

Hazard Library Board of Trustees  
Minutes to the Meeting  
October 10, 2016  
Call to Order 7:07 PM

**Attendance:**

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

**September Minutes:**

- **Corrections:** With respect to the changes in our website, we will be hosting the site through FLLS instead of independently through Host Monster, significantly decreasing our costs from \$155 a year to approximately \$50 a year.
- Kathy Button moved and Ron 2nded approval of September minutes as amended. Approval carried.

**Director's Report:** See attachment.

- **Story Hour** numbers are running at 15 or more children each Tuesday.
- **Summer Reading Program:** Brian Hoke's outreach efforts contributed greatly to our successful program.
- **SCCS Smart Night 9/21:** Lisa, Sandy and Nancy contacted 55 adults and 65 children, signed up 10 people for new library cards and passed out lots of informational and educational materials. Our table location just outside the cafeteria was very advantageous.
- **Router:** We can use our new router to collect statistics about sites used by patrons, numbers using the internet weekly, and even use of our wireless system from outside the library building.
- **Clarity Connect:** Clarity Connect service is free for the library, including installation.
- **Finger Lakes Community Arts Grant:** Coordinator visited the library to train our staff in applying for the upcoming grant. We are applying for funding for a summer music program facilitated by Jim VanArsdale, to include ukuleles for participating children to use and keep. The final gathering will be a Performance for a Purpose, benefitting the King Ferry Food Pantry.
- **One Card, Many Libraries:** Only Auburn still restricts what can be checked out by out-of Auburn patrons. TCPL has removed restrictions. We are still able to restrict online holds.

**Treasurer's Report:**

- **Bullet Aid** is not included in this month's report. We received \$10,000 this year, and have over \$20,000 to use as we wish. We can use these funds to pay the \$498 cost of our new router.

- Also not included is the \$800 ERate refund received this month.
- We have spent all of the 2015 Rosen Grant funds. There is still money in the 2016 grant.
- Betsy moved and Nancy seconded approval of the Treasurer's report. Motion carried.

**Maintenance:** The Furnace has been inspected and the bill paid. Thank you Ron.

**Summer Reading Payroll:** Michele Miller has not turned in hours or receipts. She did early publicity and promotion but not as much during the program proper. Denise will contact Michele to request that she submit her financial information by the end of November, so that we can include this information in our Interim Report. Any excess funds will be used to fund I Love to Read programming, etc.

**Post Office Lease:** Denise has not heard back from the US Post Office contracting office. We will wait to re-contact elected officials for further assistance until after elections, and will hold off contacting the lawyer until the end of January at the latest. Note that we share costs for lawn mowing and snow removal with the Post Office. Discussion Tabled until January meeting.

**Book Sale policies:** Reviewed our approval of policies.

**Recruitment of Desk Volunteers:**

- Denise went through the donation list and came up with a few names, whom we discussed.
- We have put a request for volunteers in the Rambling Reporter , and Lisa will email book club members.
- Kathy B. will put a notice in the So. Cayuga Tribune.
- We especially need people on Tuesdays from 2-5 and Saturdays for 12-2.

**Annual Appeal:**

- Kathy Button has begun drafting this year's letter.
- We cannot use the name "Friends of the Library." Will instead use "Dear Patrons."
- Printing: Amy said that her husband's firm may still be willing to print the newsletter. We will ask.
- Should we add promotional magnets bearing pictures and hours? Lisa will look into this. Vista Print, Zazzle and Imprints are possible source.

**Unattended Children Policy Discussion:** We reorganized policy bullets and made changes. Nancy will retype and we will vote on these changes at our next meeting.

**Changes due to the Fair Labor Standards Act:**

- Lisa must change from salaried to hourly. We need to take into account overtime, what duties are paid, etc.

- Amy will be meeting with our accountant in two weeks, and we will discuss changes and vote on them at the November meeting.
- Lisa will create a timesheet for herself.
- We may need to pay Lisa and Linda on a biweekly rather than monthly basis.

**Tax Cap:** We will vote on this issue at the November meeting.

**Next Meeting:** Monday, November 14<sup>th</sup>, 7 pm at the library

**Meeting Adjourned** 8:52 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment 1, Director's October Report

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

(Lisa Semenza)

October 10, 2016

**September 13** – Story Hour began. We have been getting higher numbers this year, with up to 18 children possible. Nancy will be covering for me on 10/11. I am adjusting my hours this week due to Columbus Day and the Annual Meeting making scheduling difficult. We will take a trip to the firehouse on 10/25.

**September 15** – Sandy and I met to complete the Summer Reading statistics. In many ways the numbers were similar to last year, but we did add the additional outreach component with Brian Hoke to bring books to a number of locations throughout the week.

**September 16** – I represented Hazard Library at the Aurora Book Lovers' Ball.

**September 21** – Emily Howland Open House. Sandy and I (and Nancy) represented the libraries. We had information on different services, handed out book marks and stickers and signed up people for library cards. Overall we had 55 adults and 65 children stop by the table and gave out 10 new Hazard library cards. Sandy had a few as well.

**September 22** – Nancy and I attended a presentation at FLLS regarding changes in the *Fair Labor Standards Act*. The bottom line is that I need to be changed to being paid hourly rather than a salary. Amy, Denise and I met on 10/5 to discuss how this will look. We looked over my timesheets for the past year to determine how many hours are typically worked in a week/month and what the salary translates into in terms of an hourly rate. Amy has arranged

for them to meet with the accountant to work out the logistics. **Further discussion to be had by the Board regarding this.**

**September 26** – Rex came from FLLS to supervise the installation of our broadband service through Clarity Connect and to install our new router. The service is free to libraries. All seems to be working well.

**September 27** – Linda and I met with the new coordinator of the FLCAG grant. This is where we get the funding for our summer performers. In summer 2017 we will also be coordinating with Jim VanArsdale to have a music camp in August. He will submit the grant for that through his *Perform 4 Purpose* organization. The camp will culminate in a performance to benefit the Genoa Food Pantry. The grants are due on 10/14.

**October 4** – I attended at training at FLLS (*Strategies for Successful Partnerships and Outreach to Families with Young Children*). This also focused on how to use Social Media effectively to reach more people. I gave Eric the password information for our website and he is working to migrate it to being hosting by FLLS.

**October 5** – Book Club met at the Aurora Library while I met with Denise and Amy here. 11 people were in attendance to discuss the book “All the Light We Cannot See” by Anthony Doerr.

**October 6** – We received our Bullet Aid check from Mike Nozzolio.

**October 6** – I met with Lisa Carr (Seymour Library, Auburn) and Libbie Messina (Lang Library, Cato). We are this year’s representatives from Cayuga County to the FLLS Director’s Advisory Council (DAC). No date has been set for the DAC meeting with Sarah but we met to discuss what we will present from Cayuga County regarding some issues around billing and fines that have arisen from the One Card, Many Libraries initiative. We had received input from some of the other Cayuga libraries. The others did not respond.

#### **Items to discuss:**

**Unattended Children Policy** – We need to discuss the last part of it about calling the Sheriff, etc. Is this how we want to proceed?

#### **Upcoming:**

FLLS Annual Meeting – Friday, 10/14 (9-1:30) – Nancy and I will be attending

We did not get the new multi-media items processed so did not have an event on 9/24. We are discussing how these will be displayed.

