

Hamlin Public Library  
Board of Trustees Meeting  
April 1, 2015

Members in attendance: C. Hungerford, J. Brightly, D. Emens, B. Beardsley, D. Rose, Town Liaison, K. Hughes-Dennett, Librarian.

Meeting called to order at 7:04 pm with a motion made by J. Brightly and seconded by C. Hungerford to accept the March minutes. Carried.

**Financial : C. Hungerford**

- At this time all completed projects are paid. There is some work still needs to be done, Carolyn has the estimates.
- From Joe Robach's tech grant we will have some new computers for approximately \$9,750.00
- Steve Basse will look into fixing drainage problems. The ceiling in the work room has been lowered and is solving the issues.
- Vouchers were signed at the meeting and Councilman Rose signed them as well. Town Board members now are to sign the monthly vouchers per the auditor.

Motion to accept finance report by J. Brightly, seconded by B. Beardsley. Carried.

**Director's Report: K. Hughes-Dennett**

- Kay's distributed her director's financial report with a motion to accept by J. Brightly, seconded by C. Hungerford. Carried.
- Regarding circulation we are 18 % above last years.
- There will be a MCLS Library meeting at our library on May 6, 2015.
- The Library's quilt squares project is in progress with many participants.
- Library employee Sarah Bowers has transferred to the Penfield Library.
- Kay has noticed a loose exterior box on the south side of the library. Carolyn will have Charlie look into it.
- Library grant: Kay and Carolyn are working on it.
- Regarding library policies, Kay will check with other town libraries and report to us if they have made recent changes.
- **Cleaner Michelle Chalker:** Kay will send along to the board the contract for review. Michelle is an independent contractor and currently is under contract to the Hamlin Fire Dept. at the Morton Fire Station. She will be cleaning the library bathrooms 3 times per week.
- Kay distributed hours and staffing. She will be shifting hours around based on Sara's departure.

**New Business:**

- **Trustee training in May.** Kay will try to schedule a session here in Hamlin in the early evening, 6:30 – 7:30. More to follow.
- **Furnace maintenance:** Carolyn has the bids, Isaac- \$1,150 and Betlam \$987.00. Kay will call and see if costs remain the same for next winter.
- **Bird Houses:** Dane will go to Lowes to see about getting 15 houses and 15 feeders for the project coming up in June.

**Town Liaison: D. Rose**

- Nothing new

**Friends of the Library:**

- Will be meeting soon and will let us know how the March spaghetti dinner went. Thanks to the many of the volunteers who pitched in.

Motion to adjourn at 8:30 pm by J. Brightly, seconded by B. Beardsley.  
Carried.

Respectfully submitted

B. Beardsley  
May 3, 2015

Hamlin Public Library  
Director's Report  
April 1, 2015

<b>March 2015</b>				
		<b>YTD 2015</b>	<b>YTD 2014</b>	
<b>Circulation</b>				
Charges	4,714	13,858	12,297	
Renewals	1,100	3,240	2,176	
<b>Total</b>	<b>5,814</b>	<b>17,098</b>	<b>14,473</b>	<b>18.1</b>
<b>New Cards</b>				
Adults	21	54	19	
Juv	12	15	6	
Juv-I	0	0	0	
Precip	0	0	0	
Restricted	0	4	1	
YA	1	1	0	
Shut-in	0	0	0	
Organizational	0	0	1	
Temporary	0	0	0	
<b>Total</b>	<b>34</b>	<b>74</b>	<b>27</b>	
<b>People Count</b>	<b>2,614</b>	<b>6,962</b>	<b>4,892</b>	<b>42.3</b>
<b>Books Purchased</b>	<b>182</b>	<b>406</b>	<b>583</b>	
<b>Donations Added</b>	<b>21</b>	<b>48</b>	<b>23</b>	
<b>Fines</b>	<b>\$465.36</b>	<b>\$1,359.75</b>	<b>\$946.61</b>	
<b>Fax</b>	<b>\$149.50</b>	<b>\$379.20</b>	<b>\$376.16</b>	
<b>Copier</b>	<b>\$128.05</b>	<b>\$460.55</b>	<b>\$247.65</b>	
<b>Hold</b>			<b>\$228.00</b>	
<b>Online Revenue</b>				
<b>Tape (or sheet)total</b>	<b>\$740.06</b>	<b>\$2,197.00</b>	<b>\$1,795.51</b>	
<b>Cash Register total</b>	<b>\$740.56</b>	<b>\$2,768.55</b>	<b>\$1,799.38</b>	

**April Children's Programs**

Munchkin Monday

**Discussion**

April 6, 13, 20, 27

**Thursday Night Story Time**

April 2, 9, 16, 23, 30

**Mega Block Duplo**

April 1, 2015

**Lego Club**

April 4

**Movie Day**

April 27

**Spring Craft**

April 11

**April Teen/Adult Programs**

**Tuesdays at Two Book**

April 21

**Craft Saturday**

April 18

**Hamlin Facebook**-Our Facebook page has been up 2 weeks. Check it out. I am really pleased with Jayme and Susan's work to get our page out there.

**Constant Contact Newsletter**-Our 2<sup>nd</sup> newsletter was published on 4/31/15. Our first newsletter had an open rate of 49% and our send, after 1 day had a 39% open rate.

**Website**-With Constant Contac and Facebook up and running, we will start working on a new website. I think this will be our most difficult task.

**State Library aid**- We had a wonderful surprise at our Director's meeting today! There is an extra \$5 million in the budget for Libraries! I don't know how that will trickle down to our level but we should see some of it.

**May Director's Council meeting**- The May Director's Council meeting will be held at Hamlin! I am very excited to have all my peers see our new building.

**Meeting room use**-We are having more not for profit groups using our meeting room.

Everything has gone perfectly so far and every user has been thrilled with the facility.

**Quilt project**-Last week, the Library Book Quilt project met for the 1<sup>st</sup> time here at the Library. They had 12(?) of the book themed squares completed and it will need 4 more squares to finish it before it can be pieced together. I think you will all be very pleased with the professionalism of the project. They hope to have it finished by the end of summer.

**Overdrive Magazines**- For those of you who like magazines, Overdrive has a new magazine borrowing service. It will allow you to download full content magazines just like you would download a book. Try it!

**Staff Member Resignation**-Sarah Bowers has left Hamlin for a full time clerical job at the Penfield Library. We will miss her and wish her the best of luck.

Respectfully Submitted,

Kay Hughes-Dennett, Library Director