

Hamlin Public Library  
Board of Trustees Meeting  
January 7, 2015

**Members in attendance:** D. Emens, C. Hungerford, L. Schuler, M. Ballerstein, K. Keck, J. Brightly, B. Beardsley, Town Liason – D. Rose, C.O.W. – C. Hungerford, Librarian – K. Hughes-Dennett

Meeting called to order by President Dane Emens

Motion to approve the December 2014 minutes, L. Schuler, seconded by K. Keck.  
Carried

**Financial Reports:**

- Final payment from the state grant should be coming soon. Carolyn has sent in all the forms for processing. Carolyn distributed the financial report for review.
- Construction account has been closed due to a \$20.00 per month maintenance fee when the account amount is under \$5,000

Motion to accept treasurer's report, J. Brightly, seconded by L. Schuler, Carried.

**Librarian's Report:**

- 2014 Voucher abstracts- Kay and Carolyn will meet with Norm on Thursday to go over the books for 2014.
- The surplus should be \$10,046.46.

Motion to approve Librarian's financial report: C. Hungerford, seconded by J. Brightly,  
Carried.

**Grants:**

- We still have the \$15,000 grant on hand.
- The \$100,000 grant from the state is still in the works.

**Lighting for the building sign:**

- Will be postponed until the spring.

**URL Website:**

- Is still in the works, Kay will contact the University to see if they can have someone assist us in setting one up and keeping it current.

**Update the last page of the Trustee Handbook:** Kay will meet with Bunnie next week.

**HVAC:**

- A motion to allow Charles Hungerford (COW) and Mark Ballerstein to use their discretion to complete the HVAC.
- Also, a motion for Carolyn to pay those doing the current work and holding back on CPL. Motion made by K. Keck, seconded by J. Brightly. Carried.

Motion to accept the MCLS contract, C. Hungerford, seconded by K. Keck. Motion carried.

**Whistle Blower Policy:**

- Kay distributed and we will look at and vote on it next month.
- We will vote on the 4 separate segments.

**Director's Report:**

- Circulation 26% above last year.
- Kay distributed her report on the monthly stats and expenses along with programs in progress.
- Planning tables: motion to purchase the planning tables, seconded by L. Schuler. Carried.

**Hold Fees:**

- A discussion was held regarding the fees at libraries near Hamlin and it was agreed that at this time we will not charge a fee. Kay does charge \$1.00 if the hold is not picked up.

Motion by B. Beardsley to approve the policy at this time, seconded by C. Hungerford. Carried.

**New Business:**

- Sue would like a template for the newsletter per Dane.

**L. Shuler:**

- Carrie Whipple from the Town of Hamlin Conservation Board and Lara Schuler would like to apply for an Ornithological grant from Cornell. They would appreciate support from the board.

Motion to participate, K. Keck, seconded by M. Ballerstein. Carried.

**Town Liaison D. Rose:**

- There have been 4 applicants for the Planning Board; interviews to fill that open position will be coming soon.

**Friends of the Library:**

- No book sale in February,

- Getting ready for the spaghetti dinner, usually held on the 4<sup>th</sup> Sunday of March.

Motion to adjourn at 8:16, J. Brightly, seconded by M. Ballerstein. Carried.