

Hamlin Public Library: Adventures Close to Home

Board of Trustees Minutes

February 2, 2011

Trustees Present: Brightly, Evans, Hungerford, **Parker**

Trustees Excused: Plovanich

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

Call to Order: President Evans brought the meeting to order at 7:05.

1. **Minutes:** It was moved by Hungerford and seconded by Parker to accept and approve the January meeting minutes. Passed.

Hungerford recommended the By-Laws be changed to vote in new slate of officers in December so officers can begin terms in January to coincide with appointment terms of trustees, which runs January to December. No action taken.

2. **Financial Report:** Hungerford met with Bott for total transfer of CD information. Hungerford moved, Parker seconded, that the Board authorize the renewal of 1 CD in the amount of \$130,000 (at .8% for 6 months), which would make \$20,000 available to pay for site evaluation. Passed.

Hughes-Dennett distributed the register listing and budget summary, which shows a \$2,000 favorable balance. Koester moved and Hungerford seconded that we accept the vouchers for payment. Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report. Parker moved, Koester seconded to accept the Director's Report as written. Passed

4. **Old Business:** Town Board expressed support for site evaluation and welcomed analysis of the current choices.

Strategic Plan: Hungerford reported that Clark Patterson Lee did first visit of Noon Property, across from Town Hall. The roof in back part of building is not adequate for heating and cooling needs, but front roof is completely adequate. Shell and frame is very secure. Current footprint is 4200 Square feet. Proposed additions to square up building would increase footprint to 6500 square feet, even with telephone easement. It was agreed 6500 square feet would be a desirable size for the Hamlin Library. Utilities were evaluated as well. The drainage will need

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to be addressed but would not prevent the property from being a feasible location.

Hungerford will forward to Clark Patterson and Lee any other issues deemed necessary for the final evaluation.

Recruitment of new Board Members: deferred to Executive Session.

Library Staff Review Process: deferred to Executive Session.

Installation of Knox Box: Hughes-Dennett will contact Fire Company to begin installation process.

5. **New Business:** Jama Koester was officially welcomed as the newest Trustee, after being approved by the Town Board last month.

Hughes- Dennett distributed the Goals for the Library in 2011.
(Attached)

6. **Town Board Liaison Report:** Mary Smith has been named Historian Emeritus.

The Town Board held a special meeting to discuss and subsequently authorize the purchase of the Jacobs House for \$34,900. Purchase offer was accepted.

Mention was made that the library information on the Town website is out of date.

7. Friends of the Library Report: The Friends are holding a Flower Bulb Sale as a fundraiser. The sale will run through April 3.

The Spaghetti Dinner will be held April 3. Donations for Door Prizes are gratefully accepted. The Friends will have a booth at the Wheel Fest June 4.

The Book Sale will be held in August.

8. Executive Session: At 8:20 The Board entered Executive Session.

The regular meeting resumed at 8:35.

Parker moved and Hungerford seconded to recommend to the Town Board that Bunnie Beardsley be appointed Trustee. Passed.

8. Adjournment: Parker moved, Koester seconded to adjourn the meeting. Meeting was adjourned at 8:40.

Respectfully submitted,

Jeanne Brightly

Hamlin Public Library
Director's Report
February 2, 2011

January 2011			
		YTD 2011	YTD 2010
People Count	2,292	2292	2,593
Books Purchased	269	269	226
Donations Added	11	11	23
Fines	\$584.27	\$584.27	\$385.75
Fax	\$111.25	\$111.25	\$96.50
Copier	\$65.70	\$65.70	\$36.70
Tape (or sheet)total	\$761.22	\$761.22	\$518.95
Cash Register total	\$755.50	\$755.50	\$680.37

January Programs

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

Crochet and Knit Club

The library is trying to start a knit and crochet club. Please call the library and give us your name if you are interested. We'll determine a time to meet and work on projects. We'd like to see a mix of experienced and newcomers to knitting and crocheting.

Book Club

The library is trying to start a book club. Please call the library and give us your name if you are interested. We'll determine a time to meet and discuss various types of books.

Card Club

The library is trying to start a card club. Please call the library and give us your name if you are interested. We'll determine a time to meet and play various card games with your friends.

February Programs

Classes for Children

Munchkin Monday

February 7, 14, 21, 28

Thursday Night Story Time

February 3, 10, 17, 24

Kid's Craft Saturday

February 12

Adult Classes

Card Making with Linda Talbot

Tuesday, February 8: 6-8pm



SUNY Brockport intern-Megan Rydell has started and is exploring changing our Facebook page to one where you don't need to log in to see it. She is also starting to look at Constant Contact Email newsletters.

Senior programming-Letters have been mailed to St. John's, St. Elizabeth Ann Seton and Hamlin Senior coordinator Katrina Hurd-LaFever offering library space and programming options to supplement existing services.

Ebooks- Hamlin has bought a Barnes and Noble E-Reader so we can demonstrate how to use it to patrons. We have also set aside \$1000,00 for MCLS to buy eBooks to be added to Overdrive the system's online, free eBook download site.

Fundraiser-The Friends of the library are having a fundraiser selling Dutch Mill Bulbs. These are bulbs that are planted in the spring and bloom in the summer.

Library Bags-Elaine Quetschenbach has donated handmade bags for children to use to carry their library books. We will be barcoding the bags and they will be charged out like a book and returned. There will be no late fees and a \$2.00 charge if lost.

Hamlin gift card for fines and holds-We have had requests to have gift cards similar to Brockport's. I will pass around a sample.



Respectfully submitted,
Kay Hughes-Dennett, Library Director