

Town of Hamlin Public Library
Board of Trustees Meeting
May 6, 2015

Meeting called to order at 7:00 PM by D. Emens

Members attending: Carolyn Hungerford, Dane Emens, Karen Keck, Jeannie Brightly, Mark Ballerstein, Lara Schuler, Town Board Member -Jennifer Goodrich, Librarian Kay Hughes-Dennett

April Minutes- Motion to approve J. Brightly, seconded C. Hungerford. Carried

Financial Report: C. Hungerford

- Carolyn reported projects are completed to date so no new checks have gone out.
- New monitors were purchased by Kay, but they should be paid for out of Robach grant.
- Question around RG&E bill. Carolyn paid but Kay did not receive. Carolyn will sort out with Norm.

Motion to approve report (pending corrections) M. Ballerstein, Seconded J.Brightly. Carried

Director's Report: K. Hughes-Dennett

- Circulation is 12% over 2014, highest in the county for the month, more cards issued than last year.
- Have 200 new books with 42 donations.
- On budget for estimated revenue. Due to MCLS recommending more library audits, board discussed how best to prepare. Contact other libraries that have gone through recent audits to help keep up with requirements, acquire a checklist to see what items would be checked.
- Susan appointed Library Assistant. Staff meetings are proving to be helpful and productive.
- To accommodate patrons who breastfeed, it is not required to display any signage but keep open to it.

Motion to approve report J.Brightly, Seconded M.Ballerstein.

Old Business:

- Loose electric box has been fixed.
- Grant status, all paperwork has been submitted, money is designated for Hamlin.
- Kay is making progress on email, newsletter, large number of people are checking Facebook page.
- New policies that have been board accepted to be sent to Norm for auditors.
- New cleaner Michelle Chalker is doing very well.
- Kay provided board with a template of staff and staff hours from January

through March 7, 2015

New Business:

- Carl Rath will be contracted to put lighting on front of building.
- Steve Baase provided plans for 20 new parking spaces and sidewalks estimated at \$52,000.
- Discussed how best to complete bird house project—still pursuing ideas, dates.
- Waiting on plans for landscaping library, to get advice from landscaping expert.
- Ceiling tile issue-need to replace tiles in back that have water damage and fix tiles in foyer. Charlie is seeking solution.

Town Liaison Report: Jennifer Goodrich is subbing for Dave Rose.

- Town Board is working on legislation for kennels and proper maintenance code.
- Increase in fee for use of Charlie Maier Lodge, make a resolution to designate the playground as a “no smoking zone”,
- Dave Maynard received “Extra Mile Award”, dog shelter getting some needed renovations, junk drop off is going on, brush pick up starts next week, Christine Yeager appointed to the Conservation Board, there are 2 vacancies on the recreation board, some consideration in making a “Friends of Hamlin Recreation” group.

Friends of the Library Report:

- No meeting in April, no updates at this time.

Adjournment 8:30 pm Motion by J.Brightly, Seconded C.Hungerford Carried.

Respectfully submitted,

Karen Keck, Acting Secretary
June 2, 2015

Hamlin Public Library
Director's Report
May 6, 2015

April 2015			
		YTD 2015	YTD 2014
Circulation			
Charges	4,929	19,023	16,770
Renewals	1,011	4,251	3,028
Total	5,940	23,274	19,798
New Cards			
Adults	23	77	24
Juv	6	21	7
Juv-I	0	0	0
Precip	0	0	0
Restricted	4	8	1
YA	2	3	0
Shut-in	0	0	0
Organizational	0	0	0
Temporary	0	0	0
Total	35	109	32
People Count			
	2,899	9,861	6,560
Books Purchased			
	200	606	780
Donations Added			
	42	90	33
Fines			
	\$548.35	1,908	\$1,197.21
Fax			
	\$161.00	540	\$576.91
Copier			
	\$198.60	659	\$311.90
Holds			
			\$358.00
Online Revenue			
Tape (or sheet)total			
	\$907.94	\$3,104.94	\$2,441.11
Cash Register total			
	\$907.94	\$3,676.49	\$2,447.03

Children's programs

Munchkin Monday Story Time

Discussion

May 4, 11, 18

Thursday Night Story Time

May 7, 15, 21

Adult Programs

Tuesday's at 2 Book

May 19

Library Audits-MCLS is recommending audits by an independent auditor each year. NYS is doing more audits in the state, so the chance of an audit on any given library is rising.

Breastfeeding in the Library-One of our patrons would like to have a sign posted stating "Breast feeding is permitted in this facility." It is already legal in NYS to breast feed in public building.

Susan Carlson-Susan has been appointed as a Librarian assistant! We are all very happy.

Cleaning service- Michelle Chalker from Save Time Cleaning Service is wonderful. The Library looks so much better since she started.

Library Fines-It looks like we are on track to be at or near our estimate for library fines for 2015.

Circulation and door count-Our numbers show the highest increase in the county this month.

New Library page-Selah Martek has been hired as our library page. She will make everyone's life a lot easier.

Library Clerk replacement-I would like to start interviewing to hire a clerk to replace Sara who left last month.

Staff meetings-Our staff meetings have been very productive. Last month the staff

moved the fiction, BOCD, paperback and DVD sections. In June we plan to brain storm and then prioritize we would need that would make the library run better. There won't be any big ticket items, I don't think!

Library Director's meeting-We had the MCLS Director's Council meeting at our library today. Everyone was very impressed with the building and like the interior and the layout of the interior. It was fun showing off the library to my peers.

Quilters-Our "book" quilters are moving along and should be done by midsummer (no pressure)! The quilt will be beautiful when finished.

Submitted Respectfully,

Kay Hughes-Dennett, Director
Hamlin Public Library