

Hamlin Library Board of Trustees
Wednesday, July 2, 2008

Trustees Present: Bott, Evans, Hungerford, Miller, Parker & Terry.

Trustee Excused: Plavonich

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:** Parker moved, Hungerford seconded, that we approve the minutes of the June 4, 2008 meeting as presented. Passed.

3. **Financial Report:** Evans reported

Terry moved, Parker seconded, that we accept the Treasurer's Report and approve vouchers in the amount of \$5,519.45. Passed.

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

5. **Old Business:**

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

Letter from Board President to Town Supervisor was shared. Nothing new on Community Center.

b. Annual Budget Planning:

Lattin presented a proposed 2009 Budget that included a 2.97% increase for Library Salaries (including Health benefit), no increase for Library Equipment, and a 3.01% increase for Contractual Expense. The proposed budget of \$185,296.20 is a 2.94% increase over 2008 budget.

Hungerford moved, Parker seconded, that we approve the 2009 Budget Proposal as presented. Passed.

c. Long Range Planning: Miller lead the Board in a discussion of "7 – Goal: Market Our Success so that the Town of Hamlin views Library as a necessity and an asset to the Town"

The following Strategies were agreed upon:

1. Advertise hours and programs
2. Publish numbers of patrons/services provided on town web site
3. Develop Hamlin Public Library web site
4. Write articles promoting events and publicizing Library successes
5. Develop a public display to be shown at various sites around town
6. Make available a program to share Library assets to interest groups in town

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

1. a. Use Friends' Library Hours magnet; b. Articles in papers.
2. Continue what is already happening.
3. Add pictures to the Website. Lattin will contact Website manager and get back to us in August.
4. Continue as present.
5. Contact businesses about display space – Terry & Lattin will follow through.
6. Bott will present a plan at our August meeting.

d. Policy Updates:

Miller moved, Parker seconded, that we approve as presented the Internet Policy, the Meeting Room Policy, the Bulletin Board Policy, the Partnership Policy (replacing the Public Relations Policy), and elimination of the Miscellaneous Policies. Passed. See attached.

e. Resolution on the Signing of Vouchers:

It was resolved that a designated Trustee be empowered to sign vouchers as presented that are in accordance with approved budget.

Hungerford moved, Evans seconded, that we table the resolution until our next meeting.

f. Performance Assessment Process:

Hungerford distributed forms to be reviewed by the Board before the next meeting.

6. New Business:

Monthly Meeting question was postponed until next month.

7. Town Board Liaison report: Tom Breslawski reported

- a. Hamlin Meadows – phases I & II have been approved by Planning Board.
- b. Plan being considered for the accessibility of Town Hall.

8. Friends of the Library Report: Jennejahn reported

The August Book Sale will be at St. John's.

9. Adjournment: Terry moved and Evans seconded that we adjourn at 9:04 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library
Acting Director's Report
July 2, 2008

Statistics:

June 2008			
		YTD	YTD 2007
People Count	3,015	16,658	12,606
Books Purchased	127	555	649
Donations Added	13	104	255
Fines	\$518.20	\$2,359.43	\$2,812.42
Fax	\$84.10	\$333.95	\$357.30
Copier	\$20.70	\$191.42	\$160.80

Last week we had 890 people walk through our doors. This is an all-time high for any one week!

Programs:

“Creepy & Freaky Friends” with CroZoo – June 27. 60 participants

Insect Coloring Pages – 98 participants

Upcoming Programs:

Jul. 2 – Don’t Bug Me Doorhanger Craft

Jul. 7 – Munchkin Monday

Jul. 9 – Butterfly Frame Craft

Jul. 16 – Dragonfly Jewelry

Jul. 18 – Teen Book Group

Jul. 21 – Munchkin Monday

Jul. 23 – Bug BINGO!

Jul. 30 – Tie Dye

Summer Reading Program: Business has been brisk. After only one week, there are 80 children and 23 teens signed up. So far we have handed out more prizes during the first week than last year.

Thanks, Friends! Thanks to our Friends of the Hamlin Public Library, we have magnets that help to advertise our new hours. They arrived just in time on July 1st.

Meeting Room Use: Amanda Marshall met here three times this month to tutor students for their GED. The Recreation Bridge group met here Jun. 20 because their normal meeting place was being worked on.



These are pictures from “Creepy & Freaky Friends” on Jun. 27th.



Respectfully submitted,

Adrienne Lattin

Hamlin Library Trustee Minutes for

ADDENDEM II: POLICY UPDATES

II F. INTERNET POLICY

1. Access to Internet Resources

1.1 The Hamlin Public Library is committed to providing free and open access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. The Hamlin Library has made information available in a variety of formats, from print materials to audiovisual materials. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources.

1.2 The Internet, as an information resource, enables the library to provide Information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

1.3 In introducing the Internet as an information resource, the library's goal is to enhance its existing collection in size and depth and as a public access agency, give opportunity to anyone who wishes to participate in navigating the Internet, both in the library and at home.

1.4 The library cannot control or monitor material that may be accessible from Internet sources because the Internet is a vast and unregulated medium with access points that can and do change often, rapidly and unpredictably. The Library is in compliance with the Child Internet Protection Act (CIPA) through the use of filters on all computers.

2. In-Library Access

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources.

3. Conditions and Terms of Use in the Library

In order to make Internet resources available to as many users as possible and to ensure that this resource is used in a manner consistent with library policies, the following rules shall apply:

3.1 Users are requested to sign up for computer use. Users have use of a computer station for at least one hour. If other patrons are waiting to use a computer, those users who have not signed in will be asked first to relinquish the computer station they are using.

3.2 Misuse of the computer will result in the loss of computer privileges, potential loss of library privileges and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities; hacking into the library computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; sending harassing messages to other computer users; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements.

3.3 The library's computers are set up for optimal usage by a single individual. In some cases, such as a parent/guardian with children, it may be important for two or more people to work together at a computer. Otherwise, because of limited space, a maximum of two persons may sit/work together at any one computer.

3.4 All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. The Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However, internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience.

*Adopted by the Hamlin Public Library Board of Trustees, August 1, 2001,
revised July 2, 2008.*

II G. MEETING ROOM POLICY

It is the intention of the Hamlin Public Library Board of Trustees to make its meeting room available for library-sponsored programs, as well as for individuals, and organizations engaging in educational, cultural, intellectual, civic, or charitable activities.

1. The Library does not discriminate against persons or groups on the basis of race, sex, color, creed, age, religion or national origin.
2. Any group's use of the meeting rooms does not constitute the Library's endorsement of that group's policies or beliefs.
3. Meetings must be on a non-profit basis. No solicitations are to be made, and no activities are to be made for commercial purposes.
4. Provided the room is not in use, and has not been reserved for the near future, it is available immediately upon request. The room may be reserved up to 60 days in advance. Requests are taken on a first-come, first-served basis.
5. The number of persons allowed in the meeting room at one time is limited to 20.
6. Immediately following the meeting, the leader of the organization or a designated member should notify the staff of the number in attendance.
7. Meetings should be scheduled to end 15 minutes before the Library's closing time. Requests for use of the room after library hours must be booked in advance, and are subject to the approval of the Director.
8. Groups are responsible for setup and cleanup of the room, including vacuuming, if necessary.
9. The group is responsible for the damage of any library equipment they use.

Adopted as Library Trustees, June 2, 2004

II H. BULLETIN BOARD POLICY

The Hamlin Public Library provides a bulletin board and adjacent area for displaying community activities and events, as well as public service notices of educational, cultural, intellectual or charitable interest. The Library Board adopts article six of the American Library Association's "Library Bill of Rights" which maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

1. The Hamlin Public Library does not advocate or endorse any of the organizations or events displayed on the bulletin board or in the adjacent area.
2. Display areas: Due to space restrictions, the bulletin board is reserved for upcoming events. Those events and organizations closest to Hamlin have priority for placement on the bulletin board. All legal notices will take up no more space than 8.5"x11". The brochure holder in the children's area is reserved for items of interest to children or parents. All other materials will be placed either in the bulletin board area, or in the "Community Events & Information" 3-ring binder.
3. Items must be submitted to the circulation desk or to the Director for approval. Any items found in the library without approval will be disposed of.
4. All items will be marked with the date submitted. Posters will be removed after one month and brochures or other handouts will be removed after six months. Exceptions may be made for

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items of general interest. Because of space limitations, the library reserves the right to dispose of excess items.

5. Any items submitted will not be returned.

Adopted by Library Trustees, December 2, 2004

II I. LIBRARY PARTNERSHIP POLICY

Partnerships with private and public agencies should increase exposure in the community, achieve the mission and strategic goals of the Library, be of mutual benefit to both parties or enhance the Library's revenues. Only organizations deemed appropriate and compatible with the mission, goals, and policies of the Hamlin Public Library will be considered for a potential partnership. The Board of Trustees is to review and approve any proposed partnerships.

Adopted by Library Trustees. July 2, 2008