

HAZARD LIBRARY ASSOCIATION  
BOARD OF TRUSTEES MEETING  
MONDAY, JANUARY 11, 2021

The meeting was held on Zoom

Present: Nancy Hart, Connie Rejman, Deb Beyea, Patricia Covert, Bess Simkin, Betsy Donald, Lisa Semenza

President, Nancy Hart, called the meeting to order at 7:06 p.m.

It was briefly discussed that we will be needing more board members soon, as Nancy's and Betsy's terms will be up in April. Connie was going to contact Pat Berry and Connie and/or Patricia were going to check with Bill Speck.

**Minutes** of the December Meeting: Patricia motioned and Deb seconded to accept the minutes of the December meeting. Carried.

**Treasurer/Finance Update:**

Patricia noted that the QuickBooks subscription was changed to a lower level (from \$75/mo. to \$40/mo.) with two users (Patricia and Lisa). They were able to keep the data. The budget cannot be entered now with the lower level. It was agreed that what Laura sent was more in depth than needed for board members and some felt it could be confusing. Patricia sent a December abbreviated report with profit and losses. She is still working on getting to be familiar with the QuickBooks program. Patricia noted that the checkbook had not been reconciled since October, 2020, so she is working on this. Lisa sent an Excel Spread Sheet comparing 2020 -2021 budgets. They discussed separating out grant funding, which are restricted funds, from operational funding. Patricia and Lisa will work on this.

As of January 7, Lisa reported that the Annual Appeal Funding was \$5,943 so far.

\*Connie asked about recognizing "In Memory" donations with a plaque/shadow box to be put in the Library.

Lisa noted that these donations in honor or in memory of people are listed in the Annual Meeting brochure and feels that is sufficient at this time.

**2021 Budget:**

\*Lisa and Patricia need to check on investment interests.

\* Library charges are down. We no longer collect fines. We lost money with not having a Book Sale last summer. We are hoping to be able to have one or two this year.

\*Lisa writes checks for regular expenses, and Patricia will write checks for payroll and taxes. Linda worked more hours when Lisa was in quarantine. With no volunteers working, staff hours are increased.

\* Lisa is buying new DVDs as soon as they are released.

\*Many Pandemic supplies are reimbursable through FLLS due to a grant from IMLS.

\*A line needs to be added to the budget for Emergency spending. COVID-19 and Emergency expenses need to be separated in the budget.

\*There is no budget line for computer purchases and this should be added.

\*\*\*Nancy, Patricia, and Lisa will be on a committee to work on the budget. A vote will be by e-mail to approve the budget.

#### Library Director's Report:

December 22 and 23: Sandy and Lisa did their virtual Story Times with the UPK classes at EH.

December 22: Lisa was able to return to work "in person".

December 24- Library was closed for Christmas Eve.

December 31: Lisa opened for the 9-12 hours. Closed after that for New Year's Eve.

January 5: Resumed regular hours and book delivery schedule.

January 5: Resumed limited Story Hour.

January 6: Book Club met on Zoom to plan their reads for 2021. There were 8 in attendance.

#### Ongoing:

**Sexual Harassment Training:** Go to <http://www.flls.org/hr/> if you haven't already done it either here or for another job. Please forward the information to Lisa when you have completed this so she can print a certificate for you. Deb has done this for her job, and Bess will do this soon.

#### Updates:

\* Signed paperwork has been sent to the Cayuga Lake bank to make changes in who can sign checks. Now those who can sign are: Lisa, Patricia, and Nancy..

Upcoming:

January 20: Member Library meeting with Jenny.

January 27: Director's' meeting with Sarah.

March 1: The Annual Report is due to FLLS. Patricia and Lisa will work on this.

Items to Discuss:

\* We need new board members—Amelia Parseghian has passed at this time. We still need someone to take care of maintenance.

\*Opendore: Although we are interested in moving historical materials to this location, now is not the time. Perhaps in 6 months we may be able to do this, but right now there is too much to balance to take this on as well. We are interested in doing this in the future. Bess will pass this information on to Guy Garnsey.

\*New Minimum Standards go into effect this month but we have the whole year to make sure everything is in order.

\*Health Care Navigator is not coming in, but Lisa has done referrals to him. Connie suggested a flyer that could be passed out at the Food Pantry referring people.

## **CHANGING BY-LAWS:**

### **Article 9: Meetings**

**A. Regular board meeting shall be held. Typically meetings will be held in person with the location advertised in advance to allow for public attendance. When it is deemed inadvisable to hold meetings in person, the Board will continue to hold regular meetings via a virtual platform which allows for audio and video participation of the members and virtual meetings are recorded.**

**B. Board Meetings must be held no less than four times a year.**

**C. The Annual Meeting shall be held in March or April of each year.**

**D. Special meetings may be called by the President or at the request of any Trustee.**

Connie made a motion to make the changes as shown above, and Deb seconded. Motion carried.

### **New Business:**

\*Long Range planning and Opendore thoughts and wish list - We are not ready to discuss this. We need to examine our five-year plan.

**Next Meeting: Monday, February 8, via Zoom. Lisa will send the link.**

Adjourned: 8:27 p.m.

Respectfully Submitted,  
Betsy Donald, Secretary