

Hazard Library Association Board of Trustees Meeting

Thursday, July 8, 2021

The meeting was held on the library porch.

PRESENT: Connie Rejman, Sandra Chandler, Bess Simkin, Beth Frazier, Sonjia Turner, and Lisa Semenza.

ABSENT: Deb Beyea and Patricia Covert

President, Connie Rejman called the meeting to order at 6:50 p.m.

SECRETARY'S REPORT: A motion was made by Beth and seconded by Sandra to accept the secretary's report. Carried.

TREASURER'S REPORT: We received \$525 in memorial donations in honor of Bill Hoag. In May we brought in \$28 for pre-sale books and DVDs and in June we received \$38. We earned \$6,000 in capital investments this year. The big expense for this month was \$1,340 for materials and programming. A motion was made by Sonjia and seconded by Beth to accept the Treasurer's Report. Carried.

LIBRARY DIRECTOR'S REPORT:

June 17 – Guy Garnsey took a look at our concrete needs (see attachment “concrete recommendations” for details). He basically said a “good mason” could make the repairs but didn't have one to recommend. I will check to see who does work at our church.

June 18 – Thanks to Rosen Grant 2020 we were able to arrange for *The Great and Powerful Dave* (formerly known as *Moreland the Magician*) to give all the students (pre-k through 6th grade) at Emily Howland a “virtual field trip”. He broke them into 2 groups by grade levels to do a magic show as well as separate times to do smaller workshops to teach magic tricks. Sandy and I used grant funding to purchase books so each class could come out to the pavilion and get a new book to keep. It was the first in-person visit we were able to have all year.

June 22 – A teacher and student used the library space to proctor an exam.

June 22 – Sandy and I did an in-person Story Time for the UPK class. The rest of the year had been virtual. We were supposed to join Head Start as well on June 22-23 however all their students went home after their end-of-the-year Zoom with families both days. We gave each student an animal book and a shape themed sticker book (also purchased with grant funding).

June 24 – Final Story Hour of the year. Hopefully we can return to Tuesday mornings in the fall.

June 29 – We officially started registering people for Summer Reading. Our weekly ice cream drawing also began (first winners to be picked on Sat 7/10)

July 3 – We were closed for Independence Day weekend

July 7 – First in-person book club meeting held at Rebecca Ruggles' house

Upcoming

July 13 – Science on the Lawn begins (runs 6 weeks) – the school camp will participate during the middle 4 weeks) – their guidance is that masks are needed for indoor events but not outside and we will plan to follow that to keep expectations consistent.

July 15 – Ukulele Camp begins (runs 5 weeks) – *Bess is it possible to use the Meeting House out back?*

Aug 7 – We will resume in-person meetings with the Health Care Navigator (Pat Marren – from CAP). He will be available the first Sat of each month from 10-1.

Aug 19 – Visit from Captain Jack

ITEMS for DISCUSSION:

UPDATED VOLUNTEER POLICY: The volunteer policy was changed to include, “assisting at programs held either at the library or off-site (including, but not limited to, Summer Reading Programs and Performers, Book Sale, Adult Programs).” The existing policy states, “volunteers shall agree to follow all of the library volunteer policies, guidelines and procedures”, so that would encompass COVID expectations. A motion was made by Sandy and seconded by Connie to approve the updated volunteer policy. Carried.

PAID TIME OFF for LIBRARY ASSISTANT: The Hours and Salary Policy specifies the director's paid time off and does not mention paid time off for the library assistant. We updated the Hours and Salary Policy to include paid time off for the library assistant. The assistant shall receive paid time off that is prorated at 50% that of the director's paid time off. This rate reflects the ratio of hours worked. The assistant works about ½ the number of hours as the director. A motion was made by Sonjia and seconded by Connie to approve this update to the Hours and Salaries. Carried.

CREDIT LIMIT INCREASE: The \$3,000 of books the library purchased with grant funds maxed out the credit card last month. We discussed extending the \$2,000 credit line for this Groton Bank credit card. We decided to revisit this issue in August when Patricia returns. In August we will decide on increasing the credit limit at Groton Bank or to close this account and use a credit/debit card at Cayuga Lake National Bank.

HIRING NEW CLEANER: Lisa and/or Bess will contact Jessica Aquilar to see if she is interested in cleaning the library.

SUMMER READING PROGRAM PARTICIPANT EXPECTATIONS: The expectations for in-person programming will mirror current guidance for students. Current school guidance requires masks for indoor events but not outside.

PORCH STATUS: We discussed the need for removal of the shrubs in front of the porch to allow access for porch renovations. Guy Garnsey submitted a list of to-dos for the porch renovation that any good mason can do. We have the funds to do this type of capital improvement. Lisa, Bess, and Sandra will see about locating a good mason. Sandra will reach out to her daughter, a landscape architect to inquire about getting a landscaping estimate.

OPENDORE: Bess will reach out to Marilyn Post and Guy Garnsey to initiate the process of moving the local history collection to Opendore. Bess will send photographs of the books and file cabinet that make up this collection as a way for Opendore to visualize the physical space that the collection would need.

OLD BUSINESS: NA

NEW BUSINESS: There are 500+ boxes of books accumulated over the past two years. We will need many helpers to assist with transporting the books, setting up, selling, breaking down, and moving remaining books to Ithaca. There will be a volunteer sign-up sheet at the library. Connie will check with Jackie to see if our insurance covers the firehall. Signs and flyers advertising the book sale were distributed to board members to post. Connie shared that next year's book sale may be able to be held at the cafeteria in the Sherwood school.

ANNOUNCEMENTS: Connie shared that Pat Berry, a former board member and president is available to join the board in September.

NEXT MEETING: Monday, August 9, 2021.

The meeting was adjourned at 8:30pm.

Respectfully submitted,

Sonjia Turner