

Hamlin Library Board of Trustees
Wednesday, August 6, 2008

Trustees Present: Bott, Hungerford, Miller, Plavonich & Terry.

Trustee Excused: Evans & Parker

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 7:02 PM.

2. **Minutes:** Miller moved, Parker seconded, that we approve the minutes of the July 2, 2008 meeting as presented. Passed.

3. **Financial Report:** Lattin and Bott shared report.

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

a. It was agreed that the Trustee Minutes would be posted on the Website when they are distributed and before the Board approves them.

b. It was agreed the Director's Report would be provided to Town Board Members at their regular meeting.

c. Lattin announced that Cheryl Ingham is now a Senior Library Clerk.

5. **Old Business:**

a. Community Center Planning: Terry reported

A committee representing stakeholders will meet with the architect on August 13.

b. Annual Budget Planning:

In request from Town Supervisor that 2009 Budget requests reflect no more than a 2.2% increase, Miller moved, Terry seconded, that we approve and submit to the Town Board the adjusted 2009 Budget as prepared by Lattin. Passed.

c. Long Range Planning: Miller lead the Board in a discussion of "8 – Goal: Provide convenient and reliable services. It was agreed to change the Goal to read: Provide convenient and EXCELLENT services.

The following Strategies were agreed upon:

1. Determine and ensure that open hours are what public wants while providing adequate access to library services.
2. Review policies, facility and operations to ensure that they facilitate convenient access.
3. Evaluate community needs to determine that library collection and services are adequate to meet these needs.

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

1. Set a series of meetings with community groups telling them about library services and asking for their input. Bott will present a detailed plan at next meeting.
2. Will review on regular basis.
3.
 - a. See Action step #1 above.
 - b. Participate through Board member Terry in Community Committee in formulating multi-purpose building that is designed to meet community needs.
- d. Performance Assessment Process: Agreed to be postponed until next month.

6. New Business:

- a. Monthly Meeting: it was agreed to keep our regular Board meeting on the first Wednesday of the month.
- b. Staff Recognition Event: Parker has volunteered to chair this event. The plan at this time is for the Trustees to invite the Staff to dinner on the second Wednesday in November at the Redman Club.

7. Town Board Liaison report: Tom Breslawski reported

8. Friends of the Library Report: Jennejahn reported

9. Adjournment: Terry moved and Hungerford seconded that we adjourn at 8:37 PM. Passed.

Respectfully submitted,

Duane R. Miller