Hazard Library Board of Trustees

Minutes to the Meeting

November 13, 2017

Call to Order 7:08 PM

**Attendance:**

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

**Investment Presentation:** Jim McQuiggan spoke about what Pinnacle Investments can offer us and what he believes would be the best direction for Hazard to take our investments.

* Pinnacle is an independent broker/dealer.
* They handle the Peachtown retirement plan.
* Jim believes that it is tough to diversify a $60,000 investment with a stock account. Mutual funds would make a lot more sense.
* Pinnacle uses American Fund, which Jim describes as “boring long term investments.”
* American Fund investments have been very successful over many years.
* AF pays their managers on a 4 year rolling basis. They are more apt to plan ahead.
* A balanced portfolio is recommended. (See handouts.) This portfolio packages several mutual funds with a ratio of 60% stocks and 40% bonds.
* An A-share has a 4.5% upfront cost. A C-share has no buy or sell fees but has a 1.5% internal cost, or management fee. Returns are higher for A-shares because the expense ratio is less. If we are planning on keeping the accounts over the long term, A-shares are less expensive. C-shares are cheaper in the short run.
* Funds within the American Fund can be exchanged at no cost.
* There is a three day turn-around to pull out cash.
* Pinnacle would be willing to share marketing strategies for library fundraising; for example, patrons can donate to a 501-C-3 from a mature IRA to save tax. They could also write off donated cashed in stocks at their current value.
* If we invest directly through the American Fund, there is no yearly handling fee. If we go through Pinnacle, the yearly fee is $75.

Board Discussion:

* Both Pinnacle and Tompkins Trust use American Funds.
* Ron suggested that the community would like to see us making socially responsible investments.
* We will definitely be leaving Whitney Barnes.
* We could present a great adult library program about giving opportunities with IRAs, etc.
* Laura suggested we ask O’Haras, who invest with Pinnacle, for feedback.
* Both Pinnacle and Tompkins are responsive to questions, etc.
* Laura suggested that we take advantage of the free portfolio review with Pinnacle, and then compare it with the Tompkins review. Laura will email the Tompkins Trust proposal to us.
* We will discuss investment options again next month.

**October 2017 Minutes:** Corrections:

* NYLA membership cost – Lisa has a free membership to ALA. This is supposed to cover her NYLA membership.
* In the investment presentation, change $100,000 to $1million.

Kathy B. moved to approve the October minutes. Ron seconded. Motion carried.

**Announcements**:

* The school district check arrived today.
* The E-Rate check was direct deposited to the library account. This amount will be lower next year.

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

* County Legislature Appreciation Event at Seymour Library, November 28, 4-5:30 pm to thank the legislators for continuing to fund libraries. All are invited, and refreshments will be provided. We will take dye-cut leaves on which people will write why they love libraries.
* Thank you to Ron for replacing the toilet handle.
* Sandy Chandler re-covered the folding chairs on the porch.
* Ice-melt salt needs to be brought up from the basement.
* Hazard and Aurora libraries will be collecting holiday donations for food pantry families. A $6.00 donation will provide a book for each child and a pair of socks for a caregiver. Kathy B. suggested that we ask patrons to give what they can and tell them that each $6.00 buys a book and a pair of socks. Because our patrons, especially children tend to prefer donating “things”, we will also ask the food pantry staff what foods are most in demand this time of year, and we will collect these in our collection box at the library.

**Treasurer’s Report**

* Reviewed print reports.
* Carpet cleaning: Laura contacted
* Carpet and Air and got no response
* ABC Chem Dry - $150 or less with book shelves
* Quality Care – Same cost as ABC, gets good reviews, and available weekends. They bring their own water.
* Discussed waiting until spring, but decided to go ahead with cleaning this fall. Laura suggested she ask them if there might be a different rate if we clean the carpet every 6 months.
* Kathy B. moved that we hire Quality Care to clean the carpet and Scotch Guard it , at a cost of up to $200. Betsy seconded. Motion carried.
* Lisa will decide when to do the cleaning, and contact Quality Care. She will let us know when furniture has to be moved. We will have it cleaned soon, and repeat each fall.
* Audit draft was sent last week. Waiting to submit the easy 990 form.
* Nancy moved to approve the Treasurer’s report. Betsy seconded. Approval carried.

**Old Business:** Librarian Wish List

* Laura purchased a new runner from Amazon for $95 including shipping.
* Laura donated a vacuum, and ordered new filters, also a donation. It works well.
* Laura purchased two window shades from Lowes. Total price $125.28.
* Lighting: Ron has received a bid from Saxton Electric for completion of lighting and electrical work. There are some questions. Ron will ask Mr. Saxton to clarify.
* The bathroom has been painted.

**Maintenance**:

* Snow removal: Phil Collins will plow this winter.
* Trudy and Ron cleaned and weeded around the library. Ron asked if the old sign in back of the library can be removed. Yes.
* Betsy will ask Janet Pierce whether she and David want to put up the Christmas lights this year. If not, Laura will be happy to do them, as will Trudy. Trudy would like to put lights on the bushes.

**Rules of Behavior Document:** Changes and additions tabled until January,

**Annual Appeal:** Kathy B. would like to stress the strength of our summer programming in the appeal letter, as well as suggesting different ways to donate. We decided that pictures need not be included, although Lisa says there are b&w pictures on the website which could be used.

* Kathy will email draft to the board before printing.
* Printing: possibilities are Staples, Shutterfly or Auburn Documents Center. Kathy B. will seek best price.
* Envelopes: Lisa or Laura will buy.
* Stamps: Lisa will buy rolls.
* Labels: Kathy B will use Mail Merge and print them. She will check on whether we need more labels.
* Stuffing night: Monday, 11/27, 7 pm at the library.

**Next Meeting:** 12/11, 7 pm at the library. Will include budget vote.

**Meeting adjourned** 9:26 pm.

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

**Library Director’s Report**

(Lisa Semenza)

November 13, 2017

**October 3** – I was trained to be one of the “Ask Us 24/7” librarians (online reference assistance). I began volunteering 1 hr/week the week of 10/9.

**October 3** – e-rate was submitted and we have already received our reimbursement deposit.

**October 4** – Book Club met in Aurora to discuss the Cayuga Reads book “Bound for the Promised Land” by Kate Clifford Larson. There were 13 members in attendance. Throughout the month there were discussions held county wide and the author spoke at Auburn Public Theater on 10/25. Lisa Carr (Seymour Library Director, Auburn) had led the planning of this Read. She is looking for volunteers to help serve on a committee for future County Reads.

**October 7** – Sandy and I went to the Food Pantry to hand out information about the libraries to families. We spoke to 41 adults and 13 children and signed up 8 people for library cards.

**October 13** – Linda, Nancy and I attended the FLLS Annual Meeting at the Seneca Falls Country Club. The theme was “Transformational Trustees: Growing Trustee Relationships” with a guest speaker (Cassie Guthrie, Director of the Greece Public Library) speaking on the delineation of the roles of trustees vs. directors.

**October 17** – We took our annual story hour trip to the Poplar Ridge Fire Department. Many thanks to Jackie Dickinson for allowing us to try on her gear and for showing us all the trucks.

**October 19** – We had our first Literacy Committee meeting at Emily Howland. They are putting together a survey to give to parents during conferences to find out what time of log/record would be best for keeping track of summer reading.

**October 31** – We did trick-or-treating at the library. We had 12 adults and 19 children come in for treats. We took pictures of all in costume.

**November 1** – Cayuga Connect meeting. There are plans underway to have a Thank You Reception (working on the name – Appreciation Event?) for the Legislature and other government officials to thank them for restoring our funding. We decided not to ask for an increase this year. You are all invited on Tues 11/28 at 4:00 at Seymour Library. We are asking patrons to write why they are thankful for their libraries on die cut leaves. We will also have letters to spell C-O-M-M-U-N-I-T-Y on poster boards (one for each library in the county) where patrons can sign their names.

**November 1** – Book Club met at Aurora. We had 11 people in attendance. We read the book “I am Malala” as a lead in to a discussion with Barbara Blom on the tenets of Islam (“Islam 101”). We had planned to get a humanities grant to cover a multi-month discussion of the topic but now she will be helping us to arrange for some guest speakers a few times during 2018 instead.

**Items to Discuss:**

Thank you Laura for the new circulation desk chair, vacuum, and arranging purchase of the new runner.

Carpet cleaning?

We have not yet ordered the new mouse for the circulation desk. I will order the changing table after the bathroom is painted.

The toilet is frequently running and it shut off the water pump over the weekend. Should we replace something?

Thank you to Sandy Chandler for recovering the folding chairs on the porch.

Thank you to Kathy Nedza for the donation of a folding table.

**Upcoming:**

**November 16** – FALCONS meeting at FLLS.

**November 27** – Billing committee meeting at FLLS.

**November 28** – Legislative Thank You Reception – **Does anyone want to go?**

Ongoing through December – We will be working with Aurora again to collect needed items for the Food Pantry. The logistics are still being worked out but it will be some collaborative idea with socks and books.