

Hamlin Public Library: Adventures Close to Home

Board of Trustees Meeting

Minutes of May 2, 2012

1. Call meeting to order Sue Evans at 7:02 p.m.

Members Present: Hungerford, Koester, Marsden, Hungerford

Absent: Beardsley, Emens, Keck

Others: Baxter, Moses

Town Supervisor: Tom Breslawski

2. Minutes from April were approved as amended: Motion: Hungerford, Second: Marsden

3. Finances:

- Library Register List: \$7, 072.33
- Appropriations: \$191, 826.60
- Expended this month (Salaries, Equipment, Contractual) \$14, 613.72
- Request to get actual amount of Monroe County (Gas) and Electric to compare to estimate of \$350

4. Financial Report (Kay-Carolyn)

- McGrath-\$617, 463.95
- Citizens-\$9, 230.42

Motion to Approve Vouchers in the amount of \$7, 072.33. Motion: Hungerford, Second: Evans

5. Director's Report (Kay)

- People Count: 2,227
- Same programs for Kids and Adults
- **Building Inspection** occurred on May 2, 2012. 3 of the back exit doors do not open easily. Ongoing problem with items being stored in front of electric panels.
- **MCLS Document of Understanding** indicates that we will have very minimal changes made from 2012.
- **Construction Grant** Webinar will be held on Thursday, June 7, from 10-noon. Grant writer, J. O'Connell will participate as well as additional Board Members
- **Kay's vacation**- Kay will be on vacation from 5/4/2012-5/07/2012 and 5/12/2012-5/19/2012.
- **Library Audit**- The last time the library was audited was in 2009 and covered 2007. We have tabled this request until we can build it into the budget for next year.

Motion to approve Koester, Second: Hungerford

6. Old Business

- Bunny and Sue have met with the grant writers; O'Connell Associates will charge \$3000

- Tom Breslawski will be meeting with the Governor Cuomo in May.
- Motion made to approve the Contract between J. O'Connell and Hamlin Public Library fee of \$100 per hour not to exceed 30 hours of time. New York State Construction Grant, research and meetings and grant writing.

Motion: Hungerford, Second: Koester

7. New Business

- Meeting with Clark, Patterson, Lee will be held on Thursday, May 3, 2012. The purpose of the meeting will be to reopen the relationship for the purpose to create blueprints and to move forward with a budget. They will determine what the costs will be so that we can proceed with the grant. In preparation for the meeting, the Board reviewed 12 questions posed by Architect Richard A. Campagnola (C.T. Male Associates).
- Permit has been granted for the Sign.
- Fundraising: Sue asked about some opportunities. Kay has had some contacts regarding publicity. Richard Marsden will check in to some opportunities.

8. Town Liaison Report (Jason Baxter)

- Passed 5 local laws.
- Approved \$2000 for J. O'Connell.
- O'Connell will present at the May 14, 2012 meeting.

9. Friends of the Library Report

- Spaghetti Dinner was on March 25. We do not have a final total of money made.

Motion made by Koester and Second by Marsden to end the meeting at 8:50 p.m.

**Hamlin Public Library
Director's Report
May 2, 2012**

April 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	4,856	19,907	20,424
Renewals	1,034	4,006	4,281
Total	5,890	23,913	24,705
New Cards			
Adults	6	36	29
Juv	1	16	15
Precip	0	0	0
Restricted	0	0	3
YA	0	1	1
Temporary	0	0	0
Total	7	53	48
People Count			
	2,227	9,722	9,830
Books Purchased			
	165	792	910
Donations Added			
	40	119	75
Fines			
	\$511.35	\$2,437.03	\$2,453.83
Fax			
	\$58.35	\$295.50	\$426.50
Copier			
	\$59.50	\$345.75	\$291.55
Tape (or sheet)total			
	\$635.00	\$3,084.53	\$3,171.88
Cash Register total			
	\$635.15	\$3,092.52	\$3,115.74

Programs for Children

Munchkin Monday

April 2, 9, 16, 23, 30

Thursday Night Story Time

April 5, 12, 19, 26

Craft Saturdays

April 21

Programs for Adults

Knit/Crochet Group

April 14

April 24

Card making with Linda Talbott

April 17

Tuesdays at 2 Book Club

April 17

Programs for Children

Munchkin Monday

May 7, 14

Thursday Night Story Time

May 3, 10, 17

May 22

Programs for Adults

Knit/Crochet Group

May 12

Tuesdays at 2 Book Club

May 15

Card making with Linda Talbott

May 15

Building inspector-On May 2, 2012 the library had its annual building inspection. Most everything is fine but there is still a problem with 3 of the back exit doors opening easily. Lee Larkin will need to look at the doors. We also have an ongoing problem with items being stored in front of electric panels.

Document of Understanding-Our contact with MCLS (DOC) will have very minimal changes made from 2012 to 2013. The best thing is that at this point they do not anticipate raising member cost shares from the 2012 number.

Construction Grant- A webinar to explain the changes and updates to the online application for the \$14M Public Library Construction Grant Program offered through the New York State Library will be held on Thursday, June 7, from 10-noon. We have to watch the webinar in order to apply for the construction grant. It is strongly recommended that anyone who uses grant writers should have the grant writers watch the webinar, also. Have we signed with J. O'Connell yet?

Library audit-The last time the library was audited was in 2009 and covered 2007. I talked to Pat MacIntosh and she said the Town audit did not include the library. Do we need an audit done?

Kay's vacation-I will be out of town 5/4/12-5/7/12 and 5/12/12-5/19/12. I will be reachable by cell phone if you need me.

Wireless access- Our wireless access point died two weeks ago and I ordered another one. The new one is at LAS being programmed and hopefully it will be installed next week. A surprising number of people have complained about it being down which means more people used it than I thought.



Respectfully submitted,

Kay Hughes-Dennett, Library Director