

Hamlin Public Library: Adventures Close to Home

Board of Trustees Meeting

Minutes of April 4, 2012

1. Call meeting to order Bunny Beardsely at 7:02 p.m.

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

Town Supervisor: Tom Breslawski

2. Minutes from March were approved Motion: Emens, Second: Beardsley

3. Guests: Wes Marchand, Isaac Heating, Ray Robare, Lowes

Wes discussed the engineering design fees \$300 to 500. Isaac could provide a professional engineering stamp. He also suggested that before the jobs go up for bid, then have three mechanical firms review the prints and bids. Caution is recommended if one bid comes in substantially lower. Have a meeting with the design engineer before plans are drawn up is recommended. Using apprentices is recommended as that may keep the costs down.

Ray Robare, Lowes Cooperation met with us to discuss grants which we have received and submitted. He sits on the Lowes Board. He asked about our plans and whether or not it would be a new build or a renovation. We described the project and asked what our funding and budget looked like. An executive of Lowes is interested in the status of our situation. We articulated our reality of situation with rent, lack of space. We emphasized the Town's support and good faith by providing land. Also, the concept of the library as the living room of the community.

4. Finances- \$617, 463.95-McGrath Bequest

Numbers remain the same as March.

Clark Patterson- \$6, 802.60

Library Register: \$5, 039.64 Total

Appropriations: \$191, 826.60

Expended this month: \$12, 294.92

We have not received the Commons Fees for this year.

5. Financial Report (Kay-Carolyn)

McGrath-617, 463.95

Annuity-199,789.44

IRS Fund-22, 198.83
Escrow Release 150.00
Escrow Interest 99.29
Clark Patterson Bill: 6, 802.60
Motion: Keck Second: Emens

6. Director's Report (Kay)

Total Expenditures -5, 364.36
Motion to approve Hungerford, Second: Keck
Review of Programs for February were reviewed and Totals For March.
New Staff-have name tags
Same programs for March as February
Publicity: Channel 13 News, D & C Articles due to Supervisor Tom Breslawski's letter to Governor Andrew Cuomo. Article focused on the Wick's Law as it pertains to the new library.
Kay and Adrienne have redesigned the interior plan of the library.
Kay and Jama will craft a 6 month/end of probation review for all the new staff.
Kay is working on the State Report of Libraries.
Motion to approve: Koester, Second: Keck

7. Old Business

Bunny and Sue have met with the grantwriters; O'Connell Associates will charge \$5000 to research grants. We are looking into The New York State Library Construction Grant. We would like a motion to proceed with charging O'Connell Associates with writing the grant for the allocated hours. We will use money from the special projects Motion: Hungerford Second: Emens

Tom Bradley of Morton Buildings reported. He indicated that Morton has a bid expert and architect who have contacted Sue. Specification questions have been posed. We are at the point where we need an architect and engineer. Tom is concerned about collusion. Richard Campagnola would be the architect to discuss or to develop plans.

Tom Breslawski will be meeting with the Governor Cuomo in May.

8. New Business

Tom Breslawski Town of Hamlin Supervisor reported that Gene Dollard has offered the old Hamlin for renting. Dane and Tom will take a tour.
Lothrop Associates are interested in designing our building.
Al Reeves, Attorney has worked on the Pittsford and Mendon Library. He is offering his services.
Tom has been contacted by Attorney Klafafen's family for a memorial. We are thinking about a circulation desk.

Carolyn has received the permit to put the Progress toward the New Library Funding up on the new site. Lora Partyka of Partyka Farms.

A geo-technical report will be needed. Bunny is checking into a topographical map.

Kay is suggesting a Library Cookbook

9. Town Liaison Report (Jason Baxter)
5 public hearings

10. Friends of the Library Report (Lori Moses)
Spaghetti Dinner was on March 25.

Motion made by Koester and Second by Beardsley.

11. Adjournment at 8:55 p.m. Motion: Hungerford Second: Koester

Hamlin Public Library
 Director's Report
 4/4/12

March 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	5,183	15,051	15,442
Renewals	1,022	2,972	3,262
Total	6,205	18,023	18,704
New Cards			
Adults	12	30	21
Juv	9	15	11
Precip	0	0	0
Restricted	0	0	2
YA	1	1	1
Temporary	0	0	0
Total	22	46	35
People Count			
	2,714	7,495	7,495
Books Purchased			
	166	627	706
Donations Added			
	26	79	47
Fines			
	\$666.49	\$1,925.68	2,033.13
Fax			
	\$59.45	\$237.15	327.90
Copier			
	\$85.75	\$286.25	187.95
Tape (or sheet)total			
	\$812.14	\$2,449.53	\$2,548.98
Cash Register total			
	\$817.14	\$2,457.37	\$2,517.87

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 Adults

Knit/Crochet Group

Saturday, April 14

Tuesday, April 24

Card making with Linda Talbott

Tuesday, April 17

Tuesdays at 2 Book Club

Tuesday, April 17

Programs for Children

Munchkin Monday

April 2, 9, 16, 23, 30

Thursday Night Story Time

April 5, 12, 19, 26

Craft Saturdays

Saturday, April 21

Democrat and Chronicle articles- We have had some very fortunate interest from the newspaper resulting from Supervisor Tom Breslawski's letter to Governor Andrew Cuomo. Tom copies the newspapers and Meaghan McDermott did a really nice article about Wick's Law and how it affected the Library. There was an editorial after the article and then at least one letter to the editor. It was really good publicity and raised public awareness for our project.

Channel 13 News- I was interviewed by Chris Conte for a very short but effective news piece for Channel 13. The piece was also about the Wick's law and how it affected the library.

Name Tags-I ordered name tags for the Board.

State Report-The State Report for Libraries is in process.

Summer Reading Program-I am finalizing the Summer Reading program which will run from June 25th to August 10th.

Library Floor plan- Adrienne made some changes to the floor plan and to see if it works we need to have it scaled to the 6000sq. ft. dimensions. I, personally, like her layout the best so far.



Respectfully submitted,
Kay Hughes-Dennett