

Hazard Library Board of Trustees  
Minutes to the Meeting  
September 11, 2017  
Call to Order 7:08 PM

**Attendance:**

- **Trustees:** Denise Littlejohn, President; Laura Talcott, Treasurer; Nancy Hart, Secretary; Kathy Button, Ron Buxenbaum, Betsy Donald, Doug Hastings, Kathy Kirk
- **Staff:** Lisa Semenza, Director
- **Guests:** Scott Gross, Carolyn Littlejohn, Connie Rejman

**Book Sale:** Welcome to our wonderful book sorters.

- Scott is pleased to report that we broke the \$5000 mark this year. He wishes that we could attract more Ithaca people to the sale, maybe advertising in the Ithaca Journal, putting posters and signs south toward Lansing and Triphammer Road, posters in the Tompkins County Library. We could also post at the Skaneateles sale. We need to purchase more signs, so that we can cover more territory.
- Buyers were very complimentary about the number of books, set up, cleanliness of the books and organization.
- Asked about what they should do with romance novels. They do sell at our sale. We suggested that the sorters use their own discretion and be more selective in keeping only the best of the romance novels for sale. The rejects can either go to the man who burns them in his furnace, or be recycled. In order to recycle hardcover books in Ledyard, the covers must be removed.
- We should have a bin at E.H. for discards. Let's ask the burner man how much paper he needs to make it worth his picking it up.
- Doug put signs on the collection boxes tonight, stating what materials are not acceptable.
- Scott can take the video tapes left so far to the Ithaca sale.
- We can try advertising early that books will be accepted until a certain date just before the sale, that they won't be accepted during the sale, and that we will again be accepting donations as soon as the sale is over.
- Clean up went very well.
- Jackie D. found Debi Lampman's missing table at the firehouse, and returned it to her.
- We need to advertise at Bluefield Manor. They mistakenly called Hazard Branch in Syracuse to find out about our sale, and were told there was no sale. They would bring a van-load of shoppers. We should advertise at Westminster Manor as well.

**Business meeting** began at 7:28 pm.

**August 2017 Minutes:** Doug moved and Ron seconded approval of the August minutes. Approval carried.

**President's Announcements** Congratulations to the library staff on a hugely successful summer program. Thanks to the Firehouse. Lisa reported that they gave away 40 ukuleles. Many adults want to do the ukulele lessons next year.

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

- Cardholder list purging: Usually, only people who have moved out of the FLLS area are purged. There are benefits to keeping people who owe fines on the list.
- Polaris has a new platform called LEAP. It is accessible on tablets and other devices as well as computers, and can be portable.
- Lisa really enjoyed the Assoc. of Rural and Small Libraries conference. She met someone there who was at Geneseo while she was there. A "small" library is any library serving an area with a population of 25,000 or less. In FLLS, all libraries but TCPL and Auburn are small.
- Lisa and Linda's registrations for the FLLS Annual Meeting are paid by the library. This is already in the budget.

### **Treasurer's Report**

- Post Office Box Fee is \$56. \$446.25 is the monthly post office rent payment.
- Our income through August 2017 is somewhat higher than last year, but the amounts are very similar.
- We usually receive the School District library tax funds near the end of the year.
- The Friends Meeting has been paid for the use of the Meetinghouse, \$125 for this year and \$300 for the past 3 years. (Checks for those years were never cashed. Had been sent to the wrong address.) We had a 6<sup>th</sup> program in the meetinghouse, not requested at the beginning of the season. Kathy B. moved that we give the Friends another \$30 for this extra day of use. Laura seconded. Motion carried. Ron will find out where it should be sent.
- Betsy moved we approve the Treasurer's report. Ron seconded. Motion carried.

**Audit:** See attached.

- Laura talked with Mr. Engles, and asked our questions from last meeting.
  - ✓ "Opinion" is an audit term for the audit report.
  - ✓ He includes the statement "I may decline to finish the audit" to cover our not providing enough information. We would not then pay for the audit.
  - ✓ An audit financial statement, form 990 and letter would be included in the final report.
  - ✓ The audit would be completed by 12/31/17.
  - ✓ The original quote was for a 6 year audit. Would be less expensive if we only include one year.
  - ✓ Based on cooperation of the treasurer and good records, there should be no extra costs.
- Denise asked for Laura's opinion on which firm to hire. Based on communication alone, Laura would choose Cuddy and Ward. Cuddy and Ward are very reputable, and Laura and Denise are more comfortable with them. Engles is also reputable and has done audits for other nonprofits.
- Nancy moved we go with Jay Engles on the condition that we check with his references and get positive responses. Kathy B. seconded. Motion carried.
- We discussed whether to take the audit back one or six years. Denise stated that for our small library, an audit is a best management practice, and although it does get flagged in the annual report, it hasn't been required.
- Nancy moved that we authorize spending up to \$1750 to Jay Engles for an audit of Hazard Libraries 2016 financial records. Betsy seconded. Motion carried.

**Investment Update:**

- Doug contacted Tompkins Trust, who use LPL Investments. A representative is willing to come to a board meeting to talk about our situation. Maintenance fees are about 1.5% annually. The representative would look at our monthly statement.
- Kathy B. reported that she believes Blue Ocean's maintenance fees are 0.75%. She will check again, and check with Pinnacle Investments.
- Doug will invite the LDL representative to attend our next board meeting, 10/2, at 7 pm.

**Bike Racks:** Bikes are not such a problem now. Discussion tabled again. Kathy K. saw a book-shaped bike rack at the Cazenovia Library.

**Firehouse Donation:** Last year we gave them \$100. Betsy moved that we pay the fire department \$200 for our use this year. Kathy B. seconded. Motion carried.

Doug suggested we ask the fire department to have a chicken bar-be-cue or Doug's Fish Fry during our sale.

**Book Sale Thank You Gifts:** Nancy moved we give Connie and Carolyn each a \$75 Amazon gift certificate and Scott a \$100 Aurora Inn gift certificate. Betsy seconded. Motion carried. Kathy B. will purchase the certificates and write thank you notes.

**Staff Wish List:** Denise asked Lisa for highlights: The overhead lights don't match, and flicker, a separate light over the desk would be useful, and some of the dark corners need brighter lighting. Ron noted that the firehouse updated their overhead lights to LEDs, using a program which encourages this conversion. Ron will check on this. He will also ask Saxton about the other lighting needs. Funding can come from Nozzolio monies. We will discuss other issues at the next meeting.

Next meeting: 10/2/17, 7 pm at the library.

Nancy moved and Kathy B. seconded we adjourn. Meeting adjourned at 9:05 pm.

Attachments: September Director's Report, Cuddy and Ward response to audit questions.

**Library Director's Report**

(Lisa Semenza)

September 11, 2017

**August 17 – FALCONS Meeting held at FLLS.**

- Out of a nationwide search, candidates for TCPL's new director were narrowed down to Lisa Carr (Auburn) and Annette Birdsall (Trumansburg). Annette will be the new director beginning on 10/11.
- Polaris (circulation) is moving toward using a more web-based platform called LEAP. It is portable and can be used on tablets so can be used at remote events. Linda and I are attending a training in Weedsport on 9/27.
- There will be no increase in the Polaris fee for 2018.
- They are looking to redesign the PowerPac (what the public uses online to order books, etc).

- There was a lot of discussion regarding purging patrons who may owe fines.
- Representatives from Innovative/Polaris were there to answer questions during lunch.

**August 21** – The Solar Eclipse – We were able to give out 27 pairs of glasses.

**August 22** – The Physics Bus was a huge hit.

**August 26** – I did a story and craft activity at the Finger Lakes Mall “Wizard of Oz” event. Although my part had few participants those that came were huge fans of the movie.

**August 31** – We had the Ukulele Camp final concert as a benefit for the King Ferry Food Pantry. It was well attended and we ultimately gave 40 ukuleles to participants. All of our programs had increased attendance this year. We have most of next summer planned out already (“Libraries Rock”).

**August 31** – Amanda, from FLLS, attended the Ukulele Concert and then stayed for the afternoon at the library. She worked, I worked, we made some changes to the website, she trained me on Overdrive e-content purchasing. She is spending some time at each library.

**September 5** – Book Club held at Aurora Free Library to discuss “The Double Bind” by Chris Bohjalian. In October we will read a book related to Harriet Tubman as part of a Cayuga County Read organized by Lisa Carr through a grant.

**September 6-9** – *Association of Rural and Small Libraries Conference* in St. George, Utah.

**September 19** – First day of Story Hour

#### **Items to Discuss:**

#### **Upcoming:**

**September 14** – Youth Services Advisory Committee meeting

**October 13** – FLLS Annual Meeting (Seneca Falls Country Club) – **Does anyone want to go?**

#### **Cuddy and Ward response to audit questions:**

Hi Mary Beth,

Thank you for sending the "Proposal for Auditing Services for Hazard Library Association, Inc." Our board of trustees had an opportunity to review your proposal on Monday 08/08/2017. We are confident in your firms experience and ability to effectively perform our audit. Before we can come to a decision to accept your proposal we would like to clarify a few areas of concerns.

**Upon reviewing the proposal, the following questions we have are:**

1. Page 5. Audit Work Plan: "We will work with your previous auditing firm to gain an understanding of the beginning balances..."

I am unaware of any past audit history... **Are you able to find out if/when and who performed our last audit? I don't have a way to determine that. If you have not had an audit in the previous year, we would just gather beginning balance information, such as 12/31/15 bank statements, etc.**

2. Page 7. Fees: I understand your fee (\$4,000) is inclusive of all routine consultation including; phone calls, routine correspondence and meetings during the contract period. -- **What constitutes a "non-routine consultation" billed at the per hour rate of the firm (\$75 to \$140/hour)? Non routine consultation would be things outside of audit testing/financial statement preparation/and board discussion. There are not many things that I charge for in this area, however there are times where we may be asked to prepare additional reports, and if those reports take more than a couple hours we would bill for it. Ultimately if you need assistance, and it takes greater than a couple hours or becomes very frequent we would bill for it.**

3. Page. 2 : You would anticipate having the audit completed no later than 45 days after being notified the books are closed for the year ending December 31, 2017. We initially anticipated having audited financial statements for the year ending December 31, 2016 including the previous six years...**Can you please clarify if you are able to perform an audit before year end 2017? Most times it is only productive to audit a current year. The information is not useful for that far back. I would be able to perform an audit for the period ending 12/31/16. If the books are closed for 12/31/16 I could begin the audit in September and finish within the 45 day window.**

Please feel free to call me at anytime if you would like to discuss these questions. **I hope that this helps**