

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

Monday, December 12, 2022

The meeting was held over Zoom.

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

### **ABSENT:**

President Nancy Hart called the meeting to order at 6:55 P.M.

**REQUEST TO AMEND OUR CHARTER:** Request that the Board of Regents amend our charter and authorize our petition for the amendment. All 7 trustees present at the meeting unanimously voted in favor to approve the resolution.

**SECRETARY'S REPORT:** A motion was made by Pat and seconded by Betsy to accept the minutes. Carried.

### **TREASURER'S REPORT:**

- The bank is mailing the library the paperwork needed to give Nancy check signing privileges.
- 2022 Donations for the use of the Poplar Ridge Firehouse and Opendore have been made.
- A motion was made by Betsy and seconded by Connie to move \$8,000 of non-CD funds into a 2.5% interest bearing CD. Carried.

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

### **Library Director's Report**

November 16 – Directors Meeting with Sarah – Big news is each library in the system has received \$2000 to use towards collection development so we can use that as part of our book budget for the year. There were leftover funds from ARPA (American Rescue Plan Act) funding received after upgrades were made to infrastructure (new routers).

#### November 17 – FALCONS Meeting

- We will need to pay for FIOS beginning in 2023. E-rate give a 73% discount and FLLS was picking up the remainder. This will be discontinued and we will need to pay \$324.

November 17 – Opendore committee meeting – We have set a date on 12/12 to have a joint Zoom meeting of Hazard and Opendore representatives with our lawyer to discuss ownership options and answer questions.

*November 30 – Vega Training – There will be a new interface for patrons to use to search for items online. One of the new features is that all forms of a title will be listed together with tabs for “book, audiobook, DVD” etc so less to have to scroll through. The addition of Vega will add \$118 to our Polaris fees for a total of \$6018 in 2023*

*November 30 – We received an email with the resolution to pass and document to sign/notarize and return to the state for our charter. We will take care of that at tonight’s meeting.*

*December 7 – Book Club met with 12 members to hear a holiday story, have cookie exchange, and start planning what to read in 2023.*

#### *Upcoming*

December 15 – Holiday themed Story Time for UPK

December 24 – We will be closed for Christmas Eve

December 31 – We will be closed for New Year’s Eve

Staff vacations:

- Karen – 12/22-12/28 • Lisa – 12/29-1/1

#### **ITEMS for DISCUSSION:**

2023 BUDGET:

REVIEW HOURS & RATES of PAY POLICY: We will investigate the amount of sick, vacation, and personal days for employees.

INCREASE OF HOURS: Our open hours need to increase to match the increased service area once the charter goes through. With the total population of 4,585 of our expanded service area we need to increase our open hours to at least 25 hours/week (an increase of 5 hours). A motion was made by Pat and 2nd by Connie to increase the hours when the Charter is approved. All approved.

EXPANSION DONATIONS: We like the idea of using an acrylic box at the library to collect expansion donations, that can also include payments for copies and general petty cash donations.

**OLD BUSINESS:**

OPENDORE BUILD:

- Committee meeting with legal counsel

Respectfully submitted,

Sonjia Turner

***Patricia Covert continued the minutes after Sonjia left the meeting due to illness:***

**Salary Discussion for Library Director Lisa Semenza:**

Lisa turned off sound and turned her back for the discussion regarding her salary for 2023.

Members discussed that past practice has been a yearly increase of 3% however this year we might want to consider more. that Lisa has finished her Masters in Library Science and in many professions that accomplishment is acknowledged with an increase in pay. Additionally, Lisa will have an increase in responsibilities due to our charter change that will mandate an increase in the hours we are open. Lisa has also had an increase of duties due to our expansion to Opendore. For those reasons it was proposed that we give Lisa a 5% raise: the normal 3% plus and additional 2% for the stated reasons above. Bess made a motion to increase Lisa's rate of pay to \$28,962.00. Patricia seconded. Motion was voted on and carried unanimously.

**Salary Discussion for Library Assistant Karen Phillips:**

Patricia reported that she had forgotten to notify the accountants of Karen's retroactive pay increase to \$16.50 per hour. It will be included in the next pay cycle, with her apologies.

Trustees discussed whether to or not to give Karen another increase for 2023 since she just got one. It was noted by Lisa that Karen has been a good employee and works well independently. It was also noted that Karen will have an increase in hours/duties with the adoption of our new charter and expansion to Opendore. Additionally, NYS minimum wage is increasing and we wanted her rate of pay to reflect the value of her work And we want to keep her! Board members decided it was appropriate for the above stated reasons to give Karen the typical 3% increase. Bess motioned to give Karen a 3% raise to \$17.00 per hour for 2023. Pat seconded it. Trustees voted unanimously to approve.

**Opendore Discussion:**

It was reported that during the last meeting with the Opendore/Hazard Library Committee and their respective lawyers three options for ownership were discussed.

1) Opendore is the owner and Hazard Library has a long-term lease. There were concerns that this might create an unbalanced relationship.

2) Hazard buy's the property and builds the addition. This option would have more expenses and complications for Hazard.

3.) Lease with an easement that Hazard has a permanent right to. Lawyers are going to look into this option further as they felt it's the option that allows for a more balanced relationship between Opendore and Hazard Library.

WE need to decide soon so we can begin look to hiring an architect.

Next committee meeting is January 19 at 7pm.

Discussion about need for new board members. We have one spot unfilled. Indigo Boyd and River Vooris were discussed as possibilities.

Next meeting: January 9, 2023 at 6:30 pm at Opendore

Respectfully submitted by Patricia Covert