

Hazard Library Association Board Minutes
Monday, December 3, 2018

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

Board Members met at 6:30 p.m. in the Library basement and were able to start stuffing envelopes by 6:45 p.m. for the Library Annual Appeal. The process went quite quickly thanks to all the work done ahead of time with the appeal letter, computer mailing labels, return labels, self-stick envelopes, etc.

The meeting was brought to order by President, Nancy Hart, at 7:26 p.m.

Secretary's Report: A motion to accept the Secretary's Report with corrections was made by Rich and seconded by Kathy. Motion passed.

Announcements: Lisa attended the County Legislature Meeting. Funding for local libraries was restored. Most of the legislators were very supportive. Rich suggested contacting county committee members and talk with them next year ahead of the budget vote. All four of the other counties give FLLS money. Cayuga does not. Although the libraries had requested specific funding to pay for the Polaris circulation system fees, each library received \$3,500 which will cover about 1/2 of the total. A big thank you to Lisa for attending.

Library Director's Report:

November 15 - FALCONS meeting - Focus was mostly on procedures and upcoming Polaris changes.

November 20 - Sandy and Lisa visited EH Pre-K classes to celebrate "Friendsgiving". They sang songs and read books about being thankful and turkeys. One class made bread and the other made butter which were together shared for a snack. They'll return on 12/5 for their monthly story time.

November 27 - Lisa attended the County Legislative Hearing/Budget vote. Each Cayuga County library will be receiving \$3,500 in 2019. (this funding was restored) Libraries will be having ongoing education efforts this year with help from FLLS about various ways in which the libraries are funded & how we are all tied together as part of a system (therefore asking for funding to help support shared services. (Lisa's comments regarding this did not make it into the Citizen.)

November 29 - Our internet bandwidth has been increased to 12 X 4 which is more than twice as fast as before. We are again trying to use only Clarity Connect instead of the school as primary. Switching has changed some access for "scam to e-mail" and a few other e-mail addresses but Rex got it all working again.

Line Adjustment for Budget: Lisa is requesting some line item adjustments for materials. She would need some extra funds for print materials and have extra funds in BOCD, DVDs, and electronic materials. Rich motioned. Ron seconded to accommodate the necessary adjustment

in 2018 budget . Motioned passed. Laura has adjusted the 2019 budget to reflect similar changes for various line items.

Library Cleaning Personnel: The Katuras will be doing their last cleaning on 12/22. Nancy will contact Lisa Gilfus about an official start date and her rate for cleaning and a contract. Lisa G. mentioned to Lisa S. that she would be able to start in January.

Holiday Decorating of the Library Porch: Trudy and Betsy will do this. David and Janet Pierce who have been doing it the last few years are very appreciative to have others do it this year as Janet is having continuing health issues.

Rosen Grant Excess Funding: There is \$900 left. Lisa will be going to the Scholastic Warehouse this week and will be using these funds for books that will be used as "give-a-ways" in the district.

Treasurer's Report: Budget

Laura presented and went through line items changed with the changes. The Annual Appeal line was reduced by \$500. There was discussion about the Tax Cap Levy. A conclusion was not reached, so Nancy and Lisa will email trustees to vote on possible resolution after reviewing information from December, 2017. Kathy motioned and Ron 2nd to accept the preliminary budget as amended. Motion carried. A motion to accept the monthly treasurer's report was made by Rich and 2nd by Ron. Motion carried.

Salaries: Lisa's current \$24,000 salary will be increased to \$24,500 for 2019. Linda's current salary of \$15.75 per hour will be increased to \$16.00/hr. The motion was made by Betsy and 2nd by Kathy. Motion carried. Laura will submit the increase to our accountants and will give Lisa and Linda a letter showing this salary increase information for 2019.

Old Business:

Post Office Space - Nothing new to report. in Doug's absence.

Mission Oak Chairs - Jackie Dickinson (315) 364-5591 is interested in seeing the chairs in Dodie Rowland' barn.

Staff Evaluations: Lisa will do Linda's, and Nancy and Betsy will do Lisa's.

Sexual Harassment Policy - This will be ready for our January meeting.

Post Office Access: After questions and concerns about possibly someone other than Post Office personnel entering the Poplar Ridge Post Office when it was open for business, Lisa was asked if anyone other than Post Office staff have keys to the Post Office door. Lisa said no Library personnel /volunteers have any access to the Post Office part of the building.

The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,
Betsy Donald, Secretary