

## **Hazard Library Board of Trustees**

**November 19, 2012**

**The meeting was called to order by Ken Knight at 7:05pm.**

**Board members present were: Ken Knight (President, Jay Ardai (Treasurer), Kris Minster, Denise Littlejohn, Amy Emerson (Minutes), Sally Otis (Librarian)**

### **Approval of the October Minutes**

-Was tabled until the December meeting.

### **Announcements:**

Sally reported that the 2013 DEC (Decentralization/Community Arts Grant) for this coming summer programs was submitted. The Auburn Public Theater is administrating this grant for New York State Council on the Arts at least for the coming year. \$1,490 was requested for a series of three programs in 2013.

Ken has identified two new potential sources of funding, The Kiwanis Club and the Cayuga Community Fund, which he will consider pursuing in the New Year.

### **Sally's Report:**

The Library received a check from DEC for \$1,025, and a separate check for \$72.72 for our E-Rate refund.

Sally received a request for clarification from Pat at the Post Office regarding payment for snow plowing last year. The lease states that the Post Office pays half, but there are concerns regarding how this is to be handled logistically. It was agreed that, going forward, we will have Phil send one bill to the library, rather than having half sent to the library and half to the Post Office.

### **New Business:**

Ken reported on the Post Office meeting. A total of three people attended. Ken explained that only the Post Office can terminate the lease, with notice.

The group reviewed the policy regarding Holiday Hours and Dates in the blue notebook and agreed that the library will continue to observe the holidays listed. Sally may forward this information to Fingerlakes.

Sally has pulled several ALA policies from the internet that are meant to provide a framework for libraries, but don't dictate conduct (i.e. Code of Ethics of ALA, Patrons' Bill of Rights, etc.) She will include them in the notebook that she will give to the new librarian.

Sally will create an updated list of Trustees.

A motion was made by Denise to purchase a vacuum for the library. The motion was seconded by Khris. All in favor.

Sally reported that patrons will soon be able to pay fines by credit card on the OPAC, maybe as soon as February. Jay Ardai raised concerns regarding credit card fees and security. Jay will speak with Rex about these concerns.

Sally discussed an issue raised at a recent Cayuga Connects meeting involving the Common Card (for Tompkins County) and the question of who is to bill a patron who picks up a book at library other than their home library. A related issue is the matter of receiving a book from another library, which then becomes the new library's transaction.

#### **Treasurer's Report:**

Jay noted that the total set forth on the back of the printed report does not yet include the tax funds and DEC funds that were deposited today.

Ken reported that the library should receive another \$5,000 from Metcalf by the end of the year. He further noted that it is not likely that the library will receive money from Nozolio's office before the end of the year.

Sally cancelled the library's Clarity Connect email today

Ken reported that there is potential state money available for public wireless internet access. Clarity Connect is the company handling logistics. Ken has submitted comments regarding the library's situation. Ultimately, there would still be a monthly payment.

Sally noted that she did not attend NYLA this year, so this money was not spent.

Motion to approve Treasurer's Report made by Kris and seconded by Amy. All in favor.

#### **Old Business:**

Ken reported that he received a response from BOCES regarding the line to the high school. BOCES will conduct an assessment to determine cost for us. Ken is considering some other funding sources that may be able to help.

Friends Campaign – Ken has revised and printed the letters and envelopes. A meeting will be held at Kris' house on Sunday, December 9, at 6pm to stuff envelopes.

Search Committee – The Committee will meet again next week. Linda is scheduled to join the meeting.

#### **Motion to Adjourn:**

Made by Jay and seconded by Kris. All in favor.