

Hazard Library Association Board of Trustees Meeting
Monday, October 19, 2020
7:00 PM

The meeting was held on Zoom.

PRESENT: Nancy Hart, Connie Rejman, Patricia Covert, Bess Simkin, Betsy Donald, Lisa Semenza

ABSENT: Laura Talcott,
Rich Harrison (Rich has stated that he needs to resign from the Board for personal reasons.)

President, Nancy Hart, opened the meeting at 7:05 p.m.

SECRETARY'S REPORT - A motion was made by Patricia Covert and seconded by Connie Rejman to accept the Secretary's report from the September meeting. Carried.

TREASURER'S REPORT - Laura was absent and had not sent a report via email. Lisa briefly caught us up on income and expenses. She has caught up on book purchases. She has started collecting money for Petty Cash again. Although we no longer have fines, we are collecting money again for copies and donations. The State has cut Library funding by 20 per cent. The first payment is 90 percent (\$995) and later we will receive the last 10 per cent. Smaller libraries all get the same amount.

Kathy Button's son often sends a donation (about quarterly). People who moved out of the area have also sent in donations. Seth turned in receipts to Laura for the materials used to make the shield around the desk, but has not gotten the reimbursement, so Seth will consider this a donation. Tom Hamilton did the inspection of the septic tank and donated his time for doing this.

LIBRARY DIRECTOR'S REPORT:

SEPTEMBER 17 - The library began offering expanded hours on Thursdays until 7:00 PM. About 20 people are visiting the library on weekdays and about 10-15 on Saturdays.

SEPTEMBER 22 - Story Hour began & will be on Tuesdays at 12:30 p.m. There are 3 families involving 5 children and they are currently meeting on the lawn (rescheduled once for rain). With colder weather, a new location is needed. Jackie Dickinson from the Poplar Ridge Firehouse said we can have Story Hour meet there, and they are willing to have us make a donation rather than charging a set fee.

A motion was made by Betsy and seconded by Bess to allow off-site activities sponsored by our Library, such as Story Hour, to be covered by our insurance. Carried.

SEPTEMBER 29 - Fire Extinguisher was inspected. Fee - \$40.

OCTOBER 2 - FIOS installed. We still have Clarity Connect as a backup. Rex suggested that we install a UPS back-up power source since we have had a couple of times the power has gone out since the installation. The fee is \$50 and Lisa will look into this. He supplied a link for this.

OCTOBER 16 - The FLLS Annual Meeting was held on Zoom. Linda Bush and Patricia Covert represented us. Lisa was not able to attend. (Only Board members are able to vote). Patricia reported on the meeting. She felt that she learned a lot by attending.

- * We need to check our By-laws as we need to have it stated that we can have on-line meetings.
- * Elaine Myers was voted in as a new trustee representing Cayuga County.
- * Only 5 staff members are allowed in the FLLS office at a time.
- * 90 percent of libraries are open.
- * We do not have to provide restrooms at this time.
- * We do not have to wait for a State mandate to close again if we feel it is necessary for the safety of our staff and patrons.
- * The prediction was that financial hardships stemming from the Pandemic will last another 18-24 months.
- * FLLS has made a lot of cuts in staffing, supplies, etc.
- * \$405,000 has been lost because of budget cuts for the FLLS area.
- * Libraries should focus on Virtual programming such as Book Clubs, Story Hours, etc.
- * Expect to roll back again to possible "porch pick up" in the case of COVID spikes.
- * Sarah needs a personal email if anyone at the library (especially staff members) or any of our patrons get COVID.
- * FLLS will no longer keep DVDs, but will keep the puppets and die cut kits.

Lisa will check on some other kits that have been used to see if they are still available.

OCTOBER 17-24 - We are participating in a Statewide Library Initiative, "The Great Give Back", collecting boxes of cereal and cans of mixed fruit for the King Ferry Food Pantry.

UPDATES:

ROSEN GRANTS 2019 - We received information that we need to either use the funding set aside for an author visit our other program by the end of the current year or give back those funds (\$2,500). We are investigating what the school would like to do and what author might be available at this time.

NEW COMPUTER - It is installed and works wonderfully. Eric installed the drivers for the printer remotely. Computer usage is increasing. The computers are cleaned after each use and have people rotate which one is used next.

UPCOMING -----

OCTOBER 21 - Sarah from FLLS will be holding a director's meeting to go over the new Minimum Standards requirements which go into effect January 1. This will include Trustee training requirements. EVERYONE needs to do the Sexual Harassment training again (due each year). If anyone has already done this for another job, it will suffice. The link is in Lisa's Director's Report, but I will list it here again.

<http://www.flls.org/hr/>

OCTOBER 31 - Trick or Treating will be offered during open hours.

OLD BUSINESS -

BOARD MEMBERS -We all need to be thinking of people who could become new board members.

SEPTIC TANK - Kesslers pumped it. Lisa wants to look at the alarm, questions how the snake got in the tank, & why it seems to fill up so quickly. Patricia volunteered to contact Mathieson's to see if they can offer any advice, suggestions, etc. Lisa is there Tuesdays and Thursdays if they are able to come.

ANNUAL APPEAL - Nancy will get a letter written and Lisa will order envelopes from Staples or BJ's which should all be ready by the December meeting.

NEW BUSINESS -

BOOK SALE - Connie, Carolyn & Scott are interested in running some kind of book sale as they are running out of space.

Thoughts:

* A drive-by pickup - \$10 donation for a bag of books.

*NO winter donations for at least December, January, and February. Signs would be put up.

*Contacting the man who uses books in his outdoor furnace.

*Possible on-line sale options.

After some discussion and the Board seeing the dilemma, no conclusion was reached.

SEXUAL HARASSMENT TRAINING - See more information and the link in Lisa's report.

METCALF LETTER - Each year, the Metcalf Foundation has been generous in giving our library funds. Nancy will look into writing the letter securing these funds for another year.

NEXT MEETING - Zoom - Monday, November 9, at 7:00 p.m.

Adjourned at 8:40 p.m.

Respectfully Submitted,
Betsy Donald, Secretary