

Hazard Library Association Board Minutes
Monday, November 12, 2018

Present: Nancy Hart, Kathy Button, Lisa Semenza, Rich Harrison, Ron Buxenbaum, Doug Hastings, Laura Talcott, Betsy Donald

Secretary's Report: The meeting was brought to order by President, Nancy Hart, at 7:05 P.M. A motion to accept the Secretary's report with the following corrections (tree not trees and shrub, not shrubs, plus computers would be purchased in May and line would need to be included in the budget) was made by Rich and seconded by Ron. Motion passed.

Announcements: None

Lisa's Report: October 12 - Lisa and Linda attended the FLLS Annual Meeting. Since only Trustees have voting privileges, a Trustee should plan to attend with them in the future. "Sustainable Funding for Small and Mid-sized Libraries" with a focus on going to schools for referendums was presented by guest speakers. Copies of the handouts can be reprinted if needed.

October 16 - Story Hour made their annual trip to the Fire Department. The Ambulance had representatives as well. Thank you's were sent with pictures of the kids by one of the trucks. They will be highlighted in the summer as part of a "Community Heroes" program.

October 26 - FLCAG Grant was due. Thursday schedules are somewhat varied next summer. There will be workshops (art, juggling, magic) in July & a series of Storytellers in August. This year's Summer Reading theme is "A Universe of Stories". Offerings are expanded to Tues., Wed., and Thurs. next summer with a 3rd year of Ukulele Camp (moved to Wed. in 2019). A grant will be put in through Baker and Taylor as well, to see if we can get funding for the performers not covered by the arts grant. That one will also include funding for books. (Another Library director always includes funding for collection development in every grant she writes to offset the library budget, so Lisa will try this as well.)

October 31 - Lisa Carr, Seymour Library and our Lisa represent Cayuga County on the FLLS "Director's Advisory Council". This is a 2-way advisory (Directors to Sarah at FLLS & her to us).

Trustee Education Requirements - Beginning in 2021, new Minimum Standards will most likely include 3 hours/year of Trustee Education. FLLS will plan to offer trainings (legal issues, financial issues, etc.). Webinars are available. We can begin each meeting with 15 minutes of "education" and that would cover it over the course of the year (going through the manual is a suggested place to start). Sarah can also come & talk to the Board at a meeting and that would count.

Sexual Harassment Training - Lisa had been trained through Hear-2-Learn., however, Linda, Board President, and volunteers will need training which will be available on line. The deadline for completion is Oct., 2019, and will need to be done yearly, however, it will not count toward other education requirements. -- **A policy needs to be adopted.**

E-content Purchasing - Decision making is being revamped at FLLS. Our library has been purchasing our own, but Lisa would like to give them money this year instead for them to do the purchasing. (Patrons do not give much feedback as to what they would like. The patron Lisa has been buying audiobooks for has moved.) All trustees were in agreement.

Bullet Aid - FLLS has not yet received money from the state which is why we have not received our money from Pam Helming.

November 7 - Sandy & Lisa visited EH Pre-K Classes focussing on a fall theme. They have been invited to celebrate "Friendsgiving" with them on Tuesday, 11/20.

Book Club met to discuss members' choices for "The Great American Read".

The Library Expansion Committee met.

November 8-10 - Lisa attended the NYLA Conference in Rochester

November 13 - The Literacy Committee meeting at EH is postponed.

November 15 - FALCONS meeting

Other - Rex has been in contact with Clarity Connect. We will probably be increasing our bandwidth. He will see if it is sufficient with the first increase. That will not cost anything. If in the future we do need to pay that will be a reimbursable cost for e-rate.

Planning for the Holiday Giving Campaign - possibly with Westminster Manor in Auburn. We will also coordinate with Aurora Library & the Food Pantry for socks and books.

Ukulele Camp Grant - Because there was money left in the Ukulele Camp Grant, Perform 4 Purpose reimbursed us for money we spent on "promotional" materials (bookmarks, T-shirts, etc.). - \$200.

Can it be used towards other programming?

Cleaning starting in January - Lisa Gilfus would charge \$25/hour for cleaning. She doesn't think it will take much more than an hour. We currently pay \$35/cleaning twice a month. Lisa is also interested in weeding/taking care of the garden area when she is here. She has not yet confirmed.

Mowing - Phil Collins sent a bill for \$400 for the season. Lisa questioned if it is split with the Post Office or all our bill. Laura will check the budget & Ron will call Phil to clarify.

Bank CD - The bank sent a notice that there will no longer be 3 month CDs offered. Ours in due in January and will go to a 6 month CD if available. All agreed.

Treasurer's Report -

September Report - A motion was made by Kathy Button and seconded by Doug Hastings to accept the report. Carried.

October Report - A motion was made by Kathy Button and seconded by Ron Buxenbaum. Carried. Laura ordered 250 new checks which will be here by Friday.

A donation was received from David Hughes, Kathy Button's son.

New Budget - Lisa said there were no major changes from last year. We will need to approve the budget in December. The \$50,000 from the School District has been received. Laura will do a preliminary budget & send it out through email.

Old Business:

Doug reported on the **Expansion Committee** meeting on Wed., November 7. Rich, Lisa, Doug, Ron, Linda, Guy Garnsey, and Larry Liberatore met at the Library. Larry, an architect, is going to do a detailed drawing so Rich can forward it to the Post Office.

Doug replaced the light at the back of the building and it WORKS!

Ron demonstrated the Septic Alarm to Lisa and the Post Office Personnel.

Lisa met with Maryanne Waltz, Library Development Specialist - NYS for matching funds Construction grants. Funding is available and since we have not asked before, chances are good that we could be accepted. There is a timeline (July - June). There is a due date for applications. Funding is usually for 2 years, but no cap. Lisa attended a Freedom of Information & Open Meeting Law and got lots of good information.

Lisa got filters for water to cut down on the sulfur smell.

Mission Oak Chairs - Betsy met with Dodie Rowlands to look at the chairs. There are 8 chairs - one rocker, one desk chair on wheels & 6 others. Some are in better shape than others. 2 match. A couple have leather seats which are not in good shape. Larry Buffam may want one (Dodie knows which one). He is away until March. There is also a blue puffy butterfly chair - from winning a raffle. Dodie said that we could continue to store them in her garage loft. It was agreed that we should sell them. Lisa will talk with Jackie Dickinson about them to see if she could tell what they may be worth and then offer them on Craig's List or Ebay.

Staff Evaluations - Lisa will evaluate Linda, and Nancy and Betsy will evaluate Lisa.

New Business - Annual Appeal - Kathy has written the appeal letter. **Our next meeting will be December 3 at 6:30 P.M. to stuff envelopes. in the Library basement.** Laura mentioned checking with Staples for processing the list of donors for the annual appeal. Kathy will check also with the Post Office about printing stamps.

Laura talked about the Petty Cash and using Mobile banking for deposits This would use her personal account, then deposit it back into the Library account. This would save her going down to the bank to deposit the Petty Cash.

Adjourned at 8:37 P.M.

Respectfully Submitted,
Betsy Donald, Secretary