

Hamlin Library Board of Trustees
Wednesday, June 4, 2008

Trustees Present: Bott, Miller, Parker, Plavonich. & Terry.

Trustee Excused: Evans and Hungerford

Also Present: Adrienne Lattin (Acting Library Director), Tom Breslawski (Liaison from Town Board) & Nancy Jennejahn (Friends of the Library)

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

2. **Minutes:** Miller moved, Terry seconded, that we approve the minutes of the May 7, 2008 meeting as presented. Passed.

3. Financial Report:

a. Terry moved, Parker seconded, that we accept the Treasurer's Report and approve vouchers in the amount of \$9,887.32. Passed.

b. Bott reported that the McGrath monies are invested with Citizens as CD Municipal Non-Personal receiving 2.47% interest with a maturity date of Oct. 15. Bott indicated that he would be talking with professionals in the next 30-60 days to get advice on whether the McGrath monies could be better invested. He will get back to the Board.

4. **Acting Director's Report:** Lattin reported; her report is attached.

a. Trustee Minutes on Town Website: Terry moved, Parker seconded, that we make available the Trustee Minutes with Library Director's Report attached to the Town Website. Passed.

b. Library Hours: As of July 1, our hours will be

Monday and Wednesday	10 AM – 6 PM
Tuesday and Thursday	12 noon – 6 PM
Friday	10 AM – 4 PM
Saturday	12 noon – 4 PM

The Library will be open for a total of 42 hours a week and we will no longer be the Monroe County Library with the fewest hours per week.

During August the Library will be closed on Saturdays.

c. As part of marketing the new hours, Bott moved, Terry seconded, that for the month of July we do away with hold-fees on Tuesday and Thursdays, 12- 2 PM. Passed.

d. Parker moved, Terry seconded, that we accept the Director's Report. Passed.

5. Old Business:

a. Review of Larkin Proposal (Bott) and Community Center Planning (Terry):

Terry reported that the Community Center Committee has recommended the Architecture Firm of Clark Patterson Lee to the Town.

There followed a discussion of the Larkin Proposal and the future of Community Center Planning.

b. Annual Budget Planning:

Lattin's 2009 Salary proposal for Library Staff was reviewed.

Lattin was asked to prepare the Civil Service materials for full-time Library Director.

- c. Policy Updates: Miller presented the policy updates that he and Lattin had prepared (see attached.) They included policies for The Supervision of Children in the Library, Emergency Closing Procedures, Acceptable Patron Behavior, and Materials Selection Policy. Miller moved, Terry seconded, to approve these updates as presented. Passed.

Next month the Board will consider updates to Internet Policy, Meeting Room Policy, Bulletin Board Policy, and Public Relations Policy.

- d. Long Range Planning: Miller lead the Board in a discussion of 7. Goal: Value our innovative and dynamic staff.

Discussion resulted in the following list of Strategies to achieve this Goal:

1. Enhance staff compensation to ensure competitive salaries and to attract the best talent.
2. Take steps to recruit, retain, and develop staff.
3. Provide adequate staff to effectively operate the library.
4. Utilize services of Friends of the Hamlin Public Library.

The following Action Steps for the above Strategies were agreed upon:

1. Develop budget that supports competitive salaries and approve at July Board meeting.
2. Do Annual Evaluation of Library Director by the Board Personnel Committee before budget proposal.
3. Consider future needs for staff during budget process with periodic review.
4. Encourage Friends to support staff – esp. through such activities as the Summer Reading Program.

6. **New Business:**

- a. Monthly Meeting: Question was raised as to whether we could move our regular meeting to the 2nd Wednesday of the month.
- b. Subway Library Day: Lattin reported that Subway is requesting a date for a Subway Day when a percentage of all sales will go to the Library.

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

- a. The Town has a new Employee Health Care program that begins July 1, 2008.
- b. Farmers Market – Sundays beginning June 15, 9 AM – 1 PM.

8. **Friends of the Library Report:** Jennejahn reported

- a. The Friends have approved Lattin's request for support of the Summer Reading Program.
- b. The August Book Sale will be at St. John's.

9. **Adjournment:** Terry moved and Parker seconded that we adjourn at 9 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library
Acting Director's Report
June 4, 2008

Statistics:

May 2008			
		YTD	YTD 2007
Circulation			
Charges	4,970	29,254	27,061
Renewals	538	2,614	695
Total	5,508	31,868	27,756
New Cards			
Adults	11	64	57
Juv	3	23	8
Internal	0	0	0
Restricted	0	5	11
YA	2	2	1
Temporary	0	1	2
Total	16	95	79
People Count			
	2,696	13,643	9,828
Books Purchased			
	108	428	747
Donations Added			
	30	91	225
Fines			
	\$495.95	\$2,337.18	\$2,260.38
Fax			
	\$66.00	\$315.85	\$260.35
Copier			
	\$21.10	\$191.82	\$122.85

Programs:

Munchkin Monday – May 5, 12, & 19.
62 participants

Thursday Evening Storytime – May 1, 15, 22 & 29.
19 participants

Upcoming Programs:

June 23 – Summer Reading Program begins!

June 27 – Special guest John Crocitto of CroZoo will present “Creepy and Freaky Friends!” for two sessions.

Staff Evaluations: I conducted staff evaluations this past month. Each of the staff and I sat down and discussed priority of tasks, performance, and set a six month goal for completion of a specific project designed to enhance programming, and usability of the collection.

Summer Reading: As the end of June approaches, more of my time is spent preparing for our summer reading

program. I sent out donation request letters, and they are starting to come in. We have received a significant number of donations from businesses who have never donated before. I will also be working with a young teen, Sean Flynn, who has volunteered to help decorate the Children's area.

MCLS Policy Change: As of July 1st, items for the hold shelf will remain there for seven days, as opposed to ten. This will reduce the wait time for popular items and will allow more people access to them.

Continuing Education: The “Politics and Networking” workshop I attended last month was well worth the effort. We discussed how, as individuals we can make the library more visible, about how (and why) to form partnerships, as well as marketing tips.

New Hours! The paperwork for Civil Service has arrived, and we should be able to open for the additional hours as of July 1.



The crowd at Munchkin Monday on May 12th.

Respectfully submitted,

Adrienne Lattin