

**Hamlin Public Library: Adventures Close to Home**  
**Board of Trustees Minutes**  
**Wednesday, February 3, 2010**

**Trustees Present:** Bott, Hungerford, Miller, Parker and Plovanich

**Trustee Excused:** Evans

**Also Present:** Kay Hughes-Dennett (Library Director), Nancy Jennejahn (Friends of the Library), Tom Breslawski (Liaison from Town Board), Jeanne M. Brightly and Carol McFarland.

1. **Call to Order:** President Bott called the meeting to order at 7:05 PM.
2. **Executive Session:** Miller moved, Parker seconded, at 7:06 PM that we go into Executive Session to consider a personnel matter. Passed.  
  
Parker moved, Hungerford seconded, that we come out of Executive Session at 7:09 PM. Passed.
3. **Board Membership:** Bott moved, Parker seconded, that we recommend to the Town Board that Jeanne Brightly be appointed to the Hamlin Public Library Board of Trustees to fill the unexpired term of Peter Terry which will last through December 31, 2011. Passed.
4. **Minutes:** Miller moved, Hungerford seconded, that we approve the minutes of the January 6, 2010 meeting as distributed. Passed
5. **Financial Report:** Hughes-Dennett reported
  - a. Hungerford moved, Parker seconded, that we approve the expenses for the month of January totally \$9,495.58. Passed
  - b. Miller moved, Parker seconded, that we request the Town Board to place any unexpended funds in our 2009 Library Account into the Library Special Account. Passed
6. **Director's Report:** Hughes-Dennett presented her report (see attached)  
  
Hungerford moved, Parker seconded, that we accept the report as presented. Passed.
7. **Old Business:**
  - a. Strategic Plan: discussion postponed until next month.
  - b. 2010 Officers: Parker presented the following slate of officers:

President:	Bott
Vice President:	Evans
Treasurer:	Hungerford
Secretary:	Miller (for two months)

Parker moved, Hungerford seconded, to elect the above slate of officers. Passed
  - c. Ten Year Celebration discussed. At this time possible dates for major Open House Celebration were May 15 or June 19.

**8. New Business:**

- a. Hughes-Dennett told us about her work on upcoming programs
- b. 2010 Objectives: deferred until next meeting.

**9. Town Board Liaison report:** Tom Breslawski reported.

February 19 is the scheduled date for the notice concerning re-assessment to be sent out to property owners. The notice will include what it means for taxes on specific properties.

**10. Friends of the Library Report:** Nancy Jennejahn reported.

The Spaghetti Dinner will be on March 28 from noon until 6 PM at VFW Hall.

Bott read the proclamation by the Town Board to the Friends of the Library for Friends of Library Week.

**11. Adjournment:** Miller moved, Parker seconded that we adjourn at 8:03 PM. Passed.

Respectfully submitted,

Duane R. Miller

**Hamlin Public Library  
Director's Report  
February 3, 2010**

<b>January 2010</b>			
		<b>YTD 2010</b>	<b>YTD 2009</b>
<b>Circulation</b>			
Charges	5,316	<b>5316</b>	5,338
Renewals	876	<b>876</b>	552
Total	6,192	<b>6192</b>	5,890
<b>New Cards</b>			
Adults	21	<b>21</b>	11
Juv	5	<b>5</b>	3
Internal	0	<b>0</b>	0
Restricted	1	<b>1</b>	0
YA	0	<b>0</b>	0
Temporary	0	<b>0</b>	0
Total	27	<b>27</b>	14
<b>People Count</b>			
	2,593	<b>2593</b>	2,570
<b>Books Purchased</b>			
	226	<b>226</b>	158
<b>Donations Added</b>			
	13	<b>13</b>	15
<b>Fines</b>			
	\$385.75	<b>\$385.75</b>	\$696.95
<b>Fax</b>			
	\$96.50	<b>\$96.50</b>	\$68.50
<b>Copier</b>			
	\$36.70	<b>\$36.70</b>	\$32.20

**January Programs-**

**Munchkin Mondays**-January 4, 11, 18, 25

**Thursday Evening Storytimes**- January 7, 14, 21, 28

**Kid's Craft Saturday**-January 16

**Meet a Rochester American Hockey team player and the Moose**- January 12 (Mike Caruso-#2 Defense)

**Crochet and Knitting Club**- January 16

**February Programs**

**Munchkin Mondays**-February 1, 8, 15, 22

**Thursday Evening Storytimes**- February 4, 11, 18, 25

**Kid's Craft Saturday**-February 20

**Valentine Day Gift**-February 17

**Civilian Conservation Corps**-Tuesday, February 23, 6:30-8:00pm

**Reading Area**-The reading area is completed except for decoration and removal of old chairs.

**Blinds**-New blinds have been installed.

**Microsoft Office Suite 2007** has been installed on 6 patron computers (one patron computer was too old to run 2007) and 3 staff computers.

**Bulletin Board** has been installed directly in front of front door on the end of the book cases and now holds all the signs that were once on the front door. Our closed sign has been moved to the front door. The “closed” side of the sign also has our hours and the hours are repeated in the lower corner of the front window.

**Outreach-**

I will be reading at the Barclay School in Brockport Tuesday, March 2 for “Read Across America”/Dr. Seuss’ Birthday.

I will read at the Hamlin Winter Carnival on Sunday, February 21.

**Computers**- LAS has recommended we start thinking about updating our computer as they are about 5 years old.

**Interview**-I was interviewed by Doug Hickerson from the Westside News on January 25. He thinks the interview will be in the paper within the next couple of weeks.

**Library income**-I have become aware of a discrepancy in the way we report our income. The actual listing of the fines/fax/copier is routinely less than the amount entered into our budget and turned into the Town. i.e.-January 2010- \$518.95 in fines/fax/copier recorded but \$680.37 in actual cash for the month. My suggestion would be a cash register with separate buttons for each type of transaction.

**Librarian 2/Library Director 1 exam**-I will be taking the exam in April 2010.



Respectfully submitted,  
Kay Hughes-Dennett, Library Director