

Hazard Library Association  
Minutes of Trustees Meeting of July 13, 2020

The meeting was conducted on Zoom due to COVID-19.

PRESENT: Nancy Hart, Bess Simkin, Connie Rejman, Deb Beyea, Pat Covert, Doug Hastings, Lisa Semenza, Betsy Donald, Laura Talcott

ABSENT: Rich Harrison

President, Nancy Hart, opened the meeting at 7:09 p.m.

SECRETARY'S REPORT: Nancy noted that for the Reopening Resolution #1, it did not indicate that the motion was carried. After that correction, Nancy motioned to accept the amended report and Doug approved.

LIBRARY DIRECTOR'S REPORT:

The Directors' Meetings with FLLS have continued to focus on reopening plans for libraries but are now held less frequently now that libraries have all reopened for at least some form of "curbside delivery".

- JUNE 17 - Discussed how curbside was going.
  - FLLS DELIVERY is beginning. Weeks of 7/6 & 7/13 was just picking up books that have been sitting at libraries since March and getting them back to where they belong.
  - JULY 1 & 15 -- Meeting to discuss further opening plans and impact of budget cuts. So far, budget cuts have affected delivery runs (only one per week--our day is Friday), and discontinuing RB Digital for Magazines and NoveList.

CAYUGA CONNECT MEETINGS - Cayuga County Libraries continue to work together to coordinate reopening plans.

WEEK OF JUNE 15 -- All Libraries in Cayuga County (with the exception of Fair Haven which opened the week of July 6) opened with some variation of "curbside delivery". Hazard is calling ours "Porch Pick Up"

- Linda and Lisa usually work 1/2 day and sanitize at the end of their shifts. They are choosing 2 Saturdays a month.
- There have been about 10 pick ups each day the library is open.
- Lisa placed a few book orders to catch up on new books released since March. She started a "new materials" page and list on the website so people could search out new titles like they do with our new book shelf.
- Books are being quarantined up to a week. Fines are waived that may accrue due to this necessity.

WEEK OF JULY 20 - Hazard Library is opening to the public on a limited basis (one person or one family unit at a time) on July 21. Masks are required and hand sanitizer is available for patrons. A motion was made by Connie Rejman and seconded by Deb Beyea for this opening. Motion carried.

- Library patrons can now drop off books at other than their home library.
- Seth is building a sneeze guard around the front and sides of the desk. The cost is about \$400.
- All the needed cleaning supplies and PPE from FLLS have arrived.

- The public computer will be moved off the desk. We have received the 3 washable keyboards. The board discussed opening up computers for public use. Patrons will be required to use hand sanitizer. One computer would be in use at a time. Chairs & keyboards will be sanitized after each use.
- Interior signage & markers for social distancing needs to be worked out.

#### ONGOING LIBRARY EVENTS:

- Story Hour continued on Tuesday AM on Zoom until June 30. Usually 1-2 families participated.
- Book Club had 11 people in June and 8 in July. For the August meeting, 12 copies of "The Shipping News" by Annie Proulx will be available from FLLS. Members are happy to be able to read an actual book!
- Lisa is continuing to check e-mails many times/day when she is not in the library. She is in contact with Linda and Sandy frequently.

#### SUMMER READING PLANS - All to be held virtually on Tuesdays and Thursdays.

- Some performers will provide "live" shows on Zoom while others have provided us with pre-recorded material. Families will need to register to get the Zoom links.

\*Ukulele Camp will begin on Tuesday, July 14, at 6:00 P.M. on Zoom with a Ukulele pick up offered Friday, July 17, on the lawn. Learners will be hooked up with teachers so they can meet virtually for their lessons at their convenience.

\*All information about programs & access to the Reading Log are on the website.

\*Each week, new things are coming out.

\*Lisa has sent e-mails out to all adults who had an address listed.

- 1) The first e-mail advertised our reopening for Porch Pick Up.
- 2) The second e-mail advertised the Summer Reading activities.
- 3) The third e-mail will advertise the plans and rules for opening to the public.

OPEN MEETINGS: The State has extended an open meeting date until further notice.

#### OTHER:

\*Coupons from Creamery (Where the Triangle was) have been provided as prizes for Reading 20 days on their reading log for Summer Reading.

\*The Corner Store in King Ferry will provide cookies for Bingo prizes.

\*Kathy Button has written letters about the annual appeal, and acknowledging donations with thank you notes/post cards. We will need a board member to take over this task as Kathy's time on the board has run out. If no one is willing to take this over, a volunteer will be asked as suggested by Nancy.

She was thinking of asking Linda Ramirez.

#### ITEMS TO DISCUSS:

Clarity connect had an area-wide outage from July 6 to July 9 due to a problem with the Venice Tower. The school connection is not working and the Fire Department had mentioned an issue concerning that

about a month ago. Lisa will have Rex look into options for Fios and Spectrum which are coming into the area.

Clarity Connect is free to the library so that is a consideration when making a choice in regard to switching providers.

#### ON THE BACK BURNER:

1. Wireless Printing
2. Social Media Policy/Spokesperson Policy/Whistleblower Policy
3. Who will contact the Lawyer - in regard to Opendore?

#### TREASURER'S REPORT:

Although the full report was not available, Laura highlighted what has been happening financially for the Library.

\*We have received the Cayuga County funding and two memorial donations.

\*There was no Petty Cash - waving fines as some books/materials have been sitting & waiting to be checked back in.

\*Motion to approve the June meeting Treasurer's Report was made by Doug and seconded by Pat. Vote will be by e-mail.

\*Motion to approve the July meeting Treasurer's Report was made by Pat and seconded by Connie. Vote will be by e-mail.

\*Nancy will send an e-mail asking the Board to vote.

#### OLD BUSINESS:

1. LEGAL ISSUES FOR REOPENING: As long as we have approved and done all expected, followed policies, and State Guidelines, we are covered.

2. WATER HEATER: The PO lady seems happy with the new hot water heater.

We will have Laura check to see if the PO check, that is direct deposit, is less than the usual rent to see if they had taken some out of the rent check for payment of the new hot water heater and the installation. If that is the case, Rich said that he would contact the PO authorities about this.

3. CLEANER: Lisa has asked our cleaner (Lori Sheils) to do some outdoor work for the time being (sweep off the ramp, weed the garden, etc.) since Linda and Lisa are wiping down areas in the library on a regular basis. We will need to decide what we want her to do in the future.

4. Septic - Mathieson Septic (315) 253-2132 cleaned the septic at Lisa and Seth's house. Lisa thought they were very professional and we may want to have them check our library septic tank & alarm, and check to see why it now quickly seems to be filling up. Doug agreed to contact them. The alarm is currently off. Doug will check it soon to see what level it is at. Kessler's charge \$240 each time they pump it. Doug will e-mail us his findings.

5. Post Office Bathroom Sink: Doug said he can put a new sink in. The one currently there is very small and in need of repair. This was tabled until our next meeting.

NEW BUSINESS:

1. Public Use of Computers: We now have three washable keyboards which will be cleaned off/sanitized after each use. Only one computer will be in use at a time. We will replace one computer which we will get in the fall. It will be an "all in one" which will go on the standing desk. It will have a bigger screen than a laptop. Bess asked about an ultra-violet wand for sanitizing, but Lisa said it does not seem to work all that well.

2. Continuation of Library Fines: We are one of a very few libraries who still charge late fees. Most libraries have discontinued this practice. Pat motion to discontinue overdue fines and Laura seconded the motion. Carried.

ANNOUNCEMENTS:

Friends of the Library Summer Book Sale is still being held --with a page of COVID rules. It was agreed that we made a good decision not to hold our Book Sale this summer.

The next meeting was scheduled for Monday, August 10, but as we were e-mailed, some could not make that date, so our next meeting will be on MONDAY, AUGUST 17, AGAIN ON ZOOM.

The meeting was adjourned at 8:27 P.M.

Respectfully Submitted, Betsy Donald, Secretary