

Hazard Library Association Board of Trustees
Minutes - May 11, 2020
Meeting held on Zoom

Present: Nancy Hart, Laura Talcott, Doug Hastings, Rich Harrison, Patricia Covert, Connie Rejman, Deb Beyea, Lisa Semenza, Betsy Donald

Minutes from the April Meeting: Motion was made by Rich and seconded by Doug to approve the corrected minutes. Carried. (Doug has mentioned that people with PO Boxes would not get a census form to complete. The form should be hand delivered to them. However, he can not change the website, only Lisa can do that.) Lisa mentioned that the census deadline has been extended to October.

Lisa's Library Director's Report:

Lisa has been very busy attending many meetings weekly via Zoom. The main focus is on reopening plans for libraries. At this point, there is no date for reopening. It appears that Libraries fall into Phase 4 which includes education and entertainment. The anticipated date could begin sometime in June. The plan (at this time) would be for a "soft opening".

It would take about 2 weeks to get the building ready for opening- cleaning, moving furniture, installing sneeze guard (if needed), checking in books that have been returned, removing non-essential materials, etc.

- "Curbside pick-up" -Patrons would be able to make requests and bring them outside (Much like restaurants). There will be no inter-library loan, only Hazard books would be available.
- We would need to do social distancing within the library when patrons are first allowed back into the building. Because of the small space, this would probably mean only a single patron in at a time. (5 people per 1,000 sq. ft.) - this includes the Library Personnel. People would have to make appointments to use the computers. No programs are anticipated until possibly August
- Currently Library staff is not supposed to do more than essential tasks in the library; take care of ,finances, take care of mail, management activities. No weeding, tidying, etc.
- Sarah (FLLS Director) is planning for a Trustee meeting in the next week or so. The board will need to approve re-opening the library and our plan. Lisa doesn't want to make a "plan" until we really know what the parameters for opening will be. The book sale is most likely not possible for the summer.

Weekly Member Advisory Meetings with FLLS - these address a variety of topics for any

employee.

Last week addressed Summer Reading - this will need to be done virtually.

Linda emailed all of our performers to find out about their online plans and any charges in cost. We will be finalizing with them soon and informing the FLCAG Grant of changes - depends on what performers can do online.

Lisa meets with Sandy, Brian, and Elaine on Thursday to discuss how to use Rosen Funds (can't do the Reading Academy). They are attending a webinar Monday afternoon on READ Squared for online logs for reading to see if we want to use it.

There will be a FALCONS Meeting on May 21.

There are weekly Cayuga Connect meetings - Cayuga County libraries are working toward a coordinated reopening plan. Linda attended on 5/5 as Lisa had meetings that morning.

Ongoing Work events:

- Story Hour Tuesday a.m. on Zoom. (2 - 4 families.)
- Book Club - First Wednesday evening of the month - (Zoom) There were 11 people in April and 9 in May. They are looking for ways to get sufficient downloads available for members.
- Checking emails many times daily.
- Check in at the library each weekend for "essential" tasks.
- Annual Report Brochure - Liza, Laura, and Linda worked together to finalize this which will be available on the website and linked from Facebook. Library Cards - Some people have applied on line so they can access digital materials.

Materials (for Reopening): FLLS placed a bulk order (we will need to pay). Lisa ordered masks, gloves, alcohol wipes, disinfectant solution. Hand sanitizer is back ordered. We will need to decide (paper or plastic) for curbside pickup.

Possible future needs:

- Social distancing markers/signage?
- Sneeze guard by the desk? Doug indicated that he would be willing to work on a barrier if needed. It could only be on the front and side. The area heading to the bathroom needs to be kept open. Pat commented that plexiglass could be put on the front and side of the desk.

Comment: Lisa thanked Rich and Doug for writing letters for her scholarship. She received full funding for her summer class (Genealogy). GHA had hoped to partner with us this spring

for a program, and we are anticipating working with Opendore, so this class and "Archiving" (Fall semester) will be very useful.

Census: Don't forget to complete your census.

Future thoughts:

- Wireless printing
- Social Media Policy/Spokesperson Policy/Whistleblower Policy.

The lawyer is currently on vacation, but does need to be contacted.

Treasurers Report: Laura noted that she emailed this late. There were no major deposits. She noted

that we received another check from David Hughes (Kathy Button's son) for \$100. Also noted that expenses were less than normal as we are not open and operating. Lisa is behind on book purchases and may soon be looking into buying books again. Laura looked into unemployment, but salaries are all budgeted, so there is no need for this. A motion was made by Patricia and seconded by Rich to accept the Treasurer's report. Carried.

Annual Report/Meeting: It was mentioned that a Zoom meeting holds 100 people. We discussed having interested people email for Zoom information and would have Rex get emails. Lisa noted

that we can postpone the annual meeting and can post this information on the website along with the brochure. Doug suggested that if there are questions, they can email the Library - give individual responses, have questions and answers posted on the website. Rich commented that it would show we are making an effort to keep the public informed. The annual report/tri-fold will be put on the website by Lisa.

Post Office Hot Water Heater Issue: Rich asked Lisa if the letter she received came certified. It did.

Doug will check on this. If we do not fix it within the required time, the PO will hire someone and bill us. Until the letter arrived, we were not made aware that there was a problem even though it stated that it has been an ongoing issue for several months. Rich and Doug will talk about it and work it out. The Library has hot water. Each area has its own heater element.

Introduction of new board members: Deb Beyea introduced herself and told a little about herself- living in childhood home, work experience, & family. Welcome, Deb! Bess was not available. We will hope to have her at our June Zoom meeting.

Book Sale: Connie thanked Doug for moving the bins. She noted that she used gloves to work with the books. They are usually in the bins for several days before anyone moves them-decreasing the chance for any germs to survive that may have been present. Connie, Carolyn and Scott keep in contact, but are not necessarily sorting at the same time. Connie noted that bagging up books would be a lot of work if we were to do a grab bag or pre-order sale. If we are to go forward with the sale, some suggestions would be: letting a few into the firehouse at a time, social distancing, setting up appointments for shoppers, questioning how long we would be able to continually use the firehouse, etc. We may have to wait until next year. No decision at this time. May look into holding the sale in the fall. It is a wait and see at this point.

Announcements:

There are still a lot of borrowed books out. The due date is now July 6.

Nancy will reach out to Bess through email so we can meet her and get her on board for the June meeting.

Adjourned at 8:19 p.m.

Our next meeting will continue at 7 on Zoom. Lisa will send out the link ahead of time.

SPECIAL NOTE: THE NEXT MEETING WILL BE ON MONDAY, JUNE 1 (not June 8)
as we will need to discuss reopening issues.

Respectfully Submitted, Betsy Donald, Secretary