

Hazard Library Association Board Of Trustees

October 14, 2019

Present: Nancy, Kathy, Connie, Rich, Doug, Pat, Laura, Betsy, Lisa.

The meeting was called to order at 7:06 p.m. by President, Nancy Hart.

NOTE: NOVEMBER MEETING WILL BE AT OPENDORE

A motion was made by Rich and seconded by Doug to accept the September minutes as amended (spelling of word site). Carried.

LIBRARY DIRECTOR'S REPORT:

September 12 - Youth Services Advisory Committee Meeting - Committee meets every other month to discuss youth related activities. Summer reading programs were discussed and suggestions for performers were given.

September 15 - September Book Club was held in conjunction with the Aurora Free Library "Book Lovers' Ball". At 2:00 p.m. in the Morgan Opera House, there was an author talk with Bill Castle, author of IT WAS AND WAS NOT SO.

September 17 - First Story Hour of 2019-2020 - Have had 1-5 children attend so far this year. Some of our regulars were lost this year to Pre-school programs.

September 18 - Back to School Night/ Open House at Emily Howland --Captain Jack was there to read his book. 40 students won an autographed copy of his book. Sandy and Lisa had books available for all students as well as information about library programs.

September 24 - National Voter Registration Day -- We have had paper registration forms available and a link is also available on our website. The deadline to register online for this November is 10-16-19.

September 26 - Eric (from FLLS) came to install our new computers. We have gotten a wireless keyboard and mouse to use with the laptop. The circulation computer also needed to have a new scanner. They both have Windows 10 operation systems and newly installed Microsoft Word 2019. There have been no complaints and users are happy with the speed and up-to-date operation system. The laptop can be used with its own keyboard or with the wireless mouse and keyboard. It was noted that the receipt printer is much quieter.

(Twice this week, people came in and used the back table as a work surface with the laptop easily being moved.)

-- A woman brought in her own laptop and wanted to use the wifi, and a man from CA came in to do genealogical research.

October 9 - Deadline for Sexual Harassment Training. Lisa did hers online through Hear-2-Learn. All Board members needed to have this completed by this date.

Book Club met at the Aurora Library to discuss "Born a Crime" by Trevor Noah. There were 11 members present.

UPCOMING:

October 18 - Annual Meeting - Linda and Nancy will be attending in Waverly.

October 22 - Annual Trip to the Firehouse will take place for Story Hour.

November 2 - (and every first Sat.) -- A Health Care Navigator will be at the Library for 3 hours to assist people in applying for Health Insurance and navigating the NY State of Health Marketplace.

December 31 - FLLS will be discontinuing Hoopla due to lack of people using it for its intended purpose (streaming movies) and will be looking at ways to increase availability of titles in Overdrive. Hoopla is now a cost to Libraries.

TREASURER'S REPORT - The quarterly statement from American Funds was up \$610.73.

Laura will write a check to return \$2,000 to FLLS which was given for the summer program for bussing. The school charge for bussing was \$900 and some of the \$5,000 from the rest of the grant for this program was not all used, which allowed the \$2,000 amount to be returned.

Metcalf Foundation donation - \$10,000 yearly.

A \$200 check will be sent to the Firehouse for the use of the building for our book sale.

Petty Cash: Laura talked to an accountant. In the new year, we will add an Expense Account to the 2020 budget in the amount of \$200 to account for every day purchases needed for supplies. Kathy asked if we still collect fines and Lisa said that we do (mostly).

If an item is lost, the person who borrowed it would be responsible to replace the item. After 3 months, the person is billed by the Library.

Connie asked about the book bags and noted there are only 3 in the bins. Doug thought there may be one or two in the basement.

A motion was made by Connie and seconded by Doug to approve the Treasurer's Report.
Carried.

Lisa is continuing to apply for scholarships for the rest of her Librarian coursework and needs two recommendation letters to submit. Nancy and Pat will do that. The letters are due by 10/26. Lisa will email the information to both as to what is needed and where it is to be sent.

The Friends of the Library Book Sale in Ithaca will be the next 3 weekends as well as a Senior Citizen Day on Wednesday. Nancy thought the hours were 10-8.

Rich asked about renaming the account now called Other/Miscellaneous to be renamed Contingency Account .

Kathy motioned and Pat seconded to give the book sorters the same appreciation gifts as last year.
Carried.

For Next Year's Book Sale (since Kathy will no longer be on the Board) a Committee and Chairperson are still in the thought process.

Sexual Harassment Training -- All have completed this. Lisa will print any that are needed. Most people turned in their training certification paperwork at this meeting.

Lisa found the Site Survey and gave it to Doug.

Property Tax Cap Resolution - If we need to increase the tax cap above 2%, Nancy will look up what was discussed and voted on last year. It was discussed in January, 2018 and the vote was online.

Kathy volunteered to do a letter again for the annual appeal.

Doug has talked with Guy Garnsey. Their Board (Opendore) is interested in sharing their space. Doug feels we should discuss this with the whole group (Both Boards). Lisa mentioned reasons for keeping the Library in Poplar Ridge. The Library serves patrons from Genoa, Scipio as well as Venice. In the Summer, it is within walking distance from the school so summer programs could coincide. She feels that local history materials now housed on the top shelf at the back of the library should be at Opendore, and would like to share space for meetings such as the Annual Meeting.

Guy and Larry suggested that we should have a lawyer. Lisa will look up (through FLLS what they suggest for legal help/advise. Ron also mentioned contacting Andy Simkin.

The lock/door being used to enter the sorting room at Emily Howland needs repair. Doug has looked into this. It will cost about \$120 for a locksmith to come and look at it. Doug will get the key from the Library and go to Emily Howland to take pictures of the lock/door.

Rich addressed some new policies now for the Post Office (which he has received since he is the landlord for the King Ferry Post Office). The Post Office could hold over the lease (After 2027, they can decide to continue a tenancy clause. He feels we need to know why we are now working with a postal service woman in CO and need to request working again with the former leasee. We are serious about not extending the lease beyond 2027 and want the Post Office out of that space by then. Rich will again write a letter.

Laura suggested a survey that would be sent to the community as to Library space in Poplar Ridge and/or at Opendore.

Doug suggested having the November Library Board of Trustees meeting at Opendore. He will check with Guy and let us know.

The meeting adjourned at 8:38 p.m.

NOTE: OUR NEXT BOARD OF TRUSTEES MEETING FOR THE LIBRARY WILL BE HELD AT OPENDORE AT 7:00 pm. SEE YOU ALL THERE!