

Hazard Library Association Board of Trustees Meeting

Opendore, Sherwood, NY

Monday, January 13, 2025

PRESENT: Nancy Hart, Lisa Semenza, Kathie Garnsey, Bess Simkin, Patricia Covert, Betsy Donald, Connie Rejman, Pat Berry (Zoom).

EXCUSED: Sonjia Turner

The meeting was called to order at 6:40 p.m. by President, Nancy Hart.

SECRETARY'S REPORT: Connie Rejman motioned to accept the Secretary's report as corrected by Lisa. (Although the minutes reflect what Lisa said, Lisa stated she reported the number of working hours per month for staff incorrectly.) Patricia Covert seconded. Carried.

TREASURER'S REPORT: Annual appeal money is still coming in. Received \$2,200 in December, however, the total so far for the Operating Fund is \$5,585 and \$4,606 for the Building Fund. This is close to last year's annual appeal amount. Patricia now has checks for our Building Fund account. She reported that it was a fairly quiet month. Lisa and Patricia have worked on the budget and will continue to do so. A few line adjustments will be added and/or deleted.

A motion was made by Bess and seconded by Connie to accept the Treasurer's Report. Carried.

LISA'S LIBRARY DIRECTOR'S REPORT:

December 12 — Director meeting with Sarah Glogowski.

December 17 — UPK Story Time at school with Sandy doing a holiday theme.

December 20 — Q & A session regarding Rosen Grant (Community Foundation of Tompkins County Library Grant). We will be submitting for a similar collaboration between Hazard and Aurora Libraries, SCCS, and King Ferry Food Pantry. Due 1/31.

December 24 & 31 — Library closed for Christmas Eve and New Year's Eve.

January 2, 2025. — Email received from our lawyer (Cole Adams) — She reported the Abstract of Title had been received and Memorandum of Lease was being prepared.

*January 8. — The lawyer's office forwarded the bill from the Owasco Abstract Corp. This is to be split with HSSM. The total is \$710 for the abstract and tax searches.

*January 9 — We received the Memorandum of Lease and tax documents that need to be signed by Nancy and Guy and notarized, then returned to the lawyer's office for filing. There will be a fee of approximately \$200 for filing the documents with the county as they charge by the page.

January 7 — Story Hour resumed following 2 week break for the holidays.

January 7. — Library closed at 5:00 p.m. as per our weather closing policy. (If SCCS dismisses early or there are no afterschool activities, the library will close at 5 p.m.)

January 8. — Southern Cayuga Book Club met at Aurora Library. We will meet there January-June and at Opendore from July-December. There were 9 people in attendance. We finalized our reading selections for 2025 and the schedule is now being compiled.

* Southern Cayuga Community Read will take the place of the February 5 meeting. This is organized by the Anne Frank Tree committee.

* Each year, the Southern Cayuga Community Read brings neighbors and friends together to discuss a book that has local relevance while exploring timeless themes related to justice, freedom, and equity. This year, we will be reading Man's Search for Meaning by Viktor Frankl.

* The 2025 Community Read will consist of small discussion groups. We will be breaking up into small groups of participants and one moderator (either in-person or via Zoom) to share, reflect and discuss the book and how it relates to themes we see or feel in our own community. Everyone is invited to participate.

* Books are available at Hazard and Aurora Libraries.

* Moderators are meeting on 1/13 to plan discussion questions.

January 9 —The library was closed in the morning 9-1 as per our weather closing policy (If SCCS is delayed by 2 hours or is closed, the library will be open in the afternoon as planned at the discretion of the Library Director and/or the Library Assistant). We were open from 2-7 as usual.

January 9. — Director meeting with Sarah Glogowski.

* We need to approve NYS Prenatal Leave Law Policy. We can just use this general policy from the state unless we want to tweak it.

* We need to seriously discuss Lisa's pay structure to be hourly moving forward.

As per the state, and highly stressed by Sarah, "Salaried Exempt: There is some confusion concerning the federal strike down. A state salary threshold will trump the federal salary threshold if higher. NYS is higher and therefore Salaried Employees must make \$60,405.80 per year or \$1,161.65 per week in NYS. Bottom Line: If you are a library director and make less then you are no longer salaried. That means you are no longer exempt from overtime and if work more than 40 hours a week then you must receive time and a half pay."

FLLS is planning a workshop.

* State Report is open. There is a training on Wed. 1/22, however Patricia and Lisa will watch the recording. It is due to FLLS on 2/22.

January 9 - Annual Appeal update. — We have currently received \$5,585 toward operating expenses and \$4,606 toward the building fund. This included checks and PayPal payments made in both December and January so will look different in the budget report.

January 11 — Planned meeting of Cayuga County librarians cancelled due to many people being unavailable.

January 12 — Lisa and Patricia met to discuss the budget.

January 14 — Literacy Committee meeting at EH to plan I Love to Read Month in February. We plan to do our first book giveaway of the year on Tuesday, 2/11.

January. 20 — Library will be closed for Martin Luther King Day — we will have out Kindness Activities during the weekends of 1/18 and 1/25 in relation to this.

January 28 — UPK Story Time with a winter theme.

January 31 — 2025 Rosen Grant Application due.

February 11 — Book giveaway at EH during lunch periods.

February 17 — Closed for President's Day — School break is this week. — We will have Arctic Animal activities and books available.

February 22 — State Report due to FLLS — Patricia and Lisa will work on this.

February 27 — Family book and Breakfast event for EH students to culminate I Love to Read Month.

February ? — We anticipate going out to bid for contractor.

Items to Discuss:

*. Salaried vs. Hourly for Lisa:

* Hours/Rates for Kathy and Caitlin: The information reported in December was incorrect. We had actually been budgeting for 64 hours of coverage by Assistants.

* How do we want to cover Saturdays if no library staff are available?

* 2025 Budget

* Date for spring Doug's Fish Fry — did Pat contact the firehouse? Tuesdays 3/18, 3/25, or 4/8.

NYS Prenatal Leave Law Policy:

Patricia moved to accept the policy as written. Connie seconded. Carried.

Salary vs. Hourly Pay for Lisa:

Lisa adjourned as we discussed her salary. After discussion and suggestions by the group, Bess moved to approve making Lisa's pay at \$28.25/hour for 21 hours a week for 2025 which is \$30,849 per year. seconded by Patricia Covert. Carried.

Assistants' Salaries:

*Kathy now receives \$17. Her evaluation and \$.50/hour raise was not done after her 90 day anniversary, therefore, a motion was made by Patricia and seconded by Connie to raise her pay to \$17.50 retroactive to 90 days after her employment and a raise to \$18 per hour starting in January. Carried.

*Cailin will get a \$.50 raise after her 90 day anniversary to \$17.50 per hour as per the motion made by Nancy Hart and 2nded by Bess Simkin. Carried.

Saturday Coverage:

Occasional Saturdays may be covered by volunteers (Nancy Hart and Pat Berry mostly) when employees are not available.

Cleaner's Salary:

A motion was made by Connie and seconded by Patricia to increase the cleaner's salary from \$35 to \$40 per session. Our current cleaner, Jessica Brown, comes in every 2 weeks.

Doug's Fish fry: After a brief discussion, the group agreed that April 8 would be the best date for this fundraiser. Lisa will contact them with our date choice.

OLD BUSINESS

Opendore update is in Lisa's report.

Nancy needs to contact Guy to see if we have approval from the Commissioner for Parks, Recreation & Historic Preservation. Without that, we cannot move forward. Kathie Garnsey mentioned that Guy has checked and has not heard anything.

Sexual Harassment Training needs to be done again for 2025 as well as the two hours of training which is required for Board Members each year

Tax Cap Over Ride:

Lisa asked how much additional we want to ask for this year. Bess motioned that we ask for a \$7,500 increase. Connie seconded. The total requested would be around \$68,500. Carried. Lisa has filed the tax cap over ride form with the state.

The final budget approval will take place at the next meeting.

NEW BUSINESS

Microphone for the computer for zoom meetings:

Lisa will look for a new bluetooth microphone. Bess will ask others who are using them and see what they suggest.

NEXT MEETING: February 10, 2025 at 6:30 at Opendore.

Adjourned 8:18 p.m.

Respectfully Submitted,

Betsy Donald, Acting Secretary