

## **Hazard Library Association Board of Trustees Meeting**

November 11, 2019

Present: Nancy Hart, Pat Covert, Laura Talcott, Connie Rejman, Ron Buxenbaum, Doug Hasting, Richard Harrison, Betsy Donald, Lisa Semenza. Excused: Kathy Button

The meeting was called to order at 7:08 p.m. by President, Nancy Hart.

MINUTES: A motion was made by Laura and seconded by Pat to accept the amended minutes of the October meeting with the word NOW removed in reference to which towns are being served by the library. The motion was Carried.

### LIBRARY DIRECTOR'S REPORT:

OCTOBER 18 - Linda and Nancy attended the FLLS Annual Meeting. The guest speaker was an attorney for "Ask the Lawyer" and spoke on Legal Issues Facing Libraries Today. Nancy said that minutes should reflect a generalization of what was discussed (Not necessarily every detail.) The lawyer's information and the FLLS annual report is available for us to peruse. However, we should review the information in regard to our practices & policies, especially in regard to volunteers.

OCTOBER 22 - FLCAG grant for funding for Summer Reading performers was submitted. Performers will again be scheduled in July (including some performers incorporated into Tuesday "Science on the Lawn" schedule as well.) Sonjia Turner will again provide an art workshop. The theme for 2020 is "Imagine Your Story". (fairy tales/fantasy)

OCTOBER 22 - Story Hour took their annual trip to the Poplar Ridge Fire Department. A consistent group of about 4 children attend this year. All pre-schoolers are welcome. Spread the word to those who have young children or those who do daycare.

OCTOBER 31 - Trick or Treat - 45 people took advantage of treats during all open hours on Halloween and had 12 families come in specifically to "trick or treat". Along with candy, books, DVDs, coloring pages, and pencils were offered.

NOVEMBER 2 - A Health Care Navigator came in from 10-1 to assist with applying for health insurance. One woman (who had made an appointment with him in advance) came in, but did not have anyone else. The service will be offered (first Sat. of each month) in December and January during the time of open enrollment. Flyers are available for Board members to take to increase awareness to help any people who could use this service.

NOVEMBER 6 - Book Club met at the Aurora Library to discuss "Becoming" by Michelle Obama. There were 8 members present.

NOVEMBER 7 - Lisa attended the YSS meeting in Auburn.

#### UPCOMING DATES & ACTIVITIES:

NOVEMBER 12 - Sandy & Lisa will visit UPK & Head Start for their November Story Time. They will celebrate fall and shapes and give away a bilingual book "Bear in a Square/Oso en un Cuadrado" to each student and class. This is funded by the Rosen Grant 2019.

NOVEMBER 21 - FALCON meeting at FLLS - They will be providing information on the 2020 census. We may be able to borrow a tablet from FLLS to dedicate to filling out forms if people need assistance.

NOVEMBER 25 - Sandy & Lisa will return to the Pre-K classes to celebrate "Friendsgiving" with them and do a "giving thanks" themed story time.

DECEMBER 31 - FLLS will be discontinuing Hoopla due to lack of people using it for its intended purpose (streaming movies) and will be looking at ways to increase availability of titles in Overdrive.

#### ITEMS TO DISCUSS (ALL RELATED TO BUDGETING):

SPETIC TANK - Kessler's have been needing to pump every 4 months (10/18, 2/19, 6/19, 10/19). Changing the toilets did not impact this schedule. This cost will need to be factored into the 2020 budget. (\$240 each time).

FLLS OVERDRIVE PURCHASING - Budget has been for \$500 in the past few years which is in line with our patron usage of the materials. Group agreed to continue this amount. Form is due by 11/21/19 to FLLS.

BOOK PURCHASES - Lisa is considering changing from Baker & Taylor to Ingram for book purchases. She will do some comparison pricing to see what the best deal is overall.

SHIFTING OF FUNDS - Lisa may need to shift some funds allotted for BOCS to DVD if anything exciting gets released during November. Board agreed.

POLARIS FEES - Will remain the same as 2019 (\$5,900).

COUNTY FUNDING - As a group, the county libraries have asked for funding to cover the Polaris fees with the rationale that it is what ties us together as a county and as part of the library system.

TREASURER'S REPORT: Laura noted that the Metcalf Foundation increased \$2,500 in 2018 & 2019. There currently is no Building maintenance budget account. Rich suggested to add a building maintenance budget account as well as a general account for repairs. Also discussed was adding an Expense Account for Petty Cash. (\$200) A contingency fund in the amount of \$1,000 will be added to the 2020 budget. Laura and Lisa will get together to go over the rest of the budget. Motion made by Rich and seconded by Doug to approve the Treasurer's report. Carried.

#### OLD BUSINESS;

ANNUAL APPEAL LETTER - The group felt it was very well written, however may be too long for the general public to continue to read all of it. Lisa will talk with Kathy to see if the first 2 paragraphs can be shortened.

LIBRARY SPACE PROJECT - Our meeting at Opendore scheduled for tonight had to be postponed due to floors not being dry enough for traffic.. We would like to reschedule for after the first of the year for a tour/meeting of our Board at their facility. Doug will see about setting something up in January.

Lawyers were discussed and FLLS can refer lawyers familiar with library law needs.

Doug still has the Survey Map. Notes from 2006 indicated similar discussions as to what we are currently names of several people affiliated with the PO who he has been or is trying to be in contact with. If nothing comes from those efforts, Congressman Katco's Office will again be contacted.

POST OFFICE SPACE - Rich said he was again talking with a PO representative in NC (Patty James) instead of the person in Colorado. However he has not had a response from the current facility study. The PO area of our building is leased through 2027. Rich will continue to try to make contact .

PROPERTY TAX CAP RESOLUTION - 2020 Hazard Library Tax Cap Override Resolution is as follows: WHEREAS, the adoption of the 2020 budget for Hazard Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and WHEAREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified Board members; now therefore be it---RESOLVED, that the Board of Trustees of Hazard Library voted and approved to exceed the tax levy for 2020. We have the right to over ride it later. Motion by Laura and 2nd by Connie. Carried - Unanimous.

EH LOCK REPAIR - Doug contacted ACE Security in Ithaca. An employee will come and look at the lock and replace/repair as needed. Connie Rejman has agreed to be present when he is scheduled to come from the company. She will need a blank check to complete the amount and pay for the work (on site). Motion to approve lock work up to \$350 was made by Rich, 2nd by Connie - Carried.

USED BOOK COLLECTION BOXES - Doug will move one inside and one to the porch at the Library when weather deems necessary.

LOCAL HISTORY INFO -Lisa and Linda are working with Opendore as a collective partnership with local history materials. Lisa will attend the Cayuga County History Symposium on Tuesday, December 10 (9:00- 3:30). Nancy has agreed to do Story Hour that day. Lisa will see if a Board Member from Opendore would be interested in attending as well.

FURNACE - Ron noted that the furnace has been cleaned for the year, and fuel has been delivered.

OUR NEXT MEETING WILL BE ON MONDAY, DECEMBER 2, TO WORK ON GETTING THE ANNUAL APPEAL LETTERS OUT TO THE PUBLIC.

Respectfully Submitted,  
Betsy Donald, Secretary