

Hazard Library Board of Trustees
Minutes to the Meeting
November 14, 2016
Call to Order 7:11 PM

Attendance:

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

Congratulations to Lisa, who along with Sandy from the Aurora Library received the 2017 Youth Services Award from the Finger Lakes Library System at their Annual Meeting. Lisa and Sandy were nominated by FLLS personnel.

October Minutes:

- Betsy moved and Kathy Button seconded approval of October minutes. Approval carried.

Director's Report: See attachment.

- **Story Hour:** 17 children and 13 adults attended story hour this past Tuesday!
- **NY Council on the Humanities Grant** will be used to purchase Book Club books. Choices include books about the Muslim experience and Pulitzer Prize winners.
- **Literacy Committee:** Met this month to discuss I Love to Read Month in February and Summer Reading 2017.
- **The Paleontological Research Institute and the Cayuga Nature Center in Ithaca** are giving us free entrance cards to be added to our collection. These can then be checked out by library patrons and be use once for each check out to admit 2 adults and all accompanying children under 18.
- **Partnership for Results:** A program partnering Aurora, Moravia and Hazard libraries, Cayuga CC and Wells College to provide workshops for families through a Home/School connection.
- **Free Radon screening kits** are being offered by the county Health Department to be available at libraries. Lisa will investigate this further.
- **Patron copying and printing prices:** Currently, we charge patrons for all copies made at the library at a cost of 10 cents for b&w and 20 cents for color for each page. Prints from the computer cost the same, but the first two are free. Do we want to change this policy? We will revisit this at another meeting. Fax charges were also discussed.
- **Multimedia book Day** for families will be Tuesday November 22. This is a chance for families to explore our new multimedia collection.
- **Giving Tree for King Ferry Food Pantry patrons:** The pantry has compiled a list of 110 children who use the pantry. We will be given a list of 40 children, for library patrons may donate \$7.00 each to purchase a book. (note that \$7.00 is an average cost for a book.) Elaine Meyers is working with the Family Reading Partnership to obtain discounted books. Brian Hoke will be consulted on what books children enjoyed this summer. Nancy moved and Ron seconded a motion to participate in this program. Motion carried.

Treasurer's Report:

- Amy was absent, so there was no official Treasurer's report.
- Michele Miller has not responded to our request for an accounting of her expenditures for this past summer. Elaine has spoken to her. We are waiting to hear, and need to know by the end of November.

Unattended Children Policy: We discussed and amended the policy. Kathy Button moved and Ron seconded approval of the amended policy. Motion carried. Nancy will type final policy and send it to the Board and Director. Policy will be kept on file at the library.

Recruiting Library volunteers: Welcome Rosemary Lacey to our volunteer group. Denise has emailed 4 other people. Hasn't heard back.

Annual Appeal Letter:

- Amy's husband's firm is happy to print our letter. Thank you Kathy Button for composing a moving appeal. We will email the final copy to Amy.
- Informational magnets: Doug moved and Betsy seconded purchasing informational magnets. Lisa will follow up.
- Paper and envelopes: Kathy Button will ask Amy if we need to purchase paper. Lisa will order whatever we need from Staples.
- Labels: We have what we need. Lisa or Kathy will print the database address labels, envelope labels and reply envelopes, or Doug will check whether he can use mail merge to print directly on envelopes. Kathy will print return address labels.
- "Stuffing Meeting" and Board meeting will be Monday December 12 at 7 pm at Amy's home. (Changed by NFH from original minutes entry of 12/8/16 as per email from Denise.)
- Stamps: Lisa will purchase using library credit card.

Fair Labor Standards Act: Denise presented and we discussed the revised Hazard Library Hours and Rate of Pay document Nancy moved and Betsy seconded document as amended. Motion carried. See attached.

Metcalf Grant request letter for 2017 has been sent, requesting \$5,000.

Holiday closures 2017: The library will be closed Tuesday 7/4/17 and Tuesday 12/26/17.

Tax Cap Override:

- Our accountant suggested that we always ask for a little more money yearly through the school tax bill. We currently receive \$40,000 each year.
- Doug moved and Betsy seconded the 2017 Tax Cap Override Resolution. Motion carried. See attached.

Cayuga County Library Funding: The 9 county Libraries will together seek the cost of the Polaris system, approximately \$5,000 per library, \$60,000 for the county.

Free energy audit: We will request and audit. Ron will submit the form.

We received a thank you letter from Connie Rejman for the Amazon gift card.

Post Office Lease: Amy obtained the phone number for our contracting office, Esther Tinart, and was told that Kelly Parish is our renegotiation contact. Denise called, and 6 days later, Kelly left a message. Denise returned her call and is still waiting to hear back. There has still been no response to our letter, and we did not pursue contact with Senator Gillibrand or Congressman Katko.

Next Meeting: Monday Monday December 12 at 7 pm at Amy's home. (See not of minutes change above.)

Meeting Adjourned 8:55 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment 1, Director's October Report
Attachment 2, Hours and Rate of Pay Document
Attachment 3, 2017 Tax Cap Override Resolution

Attachment 1:

Library Director's Report

(Lisa Semenza)

November 14, 2016

October 14 – Nancy and I attended the FLLS Annual Meeting. Sandy and I won the Youth Services award for our combined efforts with each other and the school for Summer Reading and Literacy.

October 18 – Sandy and I read to the Head Start and UPK classes and distributed the book "Love Those Letters" to each student. The books each come with a CD of alphabet related songs.

October 25 – Story Hour took a field trip to the Poplar Ridge Firehouse. We have been having great attendance this fall.

October 29 – I helped out at the FLLS booth at the Ithaca Wizarding Weekend (Harry Potter). We promoted library services across the system and we had a book mark featuring the hours for us and Aurora and our Story Hour times.

October ? – Our website and e-mail has been migrated to being hosted by FLLS. We will be billed by the system for any costs related to registering our domain name and to pay our share of the hosting price.

November 2 – Book Club met with 17 members at the Aurora Library. We discussed "Plainsong" by Kent Haruf. We are pursuing a grant from the NYS Council for the Humanities to have a series of book discussions led by an outside facilitator (possibly a college professor). The group is voting to see which theme is of interest (possibly Muslim Journeys or Pulitzer Prize winners).

November 8 – We had the first Literacy Committee meeting for this school year. There will be more of a focus on parent involvement to get their support of literacy efforts.

November 9 – I attended an FLLS training on “Item Maintenance” (basically cataloging of materials).

November 17 – FALCONS meeting at FLLS in the morning. Amanda from FLLS will come here to spend the afternoon. She is spending time at each library to answer questions and see how things are going. She is the Education and Outreach Librarian for the system.

Items to discuss:

Unattended Children Policy – review changes and vote.

Partnership for Results will be the lead agency for a **21st Century Learning Center Program** in SCCS and Moravia to work with families and promote a home/school connection regarding academics, nutrition, and mental health. The libraries within the school districts are partners to provide access to materials and possibly host workshops for families.

Radon Kits – The Health Department offers free Radon screening kits. They will come out to train on how to give the kits to families and how to use them.

Do we want to revisit our copying/printing fees? We let people print 2 pages for free but charge for every copy made. This seems uneven.

Upcoming:

We will have our “unveiling” of our new **Multi-Media materials** on Tuesday, November 22. Emily Howland has no school due to parent/teacher conferences so this will take the place of Story Hour that day. Last year we had a game day for this same reason. This is rescheduled from earlier in the fall.

We will be helping the King Ferry Food Pantry this holiday season by collecting donations of hot cocoa and having a “giving tree”. Patrons can donate \$7 toward having a book purchased to give to families who use the food pantry.

Attachment 2:

HOURS AND RATE OF PAY Effective December 1, 2016

LIBRARY DIRECTOR

The position of Library Director is a nonexempt, salaried position, subject to overtime. The Library Director shall provide an average of 21 hours of Library service per week over the course of the calendar year. The Library Director shall keep a signed, weekly record of hours worked. A week shall begin on Monday and end on Sunday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that the Library Director works more than 40 hours in one week, the Library Director shall be entitled to overtime pay in the amount of one and one half times his or her regular rate of pay.

The Library Director shall be paid in 12 monthly installments within the first week of each month.

This amount is the gross amount from which the following are withheld: Federal and State Income taxes and Social Security Tax, to create the net monthly wage.

The Library Director will be allowed 88 hours of paid personal leave annually. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more.

LIBRARY ASSISTANT

The position of Library Assistant is a nonexempt, hourly position, subject to overtime. The Library Assistant shall provide an average of 10 hours of Library service per week over the course of the calendar year. The Library Assistant shall keep a signed, weekly record of hours worked. A week shall begin on Monday and end on Sunday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that the Library Assistant works more than 40 hours in one week, the Library Assistant shall be entitled to overtime pay in the amount of one and one half times his or her regular rate of pay.

The Library Assistant shall be paid in 12 monthly installments within the first week of each month.

This amount is the gross amount from which the following are withheld: Federal and State Income taxes and Social Security Tax, to create the net monthly wage.

The Library Assistant will be allowed 44 hours of paid personal leave annually. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more.

Attachment 3:

Hazard Library Tax Cap Override Resolution

Whereas, the adoption of the 2017 budget for Hazard Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of Hazard Library voted and approved to exceed the tax levy for 2017 by at least sixty percent of the board of trustees as required by state law on November 14, 2016.