

**Hamlin Public Library: Adventures Close to Home**  
**Board of Trustees Minutes**  
**August 4, 2009**

Meeting called to order by President George Bott at 7:00 PM.

Present: Bott, Evans, Hungerford, Miller, Parker, Plovanich and Terry.

Others: A. Kirby and T. Breslawski.

1. **Minutes.** Miller moved, Terry seconded, to approve the Minutes of July 1, 2009 as distributed. Passed.

2. **Treasurer's report** was given by Peter Terry.

Terry moved, Parker seconded, to approve monthly expenses of \$5,397.65.

3. **Acting Directors** report was presented and is attached.

Hungerford moved, Parker seconded, to approve the report.

4. **Old Business:**

a. **Library Director Replacement Process:** Terry moved, Evans seconded, to approve the following resolution:

*Subject to a final interview by the Board of Directors, and acceptance of the offer of employment, the Board extends an offer of employment as Library Director to person chosen by Board Interview Committee*

*The offer will be effective August 10, 2009, and will provide that following six months of employment, the Board will meet with the person chosen, review his/her satisfaction with the position, as well as his/her performance in the position.*

*The initial salary will be \$40,000 per year, together with benefits as offered by the Town of Hamlin to its employees.*

Resolution passed.

b. **2010 Budget Plan:** A budget plan for \$183,908.24 (same amount approved for 2009) was presented (see attached). Parker moved, Terry seconded, to approve the budget proposal. Passed.

c. **Strategic Planning Objectives**

i. Maintenance: already have new chairs and are getting estimates on painting.

ii. Library Cards: some schools have been contacted and others are ready to be contacted. Evans & Parker are collected and/or purchasing rewards. Costs will be paid for out of Trustees non-budget account.

iii. The Objective to develop an e-mail program to notify patrons of upcoming events, new books, etc. has been postponed for 60 days on July 1 or until September.

5. **New Business**

a. Kirby described the program for the end of the Summer Reading Program

b. 10 Year Anniversary: Parker agreed to chair plans

c. **Bequest:** Plovanich received statement & check for final settlement of McGrath bequest. Treasurer will review the statement before the next meeting so the Board can act to sign off on it.

d. **Adrienne Kirby Appreciation:** President Bott, noting that this was the last meeting Kirby would be attending as Library Director, expressed our appreciation for her contribution to the Hamlin Public Library. The Board gave her a Standing Ovation.

**6. Town Board Liaison: Tom Breslawski**

7. **Motion to adjourn** at 8:20 PM was made by Terry, seconded by Parker. Carried.

Respectfully submitted,

Duane R. Miller

**Hamlin Public Library  
Acting Director's Report  
August 5, 2009**

**Statistics:**

June 2009			
		YTD 2009	YTD 2008
<b>Circulation</b>			
Charges	6,708	35,871	35,289
Renewals	493	3,581	3,256
Total	7,201	39,452	38,545
<b>New Cards</b>			
Adults	16	76	79
Juv	10	24	26
Restricted	4	8	5
YA	1	2	2
Temporary	2	4	1
Total	33	114	113
<b>People Count</b>	3,248	17,681	16,658
<b>Books Purchased</b>	111	817	555
<b>Donations Added</b>	45	206	104
<b>Fines</b>	\$545.80	\$3,397.02	\$2,359.43
<b>Fax</b>	\$73.55	\$352.65	\$333.95
<b>Copier</b>	\$23.80	\$202.35	\$191.42

July 2009			
		YTD 2009	YTD 2008
<b>Circulation</b>			
Charges	8,832	44,703	43,928
Renewals	914	4,495	3,921
Total	9,746	49,198	47,849
<b>New Cards</b>			
Adults	28	104	88
Juv	5	29	32
Restricted	3	11	10
YA	3	5	5
Temporary	1	5	1
Total	40	154	136
<b>People Count</b>	4,513	22,194	20,931
<b>Books Purchased</b>	112	929	693
<b>Donations Added</b>	46	252	126
<b>Fines</b>	\$601.80	\$3,523.17	\$2,901.47
<b>Fax</b>	\$91.00	\$443.65	\$403.70
<b>Copier</b>	\$21.25	\$207.60	\$260.62

The first three weeks in July, we had over 1,000 people in each week.  
 Week ending July 4 – 1,003  
 Week ending July 11 – 1,056  
 Week ending July 18 – 1,044

**Programs:**

*Sun Catcher* – July 1. 21 participants  
*Munchkin Mondays* – Jul. 6, 13, 20 & 27. 64 participants  
*Coil Pots* – July 8 & 15. 39 participants  
*God's Eye Craft* – July 22. 18 participants  
*Tie Dye* – July 29. 46 participants

Upcoming Programs

Aug. 7 – Ventriloquist Bruce Weaver – Town Hall Gym 7pm

Aug. 13 – Teen Reading Party, Pizza and Wii  
Aug. 25 – Tax Talk with H & R Block

**Summer Reading:** We've had 26 active participants for the Read-to-Me program. Hamlin parents and grandparents have read a total of 259 hours to these youngsters. So far, our elementary school kids have read over 811 hours. Our teens have read over 1,110 hours, which is about 55 more than last year.

**Extra Storage Space:** The library only has three bathrooms now. Neil Newman has taken out the fourth, which will be put to much better use as storage.

**New Meeting Room Chairs:** No longer do we need to grab chairs from the main section of the library to accommodate a craft with 15 participants. We now have enough chairs.

**Computer Survey:** There have been 19 responses. I think the survey will be helpful in determining how and why people are using the public computers, so that the library can purchase computers that will best facilitate those needs.



*From our Annual Tie Dye day, 7/29/09.*

Respectfully submitted,

Adrienne Kirby



**Proposed Hamlin Public Library Budget 2010**