

Hamlin Public Library: Adventures Close to Home

Board of Trustees Minutes

July 6, 2011

Trustees Present: Beardsley, Brightly, Evans, Hungerford, Koester, Parker, Plovanich

Also Present: Kay Hughes-Dennett (Director), Tom Breslawski (Town Board Liaison), Lori Moses (Friends of the Library)

Call to Order: President Evans brought the meeting to order at 7:03 pm.

1. **Minutes:** It was moved by Koester and seconded by Hungerford to accept and approve the June meeting minutes as written. Passed.

2. **Financial Reports:** As Treasurer, Hungerford reported no changes from last month.

For the Financial Report, Hughes-Dennett distributed the register listing (of expenses incurred) and budget summary. The YTD figures for expenses are about 50%, which is on target for halfway through the fiscal year. Parker moved, Beardsley seconded, that the Treasurer's report be approved and the vouchers be paid. Passed.

It was suggested to begin the budgeting process, so the 2012 budget can be presented to the Town Board in the Fall.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report. The circulation numbers are down as compared to last year; perhaps due in part to the increase in hold fees. However, the circulation numbers are down county-wide. Koester moved and Parker seconded to accept the Director's report. Passed. Koester moved, Parker seconded to accept the Director's Report as written. Passed.

4. Old Business:

Strategic Plan Clark Patterson and Lee (CPL) will be contacted to develop schematics for a newly constructed library. They should meet with Kay to discuss actual placement of the various service rooms within the library. The Building Inspector should be contacted by CPL to fully understand regulations for municipal building. (Building Inspector is unavailable until 7/18.)

An estimate is needed for how long between schematic and occupancy.

There is curiosity about how building will be oriented on open ground, what the parking accommodations will be and what impact the proposed library will have on adjacent town recreation.

Unattended Minors Policy: A draft of an unattended minors policy was distributed and clarified through discussion. Koester and Hughes- Dennett will re-format the policy, and distribute the final version to the Town Clerk and Town Attorney for input. The matter was tabled until next month.

Document of Understanding Between MCLS and Member Libraries: Hungerford moved, Parker seconded to approve the contract as presented by MCLS, which includes a \$3000 increase in 2012. Passed.

5. New Business:

Performance Appraisal for Library Director: Evans and Koester will review performance assessment tool for Library Director position and design an appropriate document for use in HPL.

6. Liaison to Town Board: Tom Breslawski reported that there will be presentation of the Agriculture Protection Overlay legislation that is pending in Hamlin, on 7/12 at 7 pm in the gym.

7. Friends of the Library: Lori Moses reported that the book sale will be held August 11-13 in St John's Church Gym. Books will be \$3 a bag for hardcovers. And paperbacks will be 50 cents each until the last day, when they will be \$3 a bag.

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8. Executive Session: It was moved by Parker and seconded by Hungerford to move into executive session.

Parker moved, Beardsley seconded to end the executive session.

7. Adjournment: It was moved by Parker and seconded by Koester to adjourn the meeting. Meeting was adjourned at 8:20.

Respectfully submitted,

Jeanne Brightly

**Hamlin Public Library
Director's Report
July 6, 2011**

June 2011			
		YTD 2011	YTD 2010
Circulation			
Charges	6,279	31,115	34,463
Renewals	1,035	6,241	6,600
Total	7,314	37,356	41,063
New Cards			
Adults	8	43	71
Juv	4	21	24
Precip	0	0	1
Restricted	1	5	8
YA	0	1	3
Temporary	0	0	0
Total	13	70	107
People Count			
	2,967	14,901	18,903
Books Purchased			
	164	1,268	1,316
Donations Added			
	3	86	197
Fines			
	\$ 629.58	\$3,622.65	\$2,914.71
Fax			
	\$ 148.15	\$660.80	\$598.44
Copier			
	\$ 122.70	\$496.50	\$401.20
Tape (or sheet)total			
	\$ 900.43	\$4,779.95	\$3,914.35
Cash Register total			
	\$887.66	\$4,769.87	\$4,814.38

June classes

Programs for Children

Munchkin Monday Story Hour

June 27

“It’s Magic of Course” with Ted Burzynski

June 27 at 2pm at the Town Hal

Origami-June 29

Adult Meetings/Programs

Crochet and Knit Club

June 11, June 28

July Programs for Children

Programs for Children

Munchkin Mondays

July 11, 18, 25

July 6-Tin Ornament

July 7-Tie Dye

July 13 & 20- Tribal Mask

July 14-Big Machine

July 21-Family Bingo

July 27-Delft Tile Creation

July 28-Iron Chef Competition

Evacuation of Building Policy- Due to one of the gas stove pilot lights going out at the NOB, when we turned on our air conditioning on June 27, our building filled with gas. We need to develop an evacuation procedure.

Library Construction Grants- I just received the passwords for the program. I still need to attend a webinar on the process in order to apply. I will forward the passwords on to Kerry and Jeanne.

Employee evaluation-Gail and Cheryl have been reviewed. Adrienne still needs to be reviewed.

Temporary staff-One of our temporary staff members, Betsy Dobles starts a permanent position at the Greece Public Library July 11. Marcia Mosele, our other temporary staff member will be unable to work anything but 1 evening during August. I am looking for another temporary staff member to fill in until Terry Gunsher can return.

Respectfully submitted,

Kay Hughes-Dennett, Library Director

