

# Hazard Library Association Board of Trustees

Meeting Minutes

February 14, 2022

**Meeting called to order:** at 6:48PM

In attendance: Pat Berry, Sandra Chandler, Patricia Covert, Beth Frazier, Connie Rejman, Lisa Semenza, Bess Simkin

Absent: Sonjia Turner

- **Approval of Minutes**

Patricia Covert moved to accept the minutes; Connie Rejman seconded it. All approved.

- **Treasurer's Report**

- The Annual Appeal brought in over \$11,000 this year. Some people increased their donations, and there were a lot of memorial donations this year.
- We haven't gotten a bill from the furnace repair in January yet.
- Patricia attended a Zoom Training called Trustee Book Club. She noted some highlights for us.
  - They suggested we have an audit done every year. Our last audit was done when we switched treasurers a few years ago, when the transition went from Amy to Laura. We don't have any out of the ordinary transactions, but we should have one done at this point in time.
  - Pat Berry made a motion to have an audit done, Beth seconded it. All approved.
  - Lisa and Patricia will look back to see who has been doing our audits.
  - They suggested we have a long-range plan for our budget, they recommended looking at solar energy, etc. Make sure we have enough budget for staff and community needs.
  - They talked about surplus money. That we must have a plan for the surplus money, and it should be in designated reserve funds, i.e., building funds, capital reserve funds, infrastructure funds, etc. You can easily move the money around with board approval. We should have a designated 3-month cash flow and the rest of the money should be in these accounts. The auditor should be able to help us with this.
- A meeting was held with Larry Liberatore on new Library drawings. Things discussed were a librarian's office, a workspace with a sink, and other spaces that are needed in a new building. There was the possibility of being open more hours. Lisa stated that if we move to Opendore we will be in a different town so we will need to change our charter to service more towns. Parking is still a work in progress at the Opendore. In moving forward, we have to look into how to raise funds. Such as a capital campaign, Library Construction Grant, etc.

- **Library Directors Report**

-See attached,

- Emily Howland is doing their "I love to read month" in February. Sandra Markle (author) did a virtual visit with the students. She did three presentations with the kids at school. This finished the spending of our 2020 Rosen grant.

-From the 2021 Rosen grant, every child at school will get a book, either a Sandra Markle book or a science related book. Part of the 2021 grant was created with a relationship with the Food Pantry, but the food pantry changed how it works this year due to Covid, so books were given to the families with an activity.

-The 2022 Rosen Grant will be written to continue working with the Food Pantry to get books into the hands of families. Part of next year's grant will also be written to encourage people to come into the library in conjunction with working with the Food Pantry. The two entities are working to develop programs on the days the Food Pantry is open with the days that the library is open. Feedback from the Food Pantry is that families are using the books and activities. It was questioned if it would help to have some bilingual books. Lisa stated that she would order more, but families are not checking them out and with our limited space she doesn't feel they are necessary at this time.

-It was discussed that we could make fliers in Spanish to explain what the library is and what we have at the library to put at the Food Pantry.

-The Food Pantry and the library need a replacement for Elaine at the Food Pantry. She took care of giving out books, etc. for the children.

-The Overdrive app is being phased out and you need to use the Libby App. FLLS has gone into a co-op with the two other library systems, and we can use any e-content from these other systems.

-Lisa and Sandy postponed the school visit this coming month. Life is crazy with the grants coming up and the Annual Report.

-March 2nd is library advocacy day.

-This week is the quarterly FALCONS meeting with FLLS.

- **Annual Report**

-Connie Rejman motioned that we pre-approve the annual report and Bess Simkin seconded. All approved.

- **Old Business-** none discussed

- **New Business**

- Using Opendore for monthly library board meetings- we can return to the Opendore for meetings with the ruling that masks are mandated. We can do a hybrid meeting for some board members. We will try for the next meeting to be a hybrid meeting.
- Annual Meeting Discussion - When do we want to have it? April 25th, 2022, will be the date for the Annual Meeting to be held at 7PM, plus we should have our regular meeting on April 11th at 6:30 to prepare for the meeting.

- **Announcements-** none currently

**Next meeting** – Monday, March 14, 2022 - as a hybrid meeting: at the Opendore and Zoom at 6:30 PM