

**Hamlin Public Library: Adventures Close to Home**

**Board of Trustees Meeting Minutes**

**Wednesday, February 1, 2012**

1. Call meeting to order (Sue) at 7:03 p.m.  
Members Present: Hungerford, Beardsley, Evans, Keck, Baxter, Moses  
Director Hughes-Dennett, Trustee Candidate Dane Emens.  
Guests: Nancy Martin and Rick Dollard (McGrath Foundation Advisors)  
Town Supervisor: Tom Breslawski
2. Minutes were approved after discussion of Bequest Advisors. Motion:
3. Nancy Martin introduced herself and gave a brief overview of her work.  
Rick Dollard showed photographs of his family and Margaret Ann McGrath's family. Rick described his work in finance and banking. Margaret Ann wanted funds to go to the Hamlin Library.
4. President Sue Evans described the process and history of finding a site and the current status of building a new library. Nancy Martin asked about the status of the Community Center/Library. Tom Breslawski described the Town's interest in the current site which is now Town property. Clark-Patterson Lee was contracted to draw up plans and an consult on the project. The original prints were pared down to accommodate the budget. Tom Breslawski discussed the Town's interest in having a functional library. On February 2, 2012 Town Attorney will be contacting the New York State Comptroller regarding competitive bidding. Examples include the Fire House which was built with donations. The bequest is not public funds. Tom Breslawski will provide a copy of the Letter which will go to the Comptroller.
5. Executive Session to discuss issues related to legal issues and construction was called at 7:33 p.m. Beardsley made a motion and Hungerford second.  
The Board came out of Executive Session at 8:23 p.m. Motion: Beardsley Second: Hungerford  
When the Board came out of Executive Session, it was noted that the McGrath Advisors agreed with the direction of the Board of Directors and were in agreement for the Board to continue the process.
6. Financial Report (Kay-Carolyn)  
McGrath-325, 533.82  
Annuity-199,789.44  
IRS Fund-22, 198.83  
Escrow Release 150.00  
Escrow Interest 99.29
7. Director's Report (Kay)  
Total Expenditures -5, 364.36  
Motion to approve Beardsley, Second Keck  
Review of Programs for February were reviewed and Totals For Jan.  
New Staff-will get name tags

Focus on Customer Service with new staff.

Kay attended the Hamlin Seniors on Jan. 24<sup>th</sup> and did the presentation that she gave to the Town Board Sept. 2011

Kay and Jama will craft a 6 month/end of probation review for all the new staff.

She is working on the Budget Kit for Monroe County and will be starting the State Report of Libraries.

Motion to approve: Koester, Second: Keck

8. Old Business

Report of Director Evaluation Process (Koester)

Summary of meeting with Clark Patterson Lee to suspend work (Hungerford)

We are waiting for pared down renderings from Clark Patterson.

Date of suspending service is Dec. 30, 2011. \$6, 802.60 total. Carolyn will contact Clark Patterson Lee

Grant Process (Beardsley). Arts and History Grants. J O'Connell Associates will do grant research and writing.

Reminder of meeting with Sen. Maziarz Thursday Feb 2, 2:00 2012 in Brockport.

9. New Business

As presented by Trustees if they would like to present a relevant issue.

Applications of Dane Emens and Richard Marsden were reviewed for Trustee members.

Executive Session called at Motion: Hungerford Second: Koester

10. Town Liaison Report (Jason Baxter)

Lights changed in Library. 70% paid for by National Grid.

Transfers of \$7000 will be made into the special account.

11. Friends of the Library Report (Lori Moses)

Spaghetti Dinner is scheduled for March 25

Book Sale is

12. Board went into executive session at 9:09 p.m. Motion made by Koester and Second by Hungerford.

Dane Emens:

Richard Marsden:

Board came out of execution session made by Beardsley at 9:24 p.m. Second: Keck

Motion made to approve Emens and Marsden to be moved forward to Town Board for approval

Motion made by Koester and Second by Beardsley.

13. Adjournment at 9:30 p.m. Motion: Keck Second: Koester

Hamlin Public Library  
Library Board of Trustees Meeting  
February 1, 2012

<b>January 2012</b>			
		<b>YTD 2012</b>	<b>YTD 2011</b>
<b>Circulation</b>			
Charges	4,794	4,794	5,316
Renewals	933	933	876
Total	5,727	5,727	6,192
<b>New Cards</b>			
Adults	10	10	21
Juv	2	2	5
Precip	0	0	0
Restricted	0	0	1
YA	0	0	0
Temporary	0	0	0
Total	12	12	27
<b>People Count</b>			
	2,361	2,361	2,593
<b>Books Purchased</b>			
	200	200	226
<b>Donations Added</b>			
	15	15	23
<b>Fines</b>			
	\$573.34	\$573.34	\$385.75
<b>Fax</b>			
	\$73.90	\$73.90	\$96.50
<b>Copier</b>			
	\$88.00	\$88.00	\$36.70
<b>Tape (or sheet)total</b>			
	\$741.39	\$741.39	\$518.95
<b>Cash Register total</b>			
	\$738.64	\$738.64	\$680.37

**Programs for Children**

**Munchkin Monday**

January 16, 23, 30

**Thursday Night Story Time**

January 19, 26

**Rochester Amerks Player Visit**

Tuesday, January 10

**Family Bingo**

Monday, January 16

**Craft Saturdays**

Saturday, January

**Programs for Adults**

**Knit/Crochet Group**

Saturday, January 14

Tuesday, January 24

## Programs for Children

### **Munchkin Monday**

February 6, 13, 20, 27

### **Thursday Night Story Time**

February 2, 9, 16, 23

### **Craft Saturdays**

Saturday, February 11

## Programs for Adults

### **Knit/Crochet Group**

Saturday, February 11

Tuesday, February 28

### **Card making with Linda Talbott**

Tuesday, February 21

### **Tuesdays at 2 Book Club**

February 21

**New Staff**-All the new staff members have been working for at least a month now. They are all doing great and I think customer service has improved overall.

**Name Tags**- I have ordered name tag for all staff members. I think this will help the community get to know the new members faster. Would Board members like name tags?

**Amerks player appearance**-We had a very successful Amerks player appearance. The Moose also came. The player showed all his hockey equipment and read a story. There were prizes for all and everyone present received a free ticket to a game. We had 43 people attend the program.

**Website**-I have updated the website with staff pictures.

**Hamlin Seniors**-I did a presentation the Hamlin Seniors on January 24<sup>th</sup>. I updated a presentation that I presented to the Town Board in September of 2011. There were about 80 seniors present. I think it went well and the food was great.

**6 month review**- Jama and I are going to work on crafting a 6 month/end of probation review for all the new staff.

**Reports**-I am starting the Budget Kit for Monroe County and will also be starting the State Report of Libraries.



Annabell Caceci reading beyond her age (18 months)

Respectfully submitted,  
Kay Hughes-Dennett, Library Director