

Hamlin Public Library: Adventures Close to Home

Board of Trustees Minutes

Wednesday, June 2, 2010

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

Trustees Excused: Brightly

Also Present: Kay Hughes-Dennett (Library Director), Nancy Jennejahn (Friends of the Library) and Tom Breslawski (Liaison from Town Board)

Call to Order: President Bott called the meeting to order at 7:00 PM.

1. **Minutes:** Miller moved, Parker seconded, that we approve the minutes of the May 5, 2010 meeting as distributed. Passed
2. **Financial Report:** Hughes-Dennett reported
 - a. Miller moved, Parker seconded, that we receive the report and approve the vouchers as presented. Passed
 - b. A motion was made, seconded and approved to authorize the Treasurer of the Library Board of Trustees to place funds in the Library investment account in FDIC insured Certificates of Deposit, or FDIC insured Money Market Certificates, in a manner consistent with the investment guidelines stipulated by the Town of Hamlin.
3. **Director's Report:** Hughes-Dennett presented her report (see attached)
Hungerford moved, Evans seconded, that we receive the Director's Report. Passed.

4. **Old Business:**

Strategic Plan Reports:

- a. Development of New Programs: Brightly and Parker are working with Hughes-Dennett on ideas.
- b. Review of Library Space: Board will meet on June 9, 10 AM, to discuss next steps.

5. **New Business**

- a. Review of Library Programs: Hughes-Dennett discussed E-book availability through MCLS.
- b. **10th Anniversary Plans:** Parker reported.

Plans are ready for the Celebration on Sunday, June 6, 1-3 PM.

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

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

8. **Adjournment**

Evans moved, Parker seconded, at 7:57 PM that we adjourn. Passed

Respectfully submitted,

Duane R. Miller

Hamlin Public Library
Director's Report
June 2, 2010

	May 2010	YTD 2010	YTD 2009
People Count	2,730	15,124	14,433
Books Purchased	162	1,136	706
Donations Added	20	187	187
Fines	\$149.05	\$1,884.23	\$2,851.22
Fax	\$19.25	\$348.75	\$279.10
Copier	\$7.00	\$259.60	\$178.55

May Programs

Munchkin Mondays-May 3, 10, 17
 Thursday Evening Storytimes- May 6, 13, 20, 29
 Kid's Craft Saturday-May 1
 Crochet and Knitting Club- May 25
 Civilian Conservation Corps- May 25

Upcoming Programs in June

Munchkin Mondays- June 7, 14, 21, 28
 Crochet and Knitting Club- Saturday, June 26
 Reptile Guys-Tuesday, June 29 (summer reading opening event)
 Home Alone Safety Program-Wednesday, June 30
 Internet Surfing Safety-Wednesday, June 30

Constant Contact Email Marketing-I have sent out one Email to the Board. I thought the presentation looked good. We would need to have the Email addresses downloaded and try it for 6 months to see how it works. The cost would be \$243.00 for 6 months and that includes the download of the Email addresses.

Computers-The computers were installed on Tuesday, May 25. The installation plan was changed at the last minute when the old patron computers could not be mirrored to transfer the information to the staff computers and link with the new server. We ended up with all new computers for the patrons (7 computers with flat panel monitors), a new computer for the Director and the new server. We are waiting on one new staff computer and the flash drive back-up system.

Cash Register-The cash register is up and running with the only issue being having enough change in the drawer.

Anniversary Celebration-Advertising has made it into the Hamlin Clarkson Herald, the Tri-County Advertiser and the MCLS web page. A press release has been sent to the D&C and to the Our Town reporter. We also put up advertising on Hamlin Clarkson TL Road.

Respectfully submitted,

Kay Hughes-Dennett, Director