

Hazard Library Board of Trustees Meeting Minutes 6-3-19

Attendance: Nancy Hart, Kathy Button, Connie Rejman, Rich Harrison, Ron Buxenbaum, Laura Talcott, Patricia Covert Absent: Doug Hastings, Betsy Donald

Meeting was called to order at ?

Minutes: The Minutes from 5-13-19 were approved. Motion by Rich, 2nd by Ron

Library Director's Report:

Because this meeting was moved up with short notice, Lisa did not yet have her report but will send it via email. She did offer some "highlights:"

- She received computer information at the most recent FALCONS meeting. We discussed this information later in the meeting.
- Lisa and Linda are gearing up for the summer reading program.
- Lisa will order a battery backup/surge protector for the library.
- The fire extinguishers were inspected today.

Treasurer's Report:

Laura reported that Quickbooks had offered a deal for improved services that was less expensive than what we had been paying. She just realized that this was an introductory offer that led to a significant increase in cost when it expired this month. As a result, she has returned to the original plan, which has more limits on its reports. Laura is changing to Excel templates for reporting budget information to the Board.

There have been no big changes in the financial picture for this month. She has received funding for the summer programming, including the pilot program that is in cooperation with the school district. These grants are kept separate from the main budget (self-contained).

Rich moved to approve the Treasurer's Report, Connie seconded the motion, and it carried unanimously.

Book Sale:

Kathy has requested the use of the Poplar Ridge Fire Department for Monday, July 22- Tuesday, August 6. We have to have the tables cleared out and the remaining books stacked so that they are out of the way for an August 5 meeting at the Firehouse. Connie Rejman suggested that we ask for the use of the firehall from Friday July 19-22 so that we can get tables set up and organized before the books are moved. Kathy will refer this request to Jackie Dickinson, and will contact the head of the Cayuga County Mobile Work Crew for help moving books on the 22nd. The dates on the signs will be changed to reflect this year's sale. The flyers and other advertising will be modified to include the fact that we will not accept books from July 19- August 6. Lisa added that the program for offering free books to summer reading participants will continue this year.

New Computers:

Lisa reported on the pricing of the new computers as well as the other features we will add. We agreed to purchase, through the library system's bulk purchasing agreement, a new desktop

computer for the circulation desk and a laptop for one of the patron stations. A “deep freeze” option installed on our current computers should carry over onto the new ones. (This keeps people from being able to download “stuff” onto the library computers.) We will have to purchase the Microsoft Office Suite for these computers, and Lisa is looking into getting a wireless scanner for the circulation desk to decrease the number of wires.

The computers will be ordered by FLLS and will likely arrive in the fall, costing \$1,691.56. We voted to go ahead with the computer purchases and to approve up to \$2500 to cover the costs of the necessary programs, fees, and accessories. (Connie moved, Patricia seconded, approved unanimously)

Library/PO Project:

Rich reported that he had spoken with Paul Frye from the USPS contracting office. Mr. Frye said he knew our letter had arrived (the letter requesting an alteration to our rental agreement), but he hadn't yet seen it. He agreed to do as much as he could to accommodate our request, and will get back to Rich in a week. Rich said he would call Mr. Frye again, Lisa said she would resubmit the letter.

Maintenance:

The septic alarm went off again recently. Laura reported that the tank was pumped in February of 2019 and shouldn't need to be done again. The alarm was installed in October and has already gone off twice, leading us to believe that there is a problem somewhere, perhaps in the alarm itself, in a leak somewhere in the system, or...? Ron and Rich will look into this.

Also, Ron will call the electrician (Saxton) about getting a fixture for the porch light, rather than the bare bulb that is there now, and putting in a sensor for the basement lights so they don't get left on inadvertently.

Other Business:

The Sexual Harassment Seminar offered through FLLS took place in late May. The session filled up fast and now the library system is developing a webinar so that people can complete the training online. There is a requirement for training to be completed by October.

We discussed the idea of hiring an accountant/bookkeeper to consolidate the jobs that Laura and the current accountant are doing. We are concerned that the \$140/month for payroll and tax preparation is too high, and that the workload for the Treasurer is too burdensome. Laura will prepare a summary of her duties so that we have more information to present to a potential accounting hire.

Thank you to Ron and Trudy for the beautiful flowers at the front of the library!

Meeting adjourned at 8:13 pm.