

HAZARD LIBRARY ASSOCIATION  
Regular Meeting of the Board Of Trustees  
Minutes – June 21, 2010

The meeting was called to order at the Library at 7:05 pm. Board members present included Ken Knight (President), Jay Ardai, Kathy Bailey, Rachel Karn, and Dodie Rowlands. Library Director Sally Otis was also present. Kris Minster was excused.

Ken introduced and welcomed Kathy Bailey, who has agreed to serve on the Board of Trustees for a three-year term ending in 2013. All in favor.

MOTION: To approve the minutes of the previous May 17, 2010 meeting as written.  
(Jay Ardai/Rachel Karn). All in favor.

ANNOUNCEMENTS:

Ken reported that Webmaster Suzanne O'Hara said she can post the Board meeting minutes on the website. The Board approved. \$60.00 has been received from Pat White. Ken will check with Kellie about writing a thank-you note. Sally reminded everyone that the summer hours (Sat 9-2, Tue 1-8, Thu 12-8) will be in effect July 1 – Sept 1.

REPORTS:

Summer Programs: Rachel encouraged all to volunteer to help with the programs.

Treasurer: Jay distributed a balance statement; total current balance in all accounts is \$143,143.23.

Librarian: Written report attached.

Technology: Jay, Sally, & Linda have met to discuss upgrading the computers. It was approved to add 1 gig of memory to the card catalogue computer, and replace computers as needed. It was also approved to purchase flat-screen monitors when computers are replaced. Ken reported that he has signed the Library up for "Tech Soup", a corporation to assist non-profit organizations by providing software and hardware at a discount. Ken and Jay will check on prices and bring information to next meeting. Sally reported that Rex from FLLS has changed the connection for our Polaris circulation program from a frame relay 56K phone line to a Verizon data card wireless connection. The frame relay has run FLLS about \$283 monthly; the Verizon data card would be about \$40 per month. He is going to give it a month's try. It was approved to keep clarity connect as ISP for now. Ken agreed to check with the school regarding the possibility of tapping into the Internet line directly.

MOTION: To purchase 8 FLLS handbooks for the Board at \$3.75 each plus shipping.  
(Ken/Rachel). All in favor.

OLD BUSINESS:

Basement: Sump pump and alarm are installed. It was decided to install pressure treated plywood on the lower part of the walls, and water-resistant drywall on the upper part. Ken Juhl will probably finish the job by the end of the week.

Brickwork: Work is virtually completed with some minor finishing. Ken will follow through with the paperwork for the state.

There was discussion about repairing the potholes out front. Sally agreed to check with Phil Collins re: gravel.

Book Sale: Times, dates, and prices for the book sale were approved. This year it was decided to have the sale open every day from August 7 – 14. Dodie agreed to call Jack Charles and Debbie Patrick and offer them free books, videos, etc. from 2-4 on the last day for their respective charities. It was decided to charge \$2.00 per book for any pre-purchases off the porch. Dodie offered to help Linda with the publicity.

There was discussion re: petty cash security. There was discussion re: procedure for Friends Campaign. It was decided that any donation with a Friends form should go first to the Treasurer.

- 1 The Treasurer copies the check, and sends/emails to the Friends Campaign Coordinator the copy with bank routing numbers blacked out, and Friends form with contact information.
- 2 The Treasurer deposits the check, and the Friends Campaign Coordinator records the information, writes a thank-you note, and passes along the Friends form to appropriate person.
- 3 All donations other than Friends Campaign donations follow same procedure, except contact information goes to the Board Secretary, who records the information and writes a thank-you note.

#### NEW BUSINESS:

Ken reported that he plans to attend a meeting with the Howland Stone Store Museum regarding the possibility of the museum and the library building jointly on the Isabel Howland property.

MOTION: To adjourn the meeting at 9:40 pm. All in favor.

The next regular meeting of the Hazard Library Board of Trustees is scheduled for Monday July 19, 2010 at 7:00 pm at the library.

Respectfully submitted,

Dodie Rowlands, Secretary