

Hazard Library Association Board of Trustees Minutes -March 9, 2020

Present: Nancy Hart, Lisa Semenza, Patricia Covert, Connie Rejman, Laura Talcott, Ron Buxenbaum, Doug Hastings, Rich Harrison

Absent: Betsy Donald

Meeting called to order at 7:09 pm.

Approval of Minutes: Connie Rejman moved to accept, Ron seconded the motion. Minutes approved unanimously.

Library Director's Report:

- The time for the annual computer bulk buy is approaching. Last year's replacement of a desktop computer with a laptop has provided more work space in the library. This year, we will replace the public computer on the library desk with a laptop to give even more work space. We will replace the other old computer with an "all-in-one" computer. Budgeted monies will be applied to these purchases.
- Wireless printing: There is a service through which patrons could send items from their devices to print on our printer. The cost is \$300/month. We do not know what the usership would be but agreed that it is worth trying; we can cancel the service if it is not worth the cost. All approved this motion to try it.
- Book club was well attended this month, with 14 participants. (Book: Where the Crawdads Sing)
- The Rosen Grant came through. Lisa and Elaine will figure out how to adjust their plans for the amount granted, which was \$3,100 less than requested (though still very generous!).
- Lisa introduced 3 new policies: a whistleblower policy, a public relations policy, and a social media policy. (Attached below.) We will vote on these policies at the next board meeting.
- Privacy policies: As a limited public facility, personal information is also protected and we can forbid the recording of patron choices within the library. Photographing or otherwise recording the items patrons look at or check out is an invasion of privacy. Patrons may opt out of the use of their images on Hazard's social media sites.
- The 2020 Census: Postcards will go out March 12-20 to home with physical addresses. Those with only PO Box addresses will be contacted personally. Most people will be able to complete the Census online.
- Coronavirus: Lisa and Linda have been wiping down keyboards, door handles, light switches, and returned books.
- Lisa's report is attached at the bottom of the Minutes.

Treasurer's Report:

- Laura upgraded Quickbooks, returning to the original price point and level of service. She found that this upgraded version provided the structures necessary for our reports.
- There were no major changes in expenses or deposits for January or February.
- This coming month, we should receive 2 grant checks.

- We are spending down the 2019 Rosen grant funds, using the money for an author visit (Sandra Markel) and books for children.
- The Annual Report passed and went to the State, after being sent back for a correction that was explained and approved. All 1099 forms and W-9s are complete.
- The Board has not yet received the February financial reports and so only voted to accept the January report. Rich Harrison moved to accept the January Treasurer's report, Pat Covert seconded the motion, motion passed unanimously.

Annual Meeting:

- We received permission to hold the **Annual Meeting at Opendore on Saturday, April 18 at 3 pm**. Notifications have gone out to the Tribune and other media.
- Lisa, Linda, and Laura will work on the brochure, updating it from last year.
- Presentation:
 - Guy Garnsey will attend the meeting. Lisa will email Guy to see if he will do a presentation about the proposed expansion project. Nancy will give a presentation from Hazard Library's perspective.
- Sarah Glogowski plans to attend; Lisa will contact her with details.

New Board Candidates:

- Connie Rejman reported that Debbie Fedrizzi Beyea has agreed to become a Hazard Board member.
- Board members will continue to seek out others who will join.
- New members will be introduced and approved at the Annual Meeting.

School Budget:

- Nancy conveyed to Nynette Adams, at SCCS, that we will not seek an increase to the funding allocated to Hazard Library through the annual school budget vote.

Opendore Project:

- Nancy will contact the FLLS lawyer with questions about the project: what we are planning, what the legal implications are, and possible legalities involved in our relationship with Opendore. Nancy encouraged us to think of questions and concerns to present to the lawyer for information and clarification.
- Doug will contact Guy Garnsey for information about project costs.

Next Board Meeting:

- We will have a regular Board meeting on **Monday, April 13th at 7 pm** to prepare for the Annual Meeting and to vote on the new policies.
 - We should come to the meeting with ideas about what we want to present to the public about the Opendore project, as well as some ideas about what questions might be asked and how to respond to them.

Meeting adjourned at 8:03 pm.

Respectfully submitted,

Kathleen Button

Substitute secretary

Policies:

Social Media:

<https://docs.google.com/document/d/1E99qBkjMW6Jl2MOPBcrW8BtSeq6GIkxQ/edit>

Whistleblower:

<https://docs.google.com/document/d/1Y6rJRjUnyqDg1EFSoegyWJ0uMgs7zIqo/edit>

Public Relations:

https://docs.google.com/document/d/1otO_zMgC_EG4v9zxqjg5f_AH4Lk7c83y/edit

Director's Report:

https://docs.google.com/document/d/1Fk2_wQCmaC3qSUYYmBftgOaBUBJrfKM8/edit