

Hamlin Public Library Adventures Close to Home
Board of Trustees Meeting
Minutes of August 1, 2012

1. Meeting called to order Sue Evans at 7:00 p.m.
Members Present: Koester, Emens, Evans, Hungerford, Marsden
Absent: Beardsley, Keck
Guests: Hughes-Dennett, Baxter, Moses
2. **Minutes** from July were approved as amended: Marsden Motion: Second: Emens
3. **Financial Report** –Treasurer was absent.
 - No changes since July report:Motion to Approve Vouchers in the amount of \$3,980.09
Motion: Koester, Second: Emens
4. **Director's Report** (Kay) See Attached
 - The summer programs are approximately 150 kids over last year! This is phenomenal !Motion to Approve: Koester, Second: Marsden
 - A motion was made to close the Library on Saturday, September 1, 2012.Motion: Emens, Second: Marsden
The motion passed and the Library will be closed on September 1, 2012.
 - Kay is requesting to attend NYLA Convention the first week of Nov. She will miss the Library Board Meeting on November 7, 2012.Motion made that Kay attend the NYLA conference during Nov.
Motion: Emens, Second: Koester
 - Kay is looking at prices for library furniture for the Library grants.
 - The Town "State of the Library" PowerPoint will be presented by Kay on September 10.Motion to approve the Librarian's Report:
Motion: Emens, Second: Marsden
5. **Old Business**
 - Memorial Remembrance: We have received \$2218.00 in donations. Kay will continue working with the family on this project.
 - The Library Board reviewed the New Library Building Floor Plan renderings.
 - Fingerlakes Construction Co. has provided a proposal dated July 24, 2012 as requested by Clark Patterson Lee. A motion was made to accept these plans and pass them on to the grant writer for the purpose of moving forward with the grant submission.Motion: Emens, Second: Marsden
 - Lowes Grant: Sue has contacted Lowes regarding the grant recipients. Grant recipients will be notified on October 1, 2012.
 - Emens has met with Town Supervisor, Tom Breslawski regarding the fundraising. According to Town Attorney, Ken Licht, the Library can receive gifts, bequests or donations. Friends of the Library can solicit funds and donations.

- Friends of the Library can set up an account and make that account and make that account known through publications, public notice or articles in local papers.
- State Report. Starting in 2009, a different State Report has to be filed. It appears that Annual Update Document (AUD) is a separate report that what is annually filed. It appears that the Town Report could include the AUD for the Hamlin Library. Hungerford is working with the Town to complete the State Report.
- Emens and Beardsley have written a summary of the progress toward building a new library. This item will remain on the September agenda. The summary will be sent to the Library Web Site as well as local newspapers/publications.

6. **Town Liaison Report** (Jason Baxter)

- Friends of Hamlin Recreation may be formed. Founder's Day will be held on September 22, 2012 for 1-4 p.m. at the Hamlin Historical Center on Church/Walker Lake Ont. Rd.

7. **Friends of the Library Report**

- Book Sale: August 9-11. Need help moving books and sorting books. Set up is 6:00 at barn on Wednesday, August 8 from 4-5:00 p.m. at St. John's Lutheran. Thursday, August 9 is set up from 9-1:00 p.m. Sale is 1-5 Thursday and Friday 9-5. Sat. 9-2:00 p.m. and is bag day, \$3. 00 for a bag of books.

Motion made by Emens and Second by Koester to end the meeting at 8:36 p.m.

8. **Adjournment** at 8:36 p.m.

Respectfully Submitted,

Jama Koester, Secretary Hamlin Public Library

Hamlin Public Library
 Director's Report
 8/1/12

July 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	6,288	35,122	37,467
Renewals	1,055	7,089	7,535
Total	7,343	42,211	45,002
New Cards			
Adults	21	73	59
Juv	4	28	28
Precip	0	1	1
Restricted	0	0	1
YA	2	4	8
Temporary	0	1	1
Total	27	107	97
People Count			
	3,217	17,489	18,071
Books Purchased			
	165	1,274	1,419
Donations Added			
	15	185	131
Fines			
	\$603.10	\$4,096.79	\$4,143.16
Fax			
	\$49.60	\$429.50	\$749.20
Copier			
	\$131.69	\$748.49	\$550.25
Tape (or sheet)total			
	\$784.39	\$5,274.78	\$5,442.61
Cash Register total			
	\$784.14	\$5,298.00	\$5,426.17

July Children's Programs

Munchkin Monday-July 2, 9, 16, 23, 30
 Owl Pillow Craft-July 11
 Tie Dye-July 12
 Scrap Art-July 16
 Plastic Lid Monster Craft-July 18
 Big Machine Day-July 19
 Sweet Dreams Pillow Case Craft-July 25
 Family Bingo-July 26

August Children's Programs

Munchkin Monday-August 6
 Dream Catcher Craft-August 1
 Iron Chef-August 2
 Wild Wings-August 7
 Word for Word Necklace-August 8
 Can-Do Robot Craft-August 9

Closed date-I missed submitting Saturday, September 1 as a closed date. Would it be possible to close the library on this day so staff can have a long weekend? I need to know soon so the due dates can be changed in CARL.

November 7 Board Meeting-I would like to go to NYLA this year. The NYLA dates are Thursday, November 8-Saturday, November 10. I would leave Wednesday, November 7 to be there for the morning sessions. Would this be possible?

Furnishing Quotes-I am beginning to submit requests for office furniture, reference desk, computer desks, kitchen appliances, shelving, meeting room furniture, computer equipment, flat panel television(s) and general patron furniture. Hopefully, I will start getting replies by the 17th of September.

Summer reading-Our reading program numbers are down some but the craft program numbers are way up.

Charland Memorial Donations-We have received \$2218.00 in donations. Alicia Charland and I have written up a "Charter" or "Collection Development Policy" outlining how and what we will buy and other criteria. This is a work in progress as she has two little boys and I have been very busy. We plan to meet at the end of August again.

2013 Budget-I will be presenting our next budget at the September Board meeting unless Tom Breslawski wants it sooner.

State of the Library-I will present the "State of the Library" power point at the September 10 Town Board meeting.



Respectfully submitted,

Kay Hughes-Dennett, Library Director