

## **Hazard Library Association Board of Trustees Meeting**

Monday, September 12, 2022

The meeting was held at Opendore.

**PRESENT:** Nancy Hart, Pat Berry, Betsy Donald, Patricia Covert (joined via Zoom), Connie Rejman, Bess Simkin, Sonjia Turner, and Lisa Semenza.

**ABSENT:** Sandra Chandler.

President, Nancy Hart called the meeting to order at 6:38 P.M.

**SECRETARY'S REPORT:** A motion was made by Pat and seconded by Connie to accept the August minutes as amended with explanation of higher expenses for payroll due to more people on payroll. Carried.

**TREASURER'S REPORT:** The largest income and expense on August profit and loss statement are the \$8,660 income from the book sale and a \$2,850 expense for Polaris circulation software.

A motion was made by Betsy and seconded by Connie to accept the treasurer's report. Carried.

### **LIBRARY DIRECTOR'S REPORT:**

Library Director's Report (Lisa Semenza) September 12, 2022

August 16 and 18 – We held our final Summer Reading programs. We are now working with the school to collect our final reading statistics as recorded on the reading logs. We will probably have a virtual meeting one day this week to finalize plans for school event to recognize those who participated. Ice cream sundae party returns?

August 17 – Books moved to Ithaca for Friends of TCPL sale. Thank you to our benefactor who rented a UHaul truck to move them! We made approximately \$8700 this year

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August 23-Sept 1 – Offered games to play rather than any formal programs. We had a few participants.

August 30 – Linda Ramirez and Lisa coordinated bags of books and activities for the food pantry. We are revamping the program. Books and activities will be more targeted toward

specific age levels and we will include games and learning activities along the way. Each month will have a theme which we pre-determined at our meeting on 8/8. “Hispanic Heritage Month” runs from 9/15-10/15 so September activities focused on this theme. Each bag will now be labeled for the receiving family. They will just get one bag per month and it will be held for them if they do not pick it up the first week of the month.

August 31 – Lisa, Connie, Nancy, and Patricia met virtually with our lawyers (Stephanie “Cole” Adams and associate Klara Chomika Frank). Klara has been our main contact. They have suggested that anything we vote on regarding legal matters be done in Executive Session and be private – not included in publicly accessible minutes. We can decide if we want this paragraph left in our minutes or omitted but I don’t think I put in anything confidential.

- They have sent many of our important documents (deed to property, current charter, by-laws, bailment contract with Opendore) and they are looking over the lease with the PO.
- They are forming a draft of an MOU between us and Opendore however this was not completed prior to this meeting due to illness. We have another meeting with Opendore on Wed 9/21. July 29– Rex replaced our Meraki router. All the libraries that have them got new and improved versions. It has increased the speed of our internet.
- They have indicated that there shouldn’t be a problem with us using Crawford and Stearns as our architects and can have Sarah G. review the quote to see if it is competitive and reasonable compared to what other libraries have reported and paid.

September 1 – The Health Dept dropped off a case of COVID tests if anyone needs any. We also have paper copies and copies of the QR code to fill out a community questionnaire on the state of health services in Cayuga County. This is a joint effort between the Health Dept and Auburn Community Hospital.

September 2 and 4 – Karen and Lisa weeded out a lot of adult fiction books. The shelves were overwhelmed.

September 7 – Southern Cayuga Book Club met at Opendore to discuss “The Indomitable Florence Finch” by Robert Mrazek with 9 members present. He will be giving a talk at Morgan Opera House on Sunday 10/9 at 2:00 PM.

Upcoming

September 13 – First day of Story Hour September 13 – Member Library Support meeting

September 16 – Webinar on “Open Meetings Law” – I am registered to attend – You should have gotten info from Sarah G. about this earlier in the week. These type of things count toward the upcoming mandated Trustee training.

September 17 – Harriet Tubman event at Opendore. This will include a Harriet Tubman Impersonator, a guest speaker from the National Portrait Museum, and quilt exhibit with one commissioned in honor of Harriet Tubman and one from a western state that commemorates Women’s Suffrage. There will be refreshments and museum tours. The Library will have books available to check out as well as books to give to children who attend. A craft idea will

also be available.

September 21 – Webinar on “NYS Budget and You” – I am registered to attend September 21– Director Meeting with Sarah.

September 24 – October 1 – Karen is on vacation

### **ITEMS for DISCUSSION:**

**SIGNING PRIVILEGES:** We are changing check signing privileges from Connie to Nancy and it will be Director, Treasurer, President as the official designees.

**BY-LAWS REVIEW:** Need to update it to include trustee training requirements, job description of vice president and a policy for hybrid meetings.

**MASONRY UPDATE:** Connie and Bess will contact Gary Denman.

**LANDSCAPING:** We have not received a response from Christin Chandler.

### **OLD BUSINESS:**

#### **BOOK SALE:**

- Great profits from this year’s sale (\$8,660).
- Before the school year ends, we will contact Southern Cayuga Central School District to inquire about possibility of having Honor Society students volunteer for book sale related responsibilities.
- A motion was made by Nancy and seconded by Pat to buy 10 full size tables for the book sale. All approved.
- The book sale committee will develop a calendar checklist of necessary steps that need to happen and will work on clearly defining tasks in efforts of recruiting a higher number of volunteers.

#### **OPENDORE BUILD:**

- Charter Change: same as last month.
- Legal Counsel: Executive session discussion 7:35-8:05pm
- Architect: We are still considering using Crawford and Stearns. Larry Liberatore is working with us as a consultant.

### **NEW BUSINESS: N/A**

**ANNOUNCEMENTS:** NA

**NEXT MEETING:** Monday, October 10, 2022.

The meeting was adjourned at 8:32pm.

Respectfully submitted,

Sonjia Turner