

Hazard Library Association Board of Trustees Meeting

Monday, March 14, 2022

The meeting was held over Zoom.

PRESENT: Connie Rejman, Patricia Covert, Bess Simkin, Pat Berry, Sonjia Turner, Lisa Semenza, and Nancy Hart (joined at 6:50pm).

ABSENT: Sandra Chandler and Beth Frazier

President, Connie Rejman called the meeting to order at 6:40pm.

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

TREASURER'S REPORT:

- \$600 received for Annual Appeal in addition to normal activity.
- Rosen Grant funds were used for author visits this month.
- Lisa and Patricia completed the annual report and received guidance from FLLS for the complex financial portion.
- We agreed to a twice a year donation of \$300 (\$50/month) for the use of Opendore for meetings.
- The audit needs to be arranged.

A motion was made by Sonjia and seconded by Pat to accept the Treasurer's Report. Carried.

LIBRARY DIRECTOR'S REPORT:

February 17 – FALCONS Meeting – Much of the meeting was a demonstration of the next generation of the circulation system which is called "Vega".

- *It will have better security.*
- *The searches will combine all formats of an item into a single listing with tabs (book, large print, BOCD, movie) to save people from having to scan through so many listings trying to find what they want.*
- *We may be able to send emails directly through the system.*

February 22 – Rosen Grant submitted. This is another collaborative effort for Hazard and Aurora, the school district, and food pantry.

February 28 – Annual Report was due to Jenny. We had some difficulty getting the financial portion to balance and there were changes in how programs are being reported so we needed extra time and support from FLLS. Submitted on 3/3 with one correction that needed to be made.

February 28 – We (Lisa, Patricia, Connie, Bess, Andy Simkin) met with Larry Liberatore on Zoom to review possible plans for our building at the south end of Opendore. He gave us a 50% discount for his services with a fee of \$1,330.

March 1 – Sandy and I did our “February” visit to the UPK and Head Start classes. We will return toward the end of the month for our “March” visit.

March 2 – Virtual Advocacy Day – Connie represented us with Senator Pam Helming.

March 2– Book Club met on Zoom to discuss “The Girl with the Louding Voice” by Abi Dare’. We had 10 in attendance. Rebecca Ruggles led the discussion. We will return to meeting in person at Opendore on April 6.

March 6 – We (Lisa, Patricia, Connie, Pat, Bess) met with Opendore representative (Guy Garnsey, Andy Simkin, Larry Bell) to review the plans from Larry. The exterior will need to have some revisions to meet SHPO standards. They worked with Crawford and Stearns for their architectural plans. Larry will not be our final architect. **We will need to find a lawyer.**

March 8 – Member Library Support Group meeting held.

- The focus was on Summer Reading.
- We are going to be using an alternate theme of “Read Beyond the Beaten Path” which correlates better with the reading challenge calendars we already purchased and distributed in Dec/Jan. It also has much better graphics. We will be encouraging people to expand their reading horizons.
- We will offer “Science on the Lawn” on Tuesdays at 10:00 and Ukulele Camp on Thursdays at 10:00 (from July 12-Aug 18). We are looking to fill an unscheduled Thursday (7/28) with a performer or other art related activity. Linda is pursuing a program on bees and beekeeping for one of our science days.

March 10 – Received bill from Phil Collins for furnace issues - \$600.

March 12 – Kicked off celebrating Pi Day by giving out oatmeal cream pies at the library.

Upcoming

March 15 – I will be having a discussion with Sarah RE the timelines for the Library Construction Grant. She is planning on attending our Annual Meeting.

Spring – Christin Chandler will continue with Phase 2 of our landscaping. I paid her the second half of her fee on March 1st.

Items to Discuss

- How much do we want to advertise about Annual Meeting and Opendore plans?
- We will still need new 2 board members (after Nancy). I have invited Janet Lehman to come to this month’s meeting. I had approached her a few weeks ago. Do we want to have someone “complete” Deb’s term to 2023 or just start a new term of their own? (We need to decide on donation in Deb’s memory as well)

- Here are the current board members and end dates of terms:
 - 2022 – Connie and Patricia
 - 2023 – Bess (and Deb)
 - 2024 – Sonjia, Beth, Sandra, and Pat
- Is there anyone who hasn't yet done the sexual harassment training?
- ***Review and revise Pandemic Reopening Plan*** – *the last time was in June 2021 – Do we want to keep masking “requested”? We still hold books until the next open day (but that also seems to work well to check in at the beginning of the day rather than at the end as opposed to actually “quarantining” them anymore). Please read over Stage 5 of the policy.*

Stage 5 (beginning June 15, 2021)

1. We are continuing to request use of face masks regardless of vaccination status due to being in a confined space with limited airflow and to help to protect our youngest users and others who are unable to be vaccinated. Masks are available for those who do not have one with them.
2. We continue to request patrons use hand sanitizer prior to handling library materials.
3. We continue to request social distancing, especially in the entry area and by the circulation desk.
4. The volunteer policy will be updated to include all types of volunteers and COVID specific information. Volunteers will be reinstated at the circulation desk and for Summer Reading programs during the summer months.
5. Hours of operation are in compliance with our Minimum Standards as of June 1, 2021.
6. Patrons are asked to refrain from visiting the library if they show any signs of illness.
7. Any books returned will be checked in on the next open library day.
8. Items shared by library personnel and high touch areas will continue to be disinfected daily. Cleaning logs no longer need to be kept.
9. Computers will continue to use washable keyboards and mice. The areas will continue to be disinfected between users. There will be a 30-minute time limit for computer use if anyone is waiting.
10. Porch pick-up remains an option upon request.

ITEMS for DISCUSSION:

NEW BOARD MEMBERS: Nancy Hart will rejoin the board. Two additional board members are needed. Janet Lehmann is a possibility and maybe Betsey Donald would return.

DEB BEYEA MEMORIAL DONATION: We will make a \$100 donation to the Cystic Fibrosis Foundation of Central New York in Deb's name. We would like to plant a tree in

memory of Deb at Opendore this spring. Bess will bring this idea to Opendore board.

PANDEMIC REOPENING PLAN: We will continue *requesting* masking while in the library.

OLD BUSINESS: NA

NEW BUSINESS:

LIBRARY EXPANSION:

- We have schematics of library designs at Opendore that expand our current 540 sq. ft. to ~2,120 sq. ft.
- The next step is to work with the state to change the charter, since Opendore is in a different town. This process can take 24 months. Lisa will follow up with Sarah and Heidi from FLLS. We will need to have a conference call with the state to start this process.
- Grants open in June and we plan to apply for grants and change the charter at same time.
- Items to consider:
 - Security and protection of Opendore materials while the library is open.
 - Owning part of the property or owning a unit, like a condo or having a 99-year lease on the building.
 - Parking
- Other steps to take:
 - Hire a contractor, grant writer, lawyer, architect (possibly Crawford & Stearns?), and a clerk of the works.
 - Secure a line of credit from CLNB to pay the contractor.
 - Make a fundraising plan that includes legislatures, like Pam Helming.

ANNOUNCEMENTS: Beth is moving, and Nancy Hart is rejoining the board. The annual meeting brochure needs to be completed.

NEXT MEETING: Monday, April 11, 2022, 6:30pm. at Opendore.

Annual Meeting: Monday, April 25, 2022, 7:00pm at Opendore

The meeting was adjourned at 7:50pm.

Respectfully submitted,

Sonjia Turner