

Hazard Library Board of Trustees
Minutes to the Meeting
September 12, 2016
Call to Order 7:07 PM

Attendance:

- **Trustees:** Denise Littlejohn, President; Amy Emerson, Treasurer; Nancy Hart, Secretary; Kathy Button, Ron Buxenbaum, Betsy Donald, Kathy Kirk
- **Staff:** Lisa Semenza, Director
- **Guest:** Doug Hastings

Minutes for August:

- Kathy Button moved and Ron 2nded approval of August minutes. Approval carried.

Announcements: Amy Emerson will leave the Board at the 2017 Annual Meeting, leaving the treasurer position open. Please let Denise or Amy know if you are interested in this position. Training will be required.

Director's Report: See attachment.

- ***One Card, Many Libraries:*** Seymour Library will maintain its borrowing restrictions, that is, a 6 month wait for out-of-library area patrons to borrow new books and movies.
If someone loses a book from another FLLS library or a FLLS book, the library to which the patron belongs will still be billed.
We at the desk will have access by name to all people in the 33 libraries in the system.
Citrus-based receipts will soon be in use.
- **Summer Reading Program:** Lisa and Sandy are working on final report statistics for FLLS report. So far, stats show that 89 children participated at Emily Howland, Peachtown, Home schoolers and a few teens. Emily Howland submitted 64 logs out of over 400 registered children. Every child in the district is considered registered as a child, grades Preschool – 6th, or a teen, in grade 7-12.
Our program is the longest running each summer in the system.
- **Website:** We currently host our website with Host Monster, paying \$155.88 each Press at a cost of 46.06. This cost is based on 14 FLLS libraries participating (we are # 14). As numbers of participants increase, cost may decrease. Nancy moved and Betsy seconded approval of this change. Motion approved unanimously. Eric will migrate our information over to the new system and bill us.
- **FLLS Fair Labor Standards training,** 9/22, 9:30 – 11:30 at the Dryden office. Nancy and Lisa will attend.
- **FLLS Annual Meeting,** 10/14, 9 – 1:30 at the Ithaca Country Club. Lisa and some Trustees will attend.
- **September is Library Sign-Up Month.** Lisa and Sandy will attend the school open house on 9/21 to facilitate sign-ups.

Volunteers: We discussed how we might go about getting more volunteers involved at the library. Suggestions;

- Names: JoEllen and Jane
- Run an article in the S C Tribune and Rambling Reporter with a request for volunteers.
- Put announcements requesting volunteers in area church bulletins/newsletters.
- Post a volunteer request on our website, Facebook page and on the door.
- Go through our donor list and identify good candidates and contact them requesting their help. Kathy B will print this list and pass it on to us at the next meeting.

We were recently the Spotlitged Library in the FLLS Bulletin.

Treasurer's Report

- We received a big chunk of our Local Library Services Aid in August.
- The Book sale made about \$4728.50.
- We have continued spending Rosen Grant funds for summer reading programming \$600 went to the High School and \$600 to E. H., and \$1200 each to the Hazard and Aurora libraries. It funded Brian Hoke's wages, and will pay Michele's. She, however, has not yet submitted her timesheets.
- Quarterly employment taxes have been paid.
- Kathy B. moved and Ron seconded approval of the Treasurer's report. Motion carried.

Furnace Service: Ron has contacted Jeff Lampman to service the furnace.

Post Office Lease: John Katko asked that we contact the post office first, and that he would intervene if there is a problem.

Denise wrote a letter to the Post Office Contract office in Greensboro NC. She sent it by certified mail, and it was received at the contracting office on 9/7. The letter states that we wish to renegotiate the lease agreement to reclaim library use of the building interior while retaining the porch for Post Office use.

The lease is due for renewal for 5 years on 5/1/17.

Book Sale:

- Denise took the 2 volumes of the 1832 encyclopedia home and checked on line about value. The black fabric binding is not original, and the books may not be worth much. Online booksellers are not interested. Ron suggested we ask Paul Mitchell on Black Rock Road to see if he is interested.
- We sent letters to the Aurora, Moravia and Union Springs libraries, telling them that we will not accept books left over from their sales. Their patrons are free to drop books in our sorting bins.
- Kathy will speak to Book Sale sorters about what materials we will not be accepting, and how to dispose of these items. We may put a trash bin behind the library to

receive unacceptable items (textbooks, encyclopedias, magazines, VHS and cassette tapes and computer software).

- We read and amended new book sale policies and procedures. Betsy moved and Kathy K seconded approval of book sale policy changes. Approval carried unanimously. Thank you, Kathy!
- Book sale thank you gifts: Nancy moved to give a \$100 Aurora Inn gift certificate to Scott Gross and a \$50 Amazon certificate each to Carolyn Littlejohn and Connie Rejman, thanking them for their very generous work for the book sale, and \$100 to the Poplar Ridge Fire Department for use of their building. Kathy B seconded. Motion carried unanimously.

New Board of Trustees member: Betsy moved and Amy seconded appointment of Doug Hastings to the Hazard Board of Trustees. Motion carried unanimously.

Board of Trustees Attendance Policy: If a trustee misses three or more board meetings unexcused, that member may be asked to resign. This action can be deferred by vote of the Board.

Next Meeting: Monday, October 10, 7 pm at the library.

Meeting Adjourned 8:45 pm.

Respectfully submitted by Nancy Hart, Secretary

See Below: Attachment 1, Director's September Report

Library Director's Report

(Lisa Semenza)

September 12, 2016

August 18 – FALCONS MEETING – Most important discussions regarded “One Card, Many Libraries” – in effect as of 9/1

- A card from any library in the FLLS is good at any of the libraries.
- Patrons’ “home” library should be the one where they pay taxes – any other card records should be merged into this one.
- The *One Card Committee* will be working out “best practices” for issues such as circulation restrictions and how to pay owning libraries fines and replacement costs from transacting library.
- Denise and I need to sign and submit the “One Card” agreement.

August 25 – End of Summer Celebration was a big hit! 57 people in attendance. For the first hour we had music by Jim Van Arsdale and some of his students. He brought ukuleles and rhythm instruments for our kids to use and join in the “band”. For the whole 2 hours we had facepainting and balloon twisting from Jamboree Arts. At noon we served Chinese food.

September 6 – Linda and I completed the FLCAG final report for this summer’s programs and arranged for our 4 performers for Summer 2017.

September 7 – Book Club – 10 people met at Debra Taylor-Weiss’ house to discuss “Zeitoun” and “Salvage the Bones”. Both books relate to Hurricane Katrina

September 9 – Sandy and I joined teachers from the Literacy Committee to serve ice cream sundaes to students at Emily Howland who returned their reading logs. We served approximately 70 students. Not all the numbers are in yet (I am waiting to see how many Sandy adds in from her lists) but so far we have accounted for 89 children who have read 101,815 minutes and 8 teens who have read for 8,340 minutes.

Items to discuss:

Our webhosting on Host Monster is coming up for renewal 12/2. If we continue with this as the host we will pay \$155.88/year. We have an option to move over to being hosted at FLLS for a cost of \$14.76/year. We would need to register our domain for an additional \$15.99 and share in the Word Press package for \$15.31. This would still bring us to only \$46.06 for the year.

Shall I tell Eric to go ahead and switch us over?

A policy we don’t have, but are recommended to, is “Unattended Children Policy”. I have a sample. I will present this at the next board meeting.

Upcoming Training: Issues related to the “Fair Labor Standards Act” on Thursday 9/22 (9:30-11:30) at FLLS. Is anyone available to go?

How can we get more volunteers on board? We really need some who can do Tues afternoons.

Upcoming:

Story Hour begins on Tuesday, 9/13.

Aurora's *Book Lover's Ball* is Friday, 9/16.

FLLS Annual Meeting – Friday, 10/14 (9-1:30) – registration due 9/30 - \$15 for lunch