

HAZARD LIBRARY ASSOCIATION
BOARD OF TRUSTEES MINUTES
MONDAY, DECEMBER 14, 2020

The meeting was held via Zoom

PRESENT: Nancy Hart, Connie Rejman, Bess Simkin, Patricia Covert, Betsy Donald, Lisa Semenza, (guests: Guy Garnsey, Andy Simkin, Amelia Otis)

ABSENT: Deb Beyea

President, Nancy Hart, brought the meeting to order at 7:05 p.m.

OPENDORE: Guy Garnsey presented updated information on Opendore. He mentioned some of the issues with our current building such as not handicap accessible areas (bathroom and difficulty getting through the door from the porch), and the unwillingness of the Post Office to compromise with their current space, therefore, hindering our expansion. He said that Opendore has everything we are looking for mentioning a ramp, lift, kitchenette, bathroom, offices, workroom, WiFi with FIOS, fire alarm, security system, office space, etc., and they are working on landscaping, and parking facilities. If we were to move there and add on to the building, it would need to be two levels to be approved architecturally by the State as it is a historic building. The first floor area would be about 1,850 square feet. One of the first steps would be to consult an architectural firm, and Guy suggested using the firm they use (Crawford & Sterns). We would need to decide what we want and need, then the architect could do a workup. This would be a capitol project which takes a long time, probably a minimum of at least 1 1/2 years to approve. One concern was that the heat pump may not be adequate to handle additional space and may need an additional one.

Pat mentioned the State budget short fall and concerns for the expense of building the addition. Guy suggested that we develop a wish list now even if we can't build now. He thought the architectural fee could be about \$10,000. Since we have not asked for a Library Construction Grant before, we would probably be in good standing to receive financial help. Guy mentioned an EPF Grant (State would do 75% and we would be responsible for 25% of the funding). The application for this takes several months to a year.

Connie asked about the possibility of having a Book Sale at Opendore, as well as storing some books there for a sale. Guy thought that could work and said that they are there Tuesday, Thursday, and Saturday, and we are invited to stop in and view the building.

Lisa suggested moving local history materials to Opendore as we do not have adequate space or climate control.

It was also suggested that we could have Board Meetings there. Lisa will further talk to Guy as what to do first.

A motion was made by Connie Rejman and seconded by Patricia Covert to start working with Opendore to begin moving our history archival documents there and to investigate the space for patrons and staff to use for research. Motion carried.

Nancy thanked Guy for all the information, but stated that with all of the adjustments for COVID, it has been time consuming, plus knowing we will be getting a 20% cut in funding from the state, we will still consider the proposal, but are not in a position to take that on just now.

MINUTES OF THE NOVEMBER MEETING: Bess moved to accept the minutes and Connie seconded.

Motion Carried.

TREASURER/FINANCE UPDATE: Nancy spoke with Laura who apologized for waiting too long to let us know she is overwhelmed and needs to step down as Treasurer. Patricia Covert has agreed to become our new Treasurer. Laura's name will be removed at the bank for check signing. Amelia does some bookkeeping and hopefully would be able to help with the transition. Patricia and Lisa have access to QuickBooks.

Paperwork from the bank will need to be signed by Patricia, Lisa, Nancy, and Betsy as Secretary.

Lisa and Patricia will work on a new budget for 2021. Lisa asked all to check old emails from Laura for a copy of last year's budget.

Lisa and Linda will log Annual Appeal donations into the spreadsheet, Deb has agreed to deposit the checks at the bank, and Betsy is sending out the Thank You's.

LISA'S DIRECTOR'S REPORT: Lisa is currently in quarantine and working from home. Linda will fill in Lisa's shifts (about 12 hours) until Lisa can come back into the Library.

*NOVEMBER 17-18: Sandy and Lisa did a remote Story Time with a Thanksgiving theme for the UPK class at EH, which needed to be done twice due to the A B schedule.

*NOVEMBER 18: Directors' Meeting with Sarah Glogowski (FLLS Director).

Discussed were:

MINIMUM HOURS: In January, the State may be requiring libraries to be "open" 80% of their minimum hours. This includes "curbside" arrangements and appointments. There are no penalties for needing to shut down if in a "red" zone. We are already open almost all of our hours already (18 out of 21) with adding Thursday AM hours and Story Hour time.

CARES ACT LIBRARY PROGRAM: Each State Library will get funding from IMLS (Institute of Museum and Library Services) to disburse to the Library Systems. We should be able to get up to \$525 to reimburse for pandemic related supplies so we can submit receipts for our cleaning supplies, cost of enclosure, gloves, and the bags for the porch pickup. Unused funds will be redistributed to libraries that need them. — State guidance related to libraries remains limited and there are no uniform rules specific to libraries so we are following rules for "businesses".

*ZONES: If the library is located in a yellow or orange zone, it can remain open, but will need to go to "curbside" if in a red zone. Some counties may choose to close libraries in a red zone.

*FINES: There is a \$15,000 fine for breaking gathering limitations. If the Board voted to close the library, the person who opened the library gets the fine. (THE BOARD CAN VOTE TO CHANGE SERVICE LEVELS AT ANY TIME.)

NOVEMBER 19: FALCONS (Fingerlakes Automated Library Consortium) Meeting

* Sarah reported on the Directors' Meeting as follows:

*FALCONS 2020-2021 Budget - Libraries will see a decrease of 3.51% in Polaris fees. Costs have been cut in other areas to give assistance to the member libraries.

*2020 BULK COMPUTER BUY: All except one of the libraries has received their computers. We got a new all-in-one public computer this year.

*SPAM FILTERS: Eric has turned on Spam filters for all libraries who have e-mail hosted by FLLS. It tags e-mails as Spam in the subject line.

*POLARIS: There will be a new update in 2021. Work is being done to replace the current system with an online based system (LEAP) but cataloging is still not able to be done. There is also talk of a new circulation system that may replace Polaris.

*REALM STUDY: Test 6 results show that after 2 days, SARS-Cov-2 virus was not detectable on brass and marble. After 6 days virus was not detected on glass, laminate, and powder-coated steel (frequently used in book carts). Everyone is encouraged to continue to clean and disinfect regularly.

*VIRTUAL BROWSING: In response to a recent e-mail, Rex reported that carousels of items can be inserted into a library website using either iFrame or html codes.

NOVEMBER 23: CAYUGA CONNECT MEETING

*PORT has a new director. This has been a vacant position since the spring.

*It was discussed when to close in the case of a positive test result and the difficulty in getting tested in Cayuga County.

*AUB has gotten a grant to provide a homebound delivery service beginning in January. They hope to be able to expand it to County-wide.

*AUB is working with their school district to give every student a digital library card. UNS is also working on this as a possibility. Sandy and Lisa have discussed the possibility as well but not sure of logistics to get it done.

*AUB will offer a tutoring database in 2021. This is in addition to databases offered by FLLS. We do not subscribe to any on our own.

NOVEMBER 26: Closed for Thanksgiving.

DECEMBER 2: Book Club ended up being cancelled this month due to conflicts with scheduling other programs which would impact members attending. A Book Club Kit was chosen for our January read and will plan for the year at that time.

DECEMBER 9: MEMBER SUPPORT GROUP MEETING

*Leave our Fingerprints" - A People's History of COVID-19. This project came out of the Southern Adirondack Library System (SALS), but they are now inviting systems across the state to participate.

It will be a visual history using text and photos (not an oral history project). We can send out a survey to our patrons to fill out and results go to their website to be included in the overall project. It will go live on 12/18.

DECEMBER 9 & 10 - AUTHOR VISIT

This completed our Rosen Grant funding with the funds previously committed to a visit by a different author that should have occurred in April. — Author/illustrator, Frank Cammuso, did 3 Zoom visits (2

during school hours and one evening program). Each student at EH and Peachtown received one of his graphic novels and they were available in the libraries as well. Families could also pick up drawing books at the libraries. Books were also distributed at the Food Pantry. The evening program had a number of out-of-area attendees that had also participated in our summer programs on Zoom.

DECEMBER 10: LIGHT OVER RAMP. — Saxtons came to check on the light over the ramp. They replaced it as those types of lights are not worth fixing. They will bill us.

DECEMBER 10: The County Legislature did approve to keep library funding in the budget at the same level as last year - \$3,500. There is still an opposition base, mostly centering on the idea that if we receive funding through our local school districts, getting county funding is “double dipping” by asking the same people twice. Cayuga is the only county in the FLLS that routinely questions it (although Cortland does not provide funding). Sarah G. at FLLS feels that the legislature does not have an understanding of how our library budgets function but gets the sense that they do value the libraries as community centers.

OTHER DISCUSSION:

PHIL COLLINS: Was paid for lawn mowing, will clean the eaves, and will do snowplowing.

*OVERDRIVE EXPENSES: Patricia motioned and Connie seconded that we will send FLLS \$1,000 for Overdrive expenses this year. In the past, we have given \$500. FLLS recommended \$1/circulation. Our circulation is already at 887 as of 11/1/20.

*HANGING OF GREENS ON LIBRARY PORCH: Since it is already mid-December, the group consensus was to not do any more decorating for this year. The wreath with lights has been hung up.

*CHANGING BYLAWS: A motion was made by Patricia and seconded by Bess to amend the Bylaws so the Board can hold virtual meetings. We will vote on this at the January meeting.

*SEXUAL HARASSMENT TRAINING: Reminder to all Board members that this training must be done each year. Let Lisa know when you have completed it or forward a copy of your certificate if you had to do this elsewhere. The level we as Board members need to do is Supervisory.

LONG RANGE PLANNING: TABLED UNTIL THE JANUARY MEETING.

*CIRCULATION REPORT: The numbers have been up and down. Most patrons come into the Library, but there are still a few Porch Pick-Ups.

*Connie Rejman suggested we all should think about a wish list and we will make a combined list at the January meeting.

*Bess “weed-whipped” around in back of the library where people park and along the side of the building.

We all thank you, Bess for doing this.

NEXT MEETING: Monday, January 11 at 7:00 p.m. Virtually

Adjourned: 8:36 p.m.

Respectfully Submitted,
Betsy Donald, Secretary