

Hazard Library Board of Trustees  
Minutes to the Meeting  
December 12, 2016  
Call to Order 7:20 PM

**Attendance:**

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

**Thank you Amy** for hosting our meeting and handling the printing of the Annual Appeal letters. We began the meeting with folding, stuffing and stamping.

**November Minutes:**

- Corrections:
  - ✓ 2017 Holiday closings: In addition to Tuesday, July 4, the library will also be closed on Thanksgiving Day, 11/23. The library will not close on the day after Christmas, Tuesday 12/26.
  - ✓ Under Treasurer's report, change "here" to "her".
  - ✓ Adjournment time was 8:55.
- Doug moved and Amy seconded approval of November minutes as corrected. Approval carried.

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

- **FALCON** stands for the Finger Lakes Automated Library Consortium.
- **Bulk Computer Purchase discussion:** The computers in the library are all running Windows 7, which is still being supported.  
Denise asked how much each new computer would cost. Lisa will check into this and let us know at the February meeting.  
All computers are currently working well. Lisa will check with Rex to see if any unit needs replacing.  
All new computers are staging with Windows 10. Polaris problems with W. 10 have been fixed.  
There is Board interest in starting a replacement cycle for the computers. We will discuss this after the February meeting.
- **External Hard Drive:** Lisa needs an EHD to back up the Desk computer. Amy moved and Betsy seconded purchase of an external hard drive. Motion to purchase carried.
- **Public Access Catalog discussion:** We don't have any problems with the PAC system.
- **Winter Closing Policy:** We decided on this language:  
"Story hour will be cancelled if school is closed or delayed. If school is closed or delayed more than one hour, there will be no morning library hours. If after-school activities are cancelled, the library will close at 5 pm. Saturday closings are at the Library Director's discretion."

Kathy moved and Betsy seconded putting this Winter Closing Policy in place. Motion approved. Lisa will publish the policy.

- **County Budget Vote Meeting:** Thursday, 12/15, 6 pm. Amy will join Lisa at this meeting.
- **Michel Miller summer work report:** We still haven't heard from Michele about her summer expenses, and Michele hasn't cashed the check paid to her early in the summer. She received email from Denise giving her a deadline of November 30<sup>th</sup>, and she has missed this deadline. Lisa will speak with her tomorrow, and email Denise her response. If no success, we will mail a letter requiring a response asap.
- **YSS Past Presidents Dinner:** Nancy moved and Doug seconded the library paying for Lisa's meal at the Past Presidents Dinner at the YSS conference. Motion carried.
- **Library Procedures discussion:** Amy asked why people sign in for computer usage. Lisa explained that we count monthly user numbers and keep track of the time individuals are on the computer in the event that others are waiting. These lists are destroyed at the end of each month. Amy stated that there may be privacy issues in recording names on these lists. Lisa encourages patrons to use first names or initials only.
- **E-media purchases:** Doug moved and Kathy seconded approving \$500 for the purchase of e-media through Overdrive. Motion carried.

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

- **School tax account funds:** \$40,000 check has been received. We should have received \$40,500 Amy will check on this.
- **Printed Treasurer's reports** were shared by Amy. Kathy moved and Doug seconded approval of the Treasurer's report. Motion carried.
- **Board Treasurer Replacement:** As Amy is leaving the Board in the spring, we will need a new Treasurer by April. The job should be less demanding because Lisa will be taking over many duties.
- **QuickBooks** line item has been added to the budget.

**2017 Budget Discussion:** Lisa and Nancy were excused from discussion of salaries.

Kathy moved and Doug seconded approval of the 2017 budget. Motion approved.

**Donation honoring Dorothy Wiggans:** Beth and George Wiggans made a \$150 donation in Dorothy's honor to the library.

**Annual Appeal:** \$125 has been donated toward the Annual Appeal.

**Next Meeting:** January 9, 7 pm at the library. Amy will ask Whitney Barnes to attend to talk about the library's investments.

**Meeting adjourned** 9:31 pm.

Respectfully submitted by Nancy Hart, Secretary.

See Below: Attachment, Director's November Report

## **Library Director's Report**

(Lisa Semenza)

December 12, 2016

### **November 17 – FALCONS Meeting**

- Bulk computer buy – Do we want to update anything?
- One Card, Many Libraries – meeting upcoming on 12/19 to discuss how to reimburse/pay other libraries (for fines, lost books, etc)
- Lisa Carr (Auburn) unhappy with PAC and it's search features – **What are your thoughts on this?**

**November 22** – We had our “Multi-Media” event. 13 people came in the morning even though schools were closed due to snow. **We have no formal “closing” policy. We should discuss. If schools are closed due to weather should we open?**

**December 5** – Denise and I went to the County Legislature Budget Meeting. There were 18-20 people there representing the libraries (even though the Citizen said 12). Six people spoke on behalf of library funding and Sarah Glogowski (FLLS Director) attended and spoke as well. They vote on **Thursday, 12/15 at 6:00 PM** and we hope to have a good presence there even though no one can speak. **(Can anyone go with me?)** Our representatives (Keith Batman and Joe DeForest) are library supporters.

**December 6** – Book Club met at Elaine Meyers' house with 17 members. We discussed books for 2017, listened to a holiday story and had a cookie exchange. We are looking to get a grant from the NYS Council on the Humanities for a 4 month series of book discussions led by a “facilitator”. This will either be “Muslim Journeys” or “Pulitzer Prize Winners” depending on who we can get to facilitate. Probably Fall 2017.

**December 8** – I met with Sandy to discuss “1,000 Books Before Kindergarten” program. She got a Rosen grant for it last year but we will both promote it. Kick off in Feb to coincide with “I Love to Read Month” at Emily Howland.

**December 8** – We received confirmation from Rosen Grant that we can re-allocate funds from the summer to be used in Feb. Part of this will be an author visit from Matt McElligott.

**December 13** – Emily Howland Literacy Committee meets in the morning and YSS Committee meets in the afternoon. I can attend the YSS Conference for free because I am on the committee. **Do I or the library pay for the Past Presidents' Dinner?**

**December 15** – Amanda Schiavulli, the Education and Outreach Librarian from FLLS, will be spending the afternoon here. We rescheduled that from November. Stop in if you want to meet her. She is moving from library to library to see a day in the life and answer any questions we have. **Do you have any questions about procedures (or anything else) to ask her?**

**December 19** – I will be attending the One Card Billing discussion.

**Ongoing** – We are collecting hot cocoa mix and \$7 toward purchase of books for the King Ferry Food Pantry. Donations can be dropped off at the library until the end of the month.

**Items to discuss:**

**Overdrive Contribution** – We have been allocating \$500 toward purchasing of downloadable audio books through Overdrive. I have \$45.25 left from 2016 but this is not enough for another purchase. **Should we give that to FLLS or call it even?** We need to let FLLS know what our contribution will be for 2017. Based on our usage the \$500 seems appropriate again.

**Upcoming:**

We are working on plans for a February break event and/or “Take Your Child to the Library Day”.

Nancy Nelson has expressed interest in helping with Special Projects and possibly being on the Board.

Amanda Travis, Member Library Liaison at the Onondaga County Public Library, is opening up her next trustee class to Finger Lakes Trustees. If you are interested, please register with her:

**Trustee Essentials**

Tuesday, January 24, 2017 @ 5:30pm

Tully Free Library

12 State Street, Tully, NY

This workshop is geared especially for new board members, but open to all. Library board members looking for essential, baseline information to increase their effectiveness in serving on a library board will benefit from attending this session. Attendees will learn effective ways to carry out the nine essential library trustee duties and responsibilities (everything the library board does falls within one of the duties or is done in support of them.) Register in advance to Amanda Travis at OCPL by email: [atravis@onlib.org](mailto:atravis@onlib.org) or by phone: 315-435-1825.