

Board of Trustees Minutes

January 5, 2011

Trustees Present: Bott, Brightly, Evans, Hungerford, Parker, Plovanich

Trustees Excused:

Also Present: Tom Breslawski (Town Board Liaison), Kay Hughes-Dennett (Library Director), Lori Moses (Friends of Library President)

Call to Order: President George Bott called the meeting to order at 7:01 pm.

1. **Minutes:** The Chair entertained a motion to approve the December 1 st, 2010, minutes at written by Sue Evans. Parker moved, Hungerford seconded. Passed.

2. **Financial Report:** Hughes-Dennett provided the year end budget and expense figures, which included a favorable balance overall.

Hungerford gave the Treasurer's Report concluding that no further action is needed at this time.

Parker moved, Evans seconded, to accept both the Director's Financial Report and the Treasurer's Report as delivered. Passed.

3. **Director's Report:** Hughes-Dennett distributed the figures for the pertinent library data. Circulation and People Count in 2010 ended even with 2009, which is contrary to the general trend throughout the Monroe County system.

There was discussion about installing a Knox Box at the Library to assist emergency responders with access to the Library. It was moved by Parker and seconded by Hungerford to implement the Knox Box system if approved by the Hamlin Fire Chief and if it if there is a one-time expense of no more than \$300. Passed.

4. **Old Business:** With regard to expansion of library services to Senior Citizens, Hughes-Dennett has contacted the area churches, the coordinator of the Hamlin Seniors and president of the Hamlin Seniors.

Strategic Plan: With regard to securing different library space: The architectural firm, Clark, Patterson & Lee, has submitted an estimate and description of services to evaluate 2 properties in Hamlin that might be used as Library Space.

At this point the regular Board meeting went into Executive Session.

When the regular meeting resumed, Evans moved and Parker seconded to proceed with Clark, Patterson & Lee's proposal, contingent on the Hamlin Town Board's informal approval to move forward on the space expansion investigation. Passed.

5. New Business: Parker spoke on behalf of the Nominating Committee and presented the following slate of officers for 2011:

President: Sue Evans

Vice-President: Pinky Parker

Secretary: Jeanne Brightly

Treasurer: Carolyn Hungerford

The Chair called for one vote. Parker cast one vote. The slate will begin at the March meeting, per the By-Laws.

Jama Koester was recommended to fill the vacant Library Board position. Following brief discussion, it was agreed that Jama should be offered the position.

With regard to Performance Appraisals for the Library Staff, the President will review Performance Appraisal format with the Director and then a plan will be devised for administering the Appraisals to the Staff.

6. Town Board Liaison Report: Town Supervisor has appointed Bob Kruger as Town Historian.

7. Friends of the Library Report: Lori Moses introduced herself as the new President of the Friends of the Library volunteers. The goal for the Friends in 2011 is to increase active membership. There are currently 2 fundraisers: the Spaghetti Dinner and the Book Sale.

8. Adjournment: Evans moved and Parker seconded to adjourn. The meeting adjourned at 8:22 pm.

Hamlin Public Library
Library Director's Report
January 5, 2010

December 2010			
		YTD 2010	YTD 2009
Circulation			
Charges	4,267	68,304	75,257
Renewals	1,000	13,915	6,970
Total	5,267	82,219	82,227
People Count			
	2,652	36,810	37,331
New Cards			
Adults	4	127	173
Juv	0	47	52
Precip	0	1	0
Restricted	0	11	17
YA	0	5	10
Temporary	0	0	9
Total	4	201	261
Books Purchased			
	184	2,234	1,790
Donations Added			
	15	389	464
Fines			
	\$609.62	\$6,428.77	\$5,669.64
Fax			
	\$76.49	\$1,036.78	\$879.60
Copier			
	\$71.25	\$929.10	\$464.35

December
Classes for Children

Munchkin Monday

December 6, 13

Thursday Night Story

December 2, 9, 16

Kid's Craft Saturday

December 11

January

Classes for Children

Munchkin Monday

January 3, 10, 17, 24, 31

Thursday Night Story Time

January 6, 13, 20, 27

Kid's Craft Saturday

January 15

Programs-

Time

Programs-

Knox Box- We had the Hamlin Fire Department at the library after thinking we smelled gas on December 29. Fire Chief Al Smith did recommend us purchasing a Knox Box so firemen can access the library after hours. If OK'd by the Board the cost will come out of the 2010 budget.

Chief Smith offered to come to a board meeting to show a power point presentation on how the Knox Box works.

Year end purchases- We closed out the year with the purchase of 6 new computers, a Barnes and Noble Nook e-reader, a Cricut machine (used to cut out shapes, letters and numbers) for bulletin boards and story hour preparation, carpet cleaning, Constant Contact Email Marketing service, DVD cabinet, new phones and a kitchen sink for the break room.

SUNY Brockport intern-Megan Rydell should start her internship at the library the last week in January. She will be working on Email marketing, press releases, posters and brochures and social media.

Book, Knit/Crochet and senior card clubs- I have started advertizing these clubs and hopefully we can start providing space for these clubs to meet.

Weeding-The library is in the middle of weeding almost all collection areas. We are trying to update items we keep in the computer for consistency and ease of future weeding. The collection should be leaner and meaner as the weeding moves forward.

Hold fees- Hold fees increased to \$.50 starting January 3. Maximum finds increased to \$5.00 on YA material and \$7.00 on adult and Media.

UR shelving-Highway should be picking up 35 double sided shelving units from UR Physics and Astronomy Library between the 7th and 11th of January. Hopefully the Town has somewhere to store the shelves that is clean and dry.

Respectfully Submitted by,

Kay Hughes-Dennett, Library Director