

Hamlin Public Library: Adventures Close to Home

Board of Trustees Minutes

April 6, 2011

Trustees Present: Beardsley, Brightly, Evans, Hungerford, Koester, Parker, Plovanich

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

Call to Order: President Evans brought the meeting to order at 7:02.

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

2. **Financial Reports:** All bank account and CD's remain in effect. A bill, in the amount of \$8200 was submitted by Clark-Patterson-Lee (CPL) for architectural and consultative services rendered, Parker moved, Beardsley seconded to authorize payment of CPL bill. Passed.

Hughes-Dennett distributed the register listing (of expenses incurred) and budget summary, which shows a \$6880 favorable balance. Parker moved and Hungerford seconded that both reports be accepted and pay the vouchers for payment (subject to amendment). Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report, which included a proposal by the Monroe County Library System (MCLS) to increase the "book hold" service from 50 cents to \$1. After discussion, it was agreed to increase the fee from 50 cents to 75 cents in September and then to \$1 in January, 2012. Additionally, it was agreed to write a brief explanation about the increase to hand out to patrons who use the service. Hungerford moved, Parker seconded to accept the Director's Report as written. Passed

4. **Old Business:**

Strategic Plan: The findings from the CPL architectural study were presented at a meeting on March 22 by CPL personnel. The proposal and recommendations included expanded layout, utilities concerns and landscaping issues. It was agreed that Breslawski would report the conclusions and findings to the Town Board at their next meeting, and the Library Board would pursue funding via State and

Federal grants.

Staff Evaluation: Hughes-Dennett distributed the Performance Appraisal Tool that will be used to assess the staff. (The assessment document was developed by Hughes-Dennett and Koester.) Beardsley moved, Parker seconded to approve the staff assessment tool. Passed.

Update of Town Website: The information has been provided. Target for completion is April 22, 2011.

State Report: Complete by Dennett-Hughes and submitted.

Lease Renewal: Evans will forward current signed lease to Plovanich for review.

5. Business:

Evans read correspondence from newly appointed Town Historian.

The Library's Annual Report to the Town is scheduled for September 12, 2011.

A donation was made in memory of Martha Stoltz for acquiring large print books.

Liaison to Town Board: Investigation is on-going for north Redman Road-Cook Road application.

Friends of Library: The profits from the Spaghetti Dinner fundraiser are expected to be good, and the funds are earmarked for the expansion project.

6. Adjournment: It was moved by Parker and seconded by Koester to adjourn the meeting. Meeting was adjourned at 8:50.

Respectfully submitted,

Jeanne Brightly

Hamlin Public Library

Director's Report

April 6, 2011

March 2011			
		YTD 2011	YTD 2010
Circulation			
Charges	5,567	15,442	17,128
Renewals	1,134	3,262	3,381
Total	6,701	18,704	20,509
New Cards			
Adults	8	21	50
Juv	7	11	14
Precip	0	0	0
Restricted	1	2	4
YA	1	1	1
Temporary	0	0	0
Total	17	35	69
People Count			
	2,868	7,495	9,497
		0	
Books Purchased	265	706	730
Donations Added	16	47	118
Fines			
	\$823.10	\$2,033.13	1,401.99
Fax			
	\$139.50	\$327.90	286.39
Copier			
	\$72.30	\$187.95	187.85
Tape (or sheet)total	\$1,034.90	\$2,548.98	\$1,876.23
Cash Register total	\$1,026.42		

March Programs

Classes for Children

Munchkin Monday

March 7, 14, 21, 28

Thursday Night Story Time

March 3, 10, 17, 24, 31

Kid's Craft Saturday

March 12

Classes for Children

Munchkin Monday

April 4, 11, 18, 25

Thursday Night Story Time

April 7, 14, 21, 28

Kid's Craft Saturday

April 16

Adult Classes

Dye a Silk Scarf

Tuesday, April 26: 6-7pm

Knit/Crochet

Saturday, April 9 (Every second Saturday)

Tuesday, April 26 (every second Tuesday)

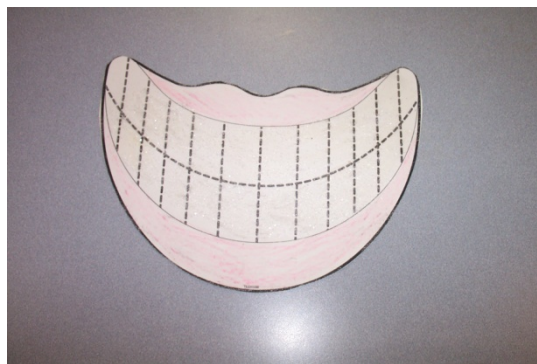
Fines and Fees-Due to increased cost share for 2012 Director's Council is asking their respective Library Boards to approve the increase of overdue fines to \$.35 a day, up from \$.25 a day. They are also recommending increasing hold fees from \$.50 to \$1.00 per item. There will be likely be some initial reduction of revenue but in the past the revenue has crept back to former levels and then increased.

Customer Service Training-I have talked to the Directors of the Parma and Seymour Libraries and they are interested in doing a joint staff training session in the fall. I would probably necessitate closing the library one morning, hopefully on a Tuesday or Thursday where we could open at 1pm.

Summer Reading-I have the summer reading program, "One World, Many Tales", event portion of the program set except for our last performer. I should have that act booked by the end of April.

Website update-I have sent the update in to Waylen to update the website. It should be finished by the 22nd.

Signage-All signage has been completed



Respectfully submitted,

Kay Hughes-Dennett, Library Director