

## Hazard Library Board of Trustees

### Minutes to the Meeting

February 12, 2024

- Members Present: Nancy Hart, Bess Simkin, Betsy Donald (zoom), Pat Berry (zoom), Patricia Covert, Connie Rejman. Excused: Sonjia Turner.
- Staff Present: Lisa Semenza.
- Meeting called to order at 6:40
- Approval of the Minutes to the January Meeting: Patricia made a motion to approve the January minutes. Connie 2nded the motion. Motion carried.
- Pat moved that we offer Kathie Garnsey a board position. Connie 2nded the motion. Motion carried. Kathie whether board members are covered by liability insurance. Lisa will investigate this.
- Treasurer's Report – Patricia:
  - ✓ Patricia shared January's Profit & Loss Report and Balance Sheet
  - ✓ Our Capital Group Investment account is up \$7000
  - ✓ Budget Document is not complete. We will approve it by email.
  - ✓ Connie made a motion to approve the Treasurer's Report. Bess 2nded. Motion carried.
- Director's Report – Lisa:
  - ✓ See her report, attached.
  - ✓ Lisa has contacted Cole about the filing of the abstract for our lease with Opendore. She is still waiting for a response.
  - ✓ Someone donated a box of lovely handmade bookmarks to the library.
  - ✓ Hoping to have an author's visit at Emily Howland on March 12.
  - ✓ February 29<sup>th</sup> Books and Breakfast Event at Emily Howland was a success.
  - ✓ Annual Report to the State: Connie moved that we approve it. Betsy 2nded. Motion carried.
- Things to Discuss – Lisa:
  - ✓ Continuing Education Requirement for part-time employees.

Discussion – there doesn't seem to be a system policy. 4 hours was suggested. This was acceptable and we decided to add it to the Continuing Education Policy. Pat moved that we approve our Continuing Education Policy for Staff and Trustees, adding the requirement of 4 hours for part-time staff. Betsy 2nded. Motion carried.
- Old Business:
  - ✓ Doug's Fish Fry Fundraiser: Tuesday, April 2<sup>nd</sup>, 11-6.
  - ✓ Annual Meeting: Thursday, April 18<sup>th</sup>, 7 pm.
    - ❖ Maykayla Rockhold will speak about interning at the library.
    - ❖ We will introduce new staff and board members.
    - ❖ Update of Building Project
    - ❖ Share our Annual Report. Lisa and Patricia will work on a brochure.
  - ✓ Lisa, Nancy and Patricia met with Julia to discuss changes to the next phase proposal.
  - ✓ Capital Campaign:
    - ❖ \$2000 raised in January.
    - ❖ Fall Fundraiser Concert September 8<sup>th</sup> or 15<sup>th</sup>. Lisa will contact Jim V.

- ✓ Book Sale Dates: 7/27 – 8/10. Set up the week before. We discussed new signs. Agreed to purchase 25.
- ✓ Discussed Sexual Harassment Training, Trustee Training Requirements and finding new Board Members.
- February Fundraiser? No. April is soon enough.
- Next Meeting: March 11, 6:30 at Opendore.
- April Board meeting: April 1<sup>st</sup>, 6:30 at Opendore.
- Meeting Adjourned

Minutes submitted by Nancy Hart, President

### **Library Director's Report**

(Lisa Semenza)

February 12, 2024

**January 22** – Joint Operating Committee Meeting with Opendore (see attached minutes)

**January 30 and February 7** – Literacy Committee meetings –

- We are currently planning “I Love to Read Month” (including Book and Breakfast for 2/29).
- Plans are being finalized for visit to EH from author Jarrett Krosoczka on 3/12. Paid for by Rosen Grant 2023. Books have been purchased to share with students in advance.

**January 30** – UPK Story Time with winter theme

**January 30** – Met with our intern, Makayla Rockhold. Current schedule is for Tuesday AM as part of Story Hour and assist with circulation desk (Marcia Bakouris is also consistently volunteering during this time). Makayla will help plan and carry out programs. They are planning a fundraiser to be held at Wells. Makayla will work with Indigo to get a D and D night up and running (this may take place during a regularly closed time period to make scheduling work).

**January 30** – Kathy Kirk came in to sign paperwork and train on Hazard procedures.

**February 1** – Kathy started coverage at the desk. She will cover Monday and Thursday 9-1.

**February 1-2** – Registered for Virtual Conference through Colorado State Library. Will watch recorded sessions when available – Sessions of interest:

- Colorado's Spanish Speakers: Who They Are & How to Serve Them □ The Positive Power of Social Media for Rural Libraries □ Newsletters, Social Media, and Graphic Design -- Oh My!
- How do I build a successful Spanish collection at my library?
- Setting the Stage: Sequence Your Storytime
- Tips & Tricks to Get More Views on Social Media Posts
- Creative Learning and STEAM Activities

**February 5** – Nancy, Patricia, Larry Liberatore, and I met with Julia on Zoom to go over some questions related to our contract with HKK for the next phases of the construction project. She is revising the proposal.

**February 7** – Southern Cayuga Book Club met in Aurora. This month’s discussion was part of the Anne Frank Tree Community Read (“My Friend Anne Frank” by Hannah Pick-Goslar). There were 10 people in attendance. Other discussions (both in-person and on Zoom) are being held throughout the month.

**February 8** – Director’s Meeting held on Zoom

- New business manager (Carlos) is starting a week later than anticipated due to a broken wrist however will be available to assist with Annual Report
- FLLS did not participate in Advocacy Day in Albany on 2/7. Our focus will be on targeted advocacy to our own representatives and FLLS will assist with setting up meetings. Watch for email blast as well.
- Governor Hochul has proposed increases in library and construction aid
- FYI – Cortland Library has recently had some bad press related to homeless population and their relationship with the library. They are working with Auburn and Ithaca (3 largest libraries in the system) to address this problem together.

**February 10** – We celebrated “February” (Black History Month, Valentine’s Day, Chinese New Year, winter) for *Take Your Child to the Library Day*. We had 9 adults, 1 teen, and 5 children participate directly. We also gave out activities to Peachtown (11 students) and 2 grandparents (total of 6 grandchildren). **February ?** – We were gifted 2 ukuleles by Doug Collingwood

### Upcoming

**February 15-26** – Trifecta of Report Due Dates

- **February 15** – Rosen Grant 2023 Final Report (really it’s an interim) due
- **February 22** – Rosen Grant 2024 application due – We will continue our collaborations with Aurora, SCCS, and KFFP although the food pantry project is being scaled back.
- **February 26** – Annual Report due to FLLS to review before forwarding on to the state

**February 13** – Pre-break week book giveaway at EH (all students preK-6<sup>th</sup> grade during lunch periods)

**February 15** – FALCONS meeting on Zoom – I am going to ask Kathy to attend to represent us and hear some of the information.

**February 19** – Closed for Presidents’ Day

**February 20** – Break week program in AM – It may be related to ornithology or maybe just winter.

### Items to Discuss

- Continuing Education Policy – awaiting input from other libraries on number of hours requested of employees.