

Hamlin Public Library Adventures Close to Home

Board of Trustees Meeting

Minutes of June 6, 2012

1. Call meeting to order Sue Evans at 7:02 p.m.
Members Present: Koester, Marsden, Beardsley, Emens, Keck, Koester
Absent: Hungerford
Guests: Hughes-Dennett, Baxter, Moses
2. **Minutes** from May were approved as amended: Motion: Beardsley, Second: Marsden
3. **Finances**
 - Expended this month (Salaries, Equipment, Contractual) \$14,061.54
 - Gene Brunette Plumbing-
4. **Financial Report (Sue Reported in Carolyn's absence)**
 - No changes since May report:
 - McGrath-\$617, 463.95
 - Citizens-\$9, 230.42Motion to Approve Vouchers in the amount \$8,282.57 Motion: Emens, Second: Beardsley

5. **Director's Report (Kay)**

- People Count: 2, 185
- May programs were half for kids.
- The staff is working on Summer Reading which starts on June 25.
- Munchkin Mondays begin on June 25.
- Card Making is continuing through the summer.
- A new phone app called, "BOOPSIE" will be available to patrons through MCLS.
- UMS will (Unique Management Service Collection Agency is offering services.
- System is requesting all libraries limit lost item refunds after 120 days have lapsed.
- Hamlin News: We are the designated donation for memorial remembrances for a Kendall child. The donation/memorial form is on the library website.
- We discussed providing information about the new library to the public on the website.
- Webinar on the construction grant will be held on Thursday, June 7, from 10-noon. J. O'Connell will also participate.

Motion to approve: Emens, Second: Koester

6. **Old Business**

Sue and others have met with Clark, Patterson, Lee. A rendering has been drawn. A question has been raised about how close we are to our contractual dollar limit with Clark, Patterson, Lee. We are looking for updates. Sue will call CPL. Next steps will be to get an estimate from CPL to submit with the renderings for the grant.

7. New Business

- Meeting with J O'Connell was held on Friday, May 30. We will be applying for the New York State Library Construction Grant. A grant writer has been assigned, Tom Lajewski. He will attend the webinar on June 7. Bunny Beardsley took the grant writers to the new library site. Grant is due to the County by the third week of August.
- Permit has been granted for the Sign
- Fundraising: Sue asked Richard Marsden to check in to some opportunities. Richard reported to us. He suggest that we start with a fundraiser, "A Night With Lawrence Welk". This would be a dinner dance. We would partner with WXXI for a big screen. DJ Mike Vickers would also participate.
- Other ideas:
 - 5K race book/author theme
 - Spelling Bee
 - Trivia Pursuit
 - Jazz Night
 - Classical Concerts
 - Eight Nights of Dinning
 - Shopping Cart race
 - Golf Tournament
 - Pizza Wing Wine Fest
 - Chili Cook-off
 - Pig Roast
 - 50's Sock hop

Some Ideas in Not For Profit Times

- Silent Auction
- Car Show
- Merchants Week

We will think about this and form a committee for fundraising.

8. Town Liaison Report (Jason Baxter)

- Three town laws will be presented on Monday.
- A Town Facebook page is being created.
- J. O'Connell has presented to the Town Board and procuring her services will be addressed on Monday.

9. Friends of the Library Report

- Spaghetti Dinner was on March 25. Spaghetti dinner made \$1,200.
- Book Sale: August 9-11. Need help moving books and sorting book. Set up is 6:00 at barn on Wednesday. Thursday set up is 9-1:00 p.m. Sale is 1-5 Thursday and Friday 9-5. Sat. 9-2:00 p.m. and is bag day.

Motion made by Koester and Second by Marsden to end the meeting at 8:52 p.m.

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

Hamlin Public Library
 Director's Report
 June 6, 2012

May 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	4,095	24,002	24,836
Renewals	1,021	5,027	5,206
Total	5,116	29,029	30,042
New Cards			
Adults	8	44	35
Juv	0	16	17
Precip	0	0	0
Restricted	0	0	4
YA	0	1	1
Temporary	1	1	0
Total	9	62	57
People Count			
	2,185	11,907	11,934
Books Purchased			
	202	994	1104
Donations Added			
	36	155	82
Fines			
	\$426.95	\$2,863.98	\$2,993.07
Fax			
	\$41.25	\$336.75	\$512.65
Copier			
	\$82.35	\$428.10	\$373.80
Tape (or sheet)total			
	\$558.65	\$3,643.18	\$3,879.52
Cash Register total			
	\$559.98	\$3,652.50	\$3,882.21

May Programs for Children

Munchkin Monday

May 7, 14

Thursday Night Story Time

May 3, 10, 17

May 22

May Programs for Adults

Knit/Crochet Group

May 12

Tuesdays at 2 Book Club

May 15

Card making with Linda Talbott

May 15

Summer Reading Starts June 25 for all Ages!

June Programs for Children

Munchkin Monday

June 25

Wish Bracelet Craft

June 27

June Programs for Adults

Tuesdays at 2 Book Club

June 19

Card Making with Linda Talbot

June 19

MCLS News-

- BOOPSIE-MCLS will buy a mobile phone app so people can easily search the site. It will have most of the functionality of that main internet site.
- UMS (Unique Management Service Collection Agency) is offering the system the opportunity to have UMS send out a letter to patrons who have fines on their cards over \$35 and keep track of correspondence before the person is sent to actual collections. This was a function most libraries wanted when we started using a collection agency but wasn't available at that time. There is a cost of \$9.45 per "fines only" letter sent which is \$.50 more than the "lost items" letter sent. Most libraries were interested in using this service because collections are difficult to deal with and is time consuming.
- The system is requesting all libraries limit lost item refunds within 120 days due to the security limitations on refunding online payments after 120 days has elapsed. They want to make online and in person refunds a similar time.

Hamlin News

- We are the designated donation for memorial remembrances of a Kendall mom's 4 week old son who passed. She has specific ideas for themed boxes with books and toys on a particular subject. If we don't get enough money we will do something else.
- A donation/memorial form is on the library website.
- I'd like to see something on the website concerning the new library. Maybe something as simple as a timeline of what we have looked at and done.

Respectfully submitted,

Kay Hughes-Dennett, Library Director