

Hazard Library Association Board of Trustees Meeting
Minutes
Opendore, Monday, January 12, 2026

The meeting was called to order at 6:38

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

Minutes to the November meeting- Lisa will add Larry Liberatore's report before it is posted.

Betsy Donald made a motion to approve the minutes; Connie Rejman seconded it. Motion carried.

Minutes to the December meeting

- Kathie had a correction that needs to be corrected (“An important take away for her was the clear explanation of what the Board of Directors is”)
- Connie Rejman made a motion to approve the December minutes with the correction, Bess Simkin seconded it. Motion carried.

Brief Construction Update: Larry Liberatore on Zoom

- See Larry's report (attached)
- Larry would like a follow-up meeting with Nancy, Lisa and anyone else interested. In regard to contract closure procedure and what is coming in the next phase.

Treasurer's Report: Patricia Covert

- Annual appeal seems to be going well. \$8,210 building funds have been donated so far. \$4,130 for ongoing expenses has been donated so far.
- We will be able to utilize TechSoup to get Quick Books at a discounted rate, approximately at the cost of what we were paying for one month.
- Patricia talked to Jay Engels about doing our audit. He can do an internal audit, and can give advice on QuickBooks, but he cannot write a letter to the state. He has done the library's audit in the past. Lisa will check with FLLS to make sure an internal audit is all that we need. Betsy Donald made a motion that that Jay Engels should do the audit, Connie Rejman seconded it. Motion carried.
- Patricia Covert will contact Mike Long for any fund-raising ideas, etc.

Budget Approval-

- Patricia and Lisa have not had a chance to work out the budget yet for next year. We will talk about the budget at the next meeting.

Library Director's Report: Lisa (See the Director's report attached)

- Lisa stated that we had an all-time high attendance at Book Club last month.
- Primrose Kirk will be with the library thru March, but we need to look at hiring someone especially for Saturdays. Met with JOC. Lisa submitted the T-Mobile grant. FLLS (Jenny) can help us look for grants

as well. Betsy and Nancy will be going to the Chamber of Commerce in Auburn to look at the grant database for available grants.

- Sandy (Aurora Library) and Lisa (Hazard Library) will be using funds from a Rosen Grant together again this year for collaborative programs with the school district and food pantry.
- Annual report is due at the end of February.

Old Business

- Emerson Foundation Grant- we received and have deposited. \$50,001
- Fundraising- We need to get out and talk to people, Joint Operating committee talked about naming rooms for certain donation amounts, possibly a donation for a brick in the fireplace. We only received 3 responses from the letters to the farms and local businesses.
- Joint Operating committee- discussed a bridge loan to get us through the process of the building.
- Mike Long has suggested reaching out to the Columbian Foundation, Metcalf Foundation, the NYS environmental fund, and the Allyn Foundation. Seymour Library has a book that has all the foundations listed.

New Business-

- Do we put an add in the SCCS Musical? – yes.
- Annual Meeting—Focus on 130th anniversary, history of Hazard. Date TBD
- Book Sale dates set -July 25th- August 8th, 2026, Set up the week prior, Lisa will contact Doug's Fish Fry to come during the book sale.

Next Meeting- February 9th, 2026

Library Director's Report - January 12, 2026
(Lisa Semenza)

December 16 – UPK Story Time held at Emily Howland.

December 25 – Library was closed for Christmas.

December 30 – T-Mobile Hometown Grant submitted. This could be up to \$50,000.

December 31 – Cailin's last official day of employment.

January 1 – Library was closed for New Year.

January 6 – Primrose Kirk had her first shift at the library. Kathy trained her on use of Polaris circulation system.

January 7 – Construction Project Meeting held. Larry Liberatore reported that phase 1 work will be reaching substantial completion by the end of the month.

January 7 – Southern Cayuga Book Club met at Aurora Library to discuss "O Pioneers!" by Willa Cather. There were 17 people in attendance which we believe is an all-time record.

January 9 – JOC meeting

Review of Annual Appeal

- We have received 50 responses.
 - 3 were on PayPal
 - 3 Farms responded (\$3,000 for building and \$75 for ongoing expenses) – No other businesses responded. **We need to approach them in person.**
- We have received \$\$8,210 toward the building fund and \$4,130 toward ongoing expenses.

Other Funding Received

- FLLS Collection Grant - \$2,000 to be used toward our book budget.
- Cayuga County Funding - \$3,500 toward general expenses.
- Emerson Foundation - \$50,000 toward the building fund.
- School District Tax Funding - \$69,325 toward general expenses

Changes in Expenses

- Through TechSoup we will only have to pay \$80 for QuickBooks this year (not \$840)
- We have also been exploring buying stamps from retail rather than PO which is cheaper.

Upcoming

January 19 – Library closed for Martin Luther King, Jr. Day

January 27 – UPK Story Time

January 28 – Community Foundation of Tompkins County Library Grant (what we always refer to as “Rosen”) is due. This grant gives us funding for Summer Reading and collaborations with Aurora Library, SCCS, and King Ferry Food Pantry.

February 20/21? – Annual Report due to FLLS

Hazard Library Addition to Opendore HSSM Construction Project Meeting Notes January 7, 2026 by Larry Liberatore

Work To Be Completed

1. Electrical service, including grounding to steel columns, water supply, and grounding loop still require clarification from HKK electrical engineering consultant (IDP). Permission from NYSEG that south pole can be used still not confirmed (IDP).
2. Storm drainage routing from downspouts and daylighting to the east was discussed and clarified. Work to be performed by Bouley includes underground piping, connection to existing downspouts, and installation of risers for connection to phase 2 downspouts. Storm piping will not pass through crawl space.
3. Crawl space heating discussed to ensure temperatures remain above freezing. Guy placed a thermostat in the crawlspace with a remote readout, which is currently showing temperatures at 39° F. Bouley will install the permanent electric unit heater (EUH-1) indicated in Construction Documents (CDs) and will connect to an existing HSSM circuit until it can be connected to HPL service. Some means of monitoring usage will be determined. HPL will be responsible for electrical usage reimbursement to HSSM.
4. It was agreed that smoke/fire detectors be installed in crawl space. HSSM will contact their service provider to extend current system into crawl space. Units are not hardwired, so it's a matter of placing new unit(s) in the crawl space and connecting to the existing smoke/fire notification system. Expected to be minor cost to HPL.
5. Thorough cleanup is required once all work is completed in the existing building.
6. Outlet on south side of existing building will be disconnected.
7. Site cleanup will take place when exterior work is complete.
8. Temporary fencing will remain in place to avoid any potential for unauthorized activity on site and, in particular, to prevent access to floor deck.
9. Construction access drive will remain in place. Temporary pavers will be installed, or compacted fill will be placed to provide continuity of pedestrian walkway.

Work To be Omitted

1. Concrete patio installation will be delayed until next phase. Backfill will be placed to cover foundation wall.
2. Foundations for entrance canopy will be eliminated until next phase.
3. Penetrations in existing HSSM south wall have been eliminated with changes to HVAC system previously discussed.