

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

**Board of Trustees Meeting**

**Minutes of March 7, 2012**

1. Call meeting to order (Sue) at 7:00 p.m.

Members Present: Hungerford, Beardsley, Evans, Emens, Baxter, Moses

Director Hughes-Dennett

Absent : Keck

2. Minutes were approved for Feb. 1, 2012 Motion: Beardsley Second: Emens

3. Director's Financial Report: Register: \$6,833.68

Motion to Approve: Beardsley Second: Koester

Treasurer's Report : Citizens Bank: \$9,230.42

WellsFargo: \$1,945.07 in Interest Jan. 31 2012

WellsFargo: \$624, 137.98 (Stock as is) Jan 31, 2012 (-6,800 for Clark Patterson)

WellsFargo: \$19,050 Cash (Jan.31, 2012)

Motion to Approve: Beardsley, Second: Koester

4. Director's Report: Increase in Cards issued in 2012 compared to 2011. Numbers of Holds are equal to 2011. People Count is equal to 2011. Programs have included Munchkin Monday, Thursday Night Story Time, Craft Saturday, Tuesday at 2 Book Club and Knit and Crochet Club. Name Tags have been ordered for the staff and Library Board.

Kay met with a D & C Newspaper Reporter regarding the Wicks Law and the issues of the Library space.

Rows of new energy efficient lights have been added.

Dr. Seuss's Birthday was celebrated.

The Library is showing increases.

Motion: Hungerford, Second: Emens

5. Old Business: Revision of Construction blueprints and payment to Clark Patterson Lee. Last payment made in \$6,800

Beardsley reported out on her meeting with LeFrois Construction. They will send a cost estimate.

Comptroller has ruled that Wicks Law does apply to our construction. If the construction is over \$500,000, then 4 major subcontractors must be bid out. Based on meeting with Senator George Maziarz, Beardsley and Evans have applied for the Grant and have sent a copy of the blueprints and a rationale for building a new library. Town Supervisor, Tom Breslawski has requested all estimates so that he can stay apprised of all plans and costs.

Beardsley, Dennett-Hughes and Evans met with Pike Construction. Tom Bradley of Morton Buildings continues to review and cost analyze the Hamlin Library Project.

Emens has met with the Town Engineer and Planning Board for the Obtaining Site Plan Approval. Town is willing to meet with the Construction Engineer of the Contractor selected.

Lease Agreement: It appears that we will not accept an escape clause. Grants should be approved by Oct.

1. Rent is to be adjusted until repairs according to the old lease (2006). Rent will be adjusted until

building is substantially repaired. The trustee move to pay the current rent month by month for 2012 until repairs are made to the roof as meeting the standards of section 21A (Destruction of or Partial Destruction) of the Lease Agreement if repairs commence immediately. Motion made: Beardsley, Second: Emens

Dane will meet with the Town Inspector to discuss some of the issues such as the leaking roofs etc.

Grants: Beardsley has contacted a grant writer J. O'Connell and Associates who has procured \$800000 in grants for ([www.grantsareus.com](http://www.grantsareus.com)). Evans suggests that Jason Baxter mention the Grant Writer to the Town to see if there is interest in contracting . Motion made to contract with J. O'Connell and Associates for the purpose of hiring a grant writer for a \$5000 retainer fee. Koester makes the motion. Beardsley seconds.

6. New Business: Evans asks that we develop an action plan/timeline based on grant cycle and construction. We now have two proposals and we will the third. We will need to apply for the grant with Senator Maziarz.

Evans will update the Bequest Advisors regarding the intention to hire a grant writer and meeting with various contractors.

7. Town Liaison Report (Jason Baxter)  
Jason reviewed Town Positions which were filled (Emens and Marsden Trustees)  
Jason Baxter will ask the Town to review the building site and consider what
8. Friends of the Library Report (Lori Moses)  
Spaghetti Dinner is scheduled for March 25. Set up 10 a.m. Volunteers are needed.
9. Adjournment at 8:55 p.m. Motion: Emens: Second: Beardsley

Respectfully submitted, Jama Koester Secretary

## Hamlin Public Library

Director's Report  
March 7, 2012

<b>February 2012</b>			
		<b>YTD 2012</b>	<b>YTD 2011</b>
<b>Circulation</b>			
Charges	5,074	9,868	9,875
Renewals	1,017	1,950	2,128
Total	6,091	11,818	12,003
<b>New Cards</b>			
Adults	8	18	13
Juv	4	6	4
Precip	0	0	0
Restricted	0	0	1
YA	0	0	0
Temporary	0	0	0
Total	12	24	18
<b>People Count</b>			
	2,420	4,781	4,627
<b>Books Purchased</b>			
	261	461	441
<b>Donations Added</b>			
	38	53	31
<b>Fines</b>			
	\$685.85	\$1,259.19	\$1,210.03
<b>Fax</b>			
	\$103.80	\$177.70	\$188.40
<b>Copier</b>			
	\$112.50	\$200.50	\$115.65
<b>Tape (or sheet)total</b>			
	\$902.15	\$1,637.39	\$1,514.08
<b>Cash Register total</b>			
	\$901.59	\$1,640.23	\$1,491.45

**Programs for Children**

**Munchkin Monday**

February 6, 13, 20, 27

**Thursday Night Story Time**

February 2, 9, 16, 23

**Craft Saturdays**

February 11

**Programs for Adults**

**Knit/Crochet Group)**

February 11 February 28

**Tuesdays at 2 Book Club**

**Card making with Linda Talbott**

February 21

**Tuesdays at 2 Book Club**

February 21

## **Programs for Children**

### **Munchkin Monday**

March 5, 12, 19, 26

### **Thursday Night Story Time**

March 1, 8, 15, 22, 28

### **Craft Saturdays**

February 17

## **Programs for Adults**

### **Knit/Crochet Group**

March 10, 27

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

**Card making with Linda Talbott**

March 20

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

March 20

**New Staff-**I am very happy with all our new staff. Everyone is pretty well trained and they are all great with our patrons.

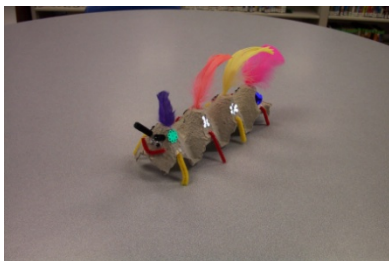
**Name Tags-**I think the new name tags have been a real help for our patron getting to know the new staff. I will be ordering name tags for the Library Board.

**Tuesdays at 2 Reading Group-**Our group met for the first time in February. We are hoping to gather more members as we move forward. One member is 95 and is sharp as can be.

**D & C-** I met with Supervisor Breslawski and D & C reporter Meaghan McDermott on Friday, March 2 about the Wicks Law and how it effects the Library's chance to build. A staff photographer came on Monday, March 5 and took pictures of the library and patrons. The article should be out soon.

**Reports-**The MCLS Budget kit has been completed. I am starting the NYS Annual Report for Libraries tomorrow.

**Lighting-**All but the center row of lights have been replaced with energy efficient lights. The section that was not replaced was newer and didn't need to be replaced. The project was done in just over one day.



Respectfully submitted,  
Kay Hughes-Dennett, Library Director