

Hazard Library Board of Trustees Meeting

Minutes

Meeting held at Opendore, on Monday, December 8, 2025

Meeting started: 6:35

In Attendance: Nancy Hart, Lisa Semenza, Connie Rejman, Betsy Donald, Bess Simkin, Patricia Covert, Pat Berry, and Kathie Garnsey

1. **Minutes to November Meeting:** Minutes did not get to everyone via email, will resubmit and vote on in the January meeting.
2. **Kathie Garnsey's report on training meeting she attended.**

Report Discussion:

Kathie went to a seminar on the job roles that make up the board of trustees. She felt that we are currently doing what the jobs are and doing them efficiently. An important take away for her was the clear explanation of what the role of the Board of Directors is.

3. **Brief Construction Update:** Larry Liberatore via telephone (see attached notes)

Bouley sent pictures to Larry. All the foundation work is complete, and the crawl space is tented. The framing is in progress, the wood joists are being installed, next step is the plywood deck. A couple of details need to still be worked out – the patio, electrical duct bay and authorization from NYSEG to use the pole south of the building. The foundation wall has been changed to concrete. They are framing the wood. A meeting was held on the 2nd with Bouley. They were preparing the steel beams to accept the wood joists. They took care of the fiber that served Opendore. A project meeting was held on the 12th. A discussion was held as to where things can be housed in the Opendore basement. Instead of running duct work vertically they can place the heating units in the crawl space of the library. We will have heat pumps. Larry received a sketch last week of the details. More details will have to be worked out in Phase 2. There is a door access which will be provided and is in Opendore's basement. A sketch was provided with that. There is still some coordination that needs to be made with Hazard and Opendore. Bouley assoc. seems to be doing an excellent job so far, according to Larry. A discussion was made with the architects to help cut some of the costs. He expects the deck to go down; a question was as to whether we need insulation in the floor. There are more questions about what can be done to reduce cost. Larry feels we are headed in the right direction. There will be an electric heater planned for the crawl space. It was discussed that the heater could be purchased and installed now. Opendore needs to have some way to monitor electrical use now.

3. Treasurer's Report:

Patricia Covert presented the Treasurer's report. No major issues this month.

Discussion followed:

Patricia still needs to contact someone about the audit.

Patricia has contacted an old friend who writes grants and has started her own business writing grants for local businesses, etc. For smaller nonprofits she charges 25-45 dollars per hour. She usually gives a quote for what she would do prior to beginning her job of writing and researching grants.

Do we pay for a subscription to get into grants?

Nancy and Betsy are going to Auburn to check out the free database of grants that we can access at the Chamber of Commerce. They will go early January. Then we will investigate whether we pay for a subscription to access grant information or pay someone to help us with the grants.

Patricia will contact Mike Long to see what he has to say about writing grants and what we can do. Patricia has decided that she will be leaving the Board in the near future, due to personal reasons.

Paid Bouley's, we need to pay the architect.

Bouley's, Larry Liberatore, and the architect go over all bills, and decide what has been done and what the cost is. This happens prior to the bill reaching us. Every bill is notarized. Each bill is notarized and sent to us for payment.

Connie Rejman made a motion to approve the report. Bess Simkin seconded the motion. So moved.

4. Library Director's Report:

See Lisa's report

Saxton's Electric came out and fixed the porch lights. Betsy suggested that we put the lights above the PO boxes on a timer or make it a motion sensor light.

Last week the furnace wasn't heating correctly. The furnace had a fan motor switch go bad. The fan was replaced.

Phil Collins submitted his summer mowing bill.

CME Associates the Building Inspectors bill came in for the construction build. \$817.65 it was a masonry inspection.

Book bill this month was more than normal due to catching up on purchases after the switch of book companies. We just got books from the new company, Ingram, that catches us up from Sept. – Nov.

We must approve what we are going to ask for with the Tax Cap in the upcoming year. It must be filed with the state so that we can apply for it. This does not mean we need to ask for the total amount, it just means we can ask for up to the amount we vote upon. Patricia Covert moves that we ask for \$10,000 Connie Rejman seconded it. So, moved.

FLLS – Every year they ask for libraries to donate to the downloadable e-books and audiobooks available through the Libby app. We have been giving \$1,000 for several years. Betsy Donald made a motion to give \$1,000 to FLLS toward purchase of these items, Patricia Covert seconded it, so moved.

We received \$2,000 for a collection development grant from FLLS.

The Annual appeal letters went out.

5. **Things to discuss:** Lisa

6. **Old Business**

Emerson Foundation Board decides on the grant requests this month

7. **New Business**

Discuss Director and Staff Salaries for 2026. Executive Session. Board members only, please.

8. **Next Meeting:** January 12, 2025

Meeting Adjourned at 8:25PM

Library Director's Report

(Lisa Semenza)

December 8, 2025

November 11 – *Library was closed for Veteran's Day.*

November 18 – *Saxton Electric changed out the porch lighting fixtures. The one by the library door wasn't really shining and the one focused on the PO boxes was strobing. This cost \$242.12.*

November 20 – *UPK Story Time held at Emily Howland.*

November 25 – *No Story Hour because Southern Cayuga was closed for Thanksgiving break. This will also be true during the 2 weeks of Christmas break, the February break, and spring break.*

November 27 – *Library was closed for Thanksgiving.*

December 2 – *Annual Appeal mailing went out.*

December 3 – *Southern Cayuga Book Club met at Aurora Library to celebrate the holidays with a cookie exchange and plan the reading list for 2026. There were 14 people in attendance.*

December 4 – *Literacy Committee meeting held at Emily Howland to work on planning "I Love to Read Month" in February.*

December 4 – *We received our bill from Phil Collins for mowing this summer for a total of \$350 which is \$175 less than last year.*

December 5 – *Our second payment to Bouley was dropped off. This is for \$129,200.*

Ongoing issue resolved

We have begun receiving books ordered through a different distributor (Ingram) after Baker and Taylor went out of business in October. We have added 103 items to the shelves in November and December so are catching up for what was not received in Sept and Oct.

Upcoming

December 25 - Library closed for Christmas

January 1 – Library closed for New Year’s Day

Hazard Library Construction Meeting Notes December 8, 2025

Larry Liberatore

- Foundation work is complete and steel framing is complete. Crawl space tented for proper curing of masonry work. Also, good environment for continued work in progress.
- First Floor framing is in progress.
- Capstone details for patio are still pending.
- Change to foundation the wall: 8” reinforced CMU with spray foam insulation between the existing stone foundation wall and the CMU wall. *Note cold weather may delay installation unless temporary heat is provided.*
- Installation of the electrical duct bank from the south utility pole will take place. HKK consultant will follow up with NYSEG to secure permits prior to Bouley installing the underground conduit encased in concrete.
- Electrical Unit Heater planned for permanent installation will likely be installed in crawl space to condition space through winter. Electrical usage to be monitored.
- Access door into crawl space will be located in southwest corner from Opendore basement.

Use of basement for MEP work: discussion on site with HKK/MEP took place 10/12 with ideas discussed. MEP consultant submitted a revised “sketch” to reflect on-site discussions. Final agreement with HSSM pending. Moving heat pump units out of Opendore basement and into library space on each floor. The units should fit within chases previously planned for running ducts vertically.

Doors for access to each unit will be added.

ERV will move as well to a mutually acceptable location.

All details and coordination will be worked out during second phase.

- Next project meeting is scheduled for Monday, December 15, at 1:00 PM.