed the lease with us.
* Investments:
* Doug talked with Jim McQuiggans. Doug pointed out that we want to try to keep our investments as socially responsible as possible.
* Are we being too conservative? Jim asked how much risk we are willing to take and what we are planning to do with the money down the road. He suggested that we let it ride for a few months and then look at changing the percentage of stocks to bonds.
* Laura will send out an email of our assets, liquid and fixed.

**Next Meeting:** 3/14/18, 7 pm at the library.

**Meeting adjourned** 9:36 pm.

**Attachments:** February Director’s report.

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Library Director’s Report**

(Lisa Semenza)

February 12, 2018

**January 11** – Literacy Committee Meeting – To plan 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 t-shirts.

**January 13** – National Rubber Ducky Day – Again we had a snowy day and very few patrons came to the library. We are saving the ducks for Winter Reading Challenge prizes.

**January 30 -** We submitted Rosen Grant 2018. We will broaden the scope of the outreach efforts from last summer.

**January 31** – Linda and I attended the FLCAG Luncheon to receive our arts grant check for our Summer Reading performers. We sat with Jim Van Arsdale who has also received a grant for our second year of Ukulele Camp.

**January 31** – I received information for an estimate for the cellar door project and e-mailed information to Senator Helming. I followed up with a hard copy sent to her the next day.

**February 1** – “Book and Breakfast” at Emily Howland. We had the biggest turnout so far (over 100 adults signed in). We introduced books by Jeff Mack (the author visiting on March 12). Sandy and I then stayed and read with the UPK and Head Start classes.

**February 3** – “Take Your Child to the Library Day” – We kicked off our Winter Reading Challenge sign up and gave away books to any children that came in that day (and to Story Hour on 2/6). We only had 6 children come in but most of them did stay and play as well.

**All February** – “Winter Reading Challenge” is going on – It’s like Summer Reading and people can enter to win prizes each time they come to the library.

**February 7** – Due to school snow day I was free to work on the Annual Report and do other paperwork. I ordered the changing table. We did receive the “Early Learning Spaces” grant from FLLS to cover the cost.

**February 7** – Book Club cancelled and rescheduled to 2/21 due to the snow.

**February 8** – Annual Report submitted.

**February 12**- Sandy and I gave out books and bookmarks to all the elementary students during their lunch periods.

**Items to Discuss:**

Book sorting plan? We now have a bin on the library porch for collections and I have the keys to the locks.

What do we need to post regarding Labor Laws? I have e-mailed Kristi at FLLS to see what the minimum we need to do since Personnel Concepts wants to have us buy posters and updates throughout the year with a cost of close to $200 over the course of the year.

**Upcoming:**

**February 15** – FALCONS Meeting at FLLS

**February 20** – February break children’s program – “Break Out Box”

**February 22** – February break adult program – Using Heritage Quest Database – to be held at GHA.

**February 28** – Advocacy Day in Albany – Let me take your picture for the “Real People. Real Dollars” campaign showing how much $ you saved by checking books out of the library instead of buying them.

**March 5** – Director’s Advisory Council (DAC) Meeting at FLLS – with state budget cuts a distinct possibility Sarah wants to discuss what services are essential to the libraries and which could be cut if necessary.

**March 12** – Author Jeff Mack to visit school. There is an evening program. **Can we reschedule our meeting to another night?**