

Hamlin Library Board of Trustees
Meeting Minutes
For July 2, 2014

Meeting called to order on July 2, 2014 at 7:09 pm.

Members in attendance: D. Emens, C. Hungerford, K. Keck, B. Beardsley, S. Evans, D. Rose, K. Hughes-Dennett.

Motion made by K. Keck to accept the June 2014 minutes, seconded by C. Hungerford.
Carried

• **Treasurer's Report:**

- Refer to Carolyn's sheets.
- Carolyn asked D. Rose to have monies transferred to us with a resolution from the town board. Dave will contact Tim Hungerford for the proper wording for the resolution.
- A discussion was held around signs versus shelves. It was decided to hold off with a decision until we see where we stand meeting our expenses.
- Moving Company selected. Corrigan was the lowest bid and includes moving and setting up computers. 100 packing boxes were also purchased to aid the staff in moving and storage. A motion was made by D. Emens for Corrigan to be the mover, seconded by K. Keck. Carried. This move will take 4 days and is scheduled to take place the Tuesday after Labor Day.
- Circulation desk will come from Brodar, along with 7 tables, 2 shelving units and 2 chairs for a total of \$19,621.52. This includes delivery and installation.
- Carolyn listed for us the bills we have paid this month.

2. Clerk of the Works:

- The report was read and discussed as to the current schedule.
- A recommendation was made to purchase the extra window shutters needed for the north and south sides of the building for \$400.00. Motion by K. Keck to purchase, seconded by D. Emens. Carried.
- A motion was made by C. Hungerford, seconded by D. Emens to select and approve Carl Rath/West for the security system package and installation for the amount of \$38,083. Carried.
- Dane will order the sign for the front of the building after July 4th. Lighting for this sign can't be done at this time, but we will revisit it at a

later date.

3. Kay's Monthly Finance

- The report was distributed to board and a Motion to accept, was D. Emens, K. Keck seconded. Carried.

4. Director's Report.

- Note: charges and renewals are down across the county. Seymour library is reducing their holds to \$.50 and not using fees until December of 2014. The board will visit this issue at our next month's meeting.
- Record storage for the library. D.Rose will contact Audit and Control regarding records to keep and duration for some.
- Robach grant of \$15,000 Kay had ordered what she needs and the amount spent is just under the grant. The price of the people counter at this time is \$1,245.00.
- Regarding the library closing date: Kay would like 2 days prior to the moving date to pack. She is suggesting August 28 and 29th. The last day for the library prior to the move is August 27th. Motion made by D. Emens to approve, seconded by B. Beardsley. Carried.

5. Town Liaison: –

- There is nothing to report at this time

Motion to adjourn at 9:00 pm by D. Emens, seconded by K. Keck. Carried.

Respectfully submitted

B. Beardsley

July 4, 2014

Hamlin Public Library
Director's Report

June 2014			
		YTD 2014	YTD 2013
Circulation			
Charges	3,648	23,971	27500
Renewals	650	4,452	6269
Total	4,298	28,423	33769
New Cards			
Adults	4	34	65
Juv	1	9	18
Precip	0	0	0
Restricted	0	1	2
YA	0	0	1
Organization	0		0
Temporary	1	1	0
Total	6	45	86
People Count	1,713	9,721	12874
Books Purchased	10	910	1042
Donations Added	138	182	76
Fines	\$ 306.60	\$1,736.31	\$3,314.81
Fax	\$ 181.45	\$ 940.86	\$ 596.20
Copier	\$ 83.10	\$ 485.27	\$ 405.91
Holds	\$ 147.00		
Online Revenue			
Tape (or sheet)total	\$ 718.15	\$3,808.58	\$4,434.08
Cash Register total	\$ 718.10	\$3,814.64	\$4,444.83

July 2, 2014

June Program for Children

Munchkin Monday

June 30

June Program for Adults

Tuesdays at 2 Book Club

June 15

Hold Fees-The Brockport Library has decided to drop hold fees to \$.50 for the summer not to charge hold fees from September to December. The Parma Library lets patrons buy a card of 9 holds for \$5.00 for use only at Parma. We may need to consider the practical implication of libraries undercutting our hold fees. Essentially, we are back to the point we were in 2011 when we were undercutting their hold fees. Any thoughts?

Record keeping-I need to have some guidance in what records we need to keep and for how long. With the move coming up we should probably start going through old records and getting rid of things we don't need.

Town policy-We have just received the first Town of Hamlin Employee Handbooks. Employees need to sign for the books and agree to read the handbooks.

Building Security-Will the security the company need to use our old server? If they are we will need to, we will have to have the server cleaned of Library stuff.

Closing date-I need to know the date the library expects the movers to come. If possible I would like to close 3 days before that day to work on the final boxing of the things we will be using up to the end and to dispose of anything else we will not take to the new building. I would have 3 staff members work during this time.

Respectfully submitted,

Kay Hughes-Dennett, Library Director