

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
September 7, 2011

Trustees Present: Beardsley, Brightly, Evans, Hungerford, Koester, Parker
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 7:00 pm.

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

2. **Financial Reports:** As Treasurer, Hungerford reported the balances for Citizens Checking and HSBC. Wells Fargo renewed 2 CD's. A 3rd CD is up for renewal at the end of September. It was decided to keep \$10,000 out of 3rd CD to cover anticipated professional expenses for architectural work to be done by Clark-Patterson-Lee (CPL).

For the Financial Report, Hughes-Dennett distributed the register listing (of expenses incurred) and budget summary. The expenses this month were aligned with the year projections. Beardsley moved, Koester seconded, to pay the vouchers. Passed. Koester moved, Parker seconded, to accept the Financial Report. Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report. The summer programs were busy, but circulation numbers are down, which is seen in every library in the county. The Director passed out the preliminary library plan. She has suggestions for modifications. She will clarify the filing dates for the NYS Construction Grant.

Hughes-Dennett would like feedback for the revision to the MCLS Contract.

She will email the Budget Presentation she will make to the Town Board.

Parker moved and Koester seconded to accept the Director's report. Passed.

4. Old Business:

Strategic Plan Hungerford met with Maria and Howard from CPL for an inspection of the proposed site for the new library. From there, Jason developed first version of library facades and layout.

Lease Information A lease will need to be in effect for the duration of the construction of the new library. The plaza owner was asked to forward the lease agreement to the Library Director.

5. New Business:

Board Member Vacancies: With Brightly, Evans and Parker leaving the Board at the end of 2011, it was decided to advertise for interested parties to apply for the vacancies.

Security Policy: The Director needs to develop a security policy when confronted with unruly patrons.

6. Liaison to Town Board: Tom Breslawski reported that a public hearing was held regarding the Coast Guard Tower. A \$1000 per month stipend will be paid to the Town by the Coast Guard during the construction phase. The stipend will increase to \$1600 per month as a maintenance payment.

The Library Director will present the Library Budget to the Town Board on September 12.

7. Friends of Library: The Used Book Sale grossed \$1300. Many leftover books were donated to charity. The Friends' activities are completed for the year.

8. Executive Session: On a motion by Hungerford, seconded by Parker, the meeting was moved into Executive Session. Carried.

Parker moved and Beardsley seconded to move out of executive session. Motion was carried.

9. Adjournment: It was moved by Parker and seconded by Beardsley to adjourn the meeting. Meeting was adjourned at 8:55.

Respectfully submitted,

Jeanne Brightly

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**Hamlin Public Library
Director's Report
September 7, 2011**

August 2011			
		YTD 2011	YTD 2010
Circulation			
Charges	6417	43,884	48386
Renewals	1164	8,699	9464
Total	7581	52,583	57850
New Cards			
Adults	8	67	94
Juv	8	36	40
Precip	0	1	1
Restricted	0	1	10
YA	0	8	3
Temporary	0	1	0
Total	16	113	148
People Count			
	3,417	21,488	25,661
Books Purchased			
	150	1,569	1,600
Donations Added			
	5	136	280
Fines			
	\$636.79	\$4,779.95	\$4,188.46
Fax			
	\$59.50	\$808.70	\$705.14
Copier			
	\$57.42	\$607.67	\$612.10
Tape (or sheet)total			
	\$753.71	\$6,196.32	\$5,505.70
Cash Register total			
	\$757.94	\$6,184.11	\$6,408.03

August Programs for Children

Make a sugar cube Igloo-August 3

Bottle top Tambourine August 10

“AirPlay Jugglers” - August 9

September Programs for Children

Munchkin Monday- September 19, 26

Thursday Night Story Hour- September 22, 29

Babysitter Training-September 17

Fall Craft-September 24

Make a Button Bracelet- September 15

September Programs for Adults

Knit/Crochet Group

September 10

September 27

Museum Passes-We now have museum passes to five of the big museums in the Rochester area. The only major museum not participating is the Strong Museum of Play. The passes can be checked out for one week and are good for half price of buy one –get one half price.

Library Practicum student-Ashley Wilson from Hilton is doing a UB library school practicum here for the fall semester. She will spend 120 hours learning our CARL X ILS, evaluating a part of the collection, choosing books, ordering the books and linking the books in CARL.

Summer Reading 2011-Everything went really well except for the gas leak next door on the first day! Please see the attached sheet.

Preliminary Library Plan-Please look at the preliminary plan from Jason Streb from Clark Patterson.

MCLS 2012 Contract-There was yet another revision to the MCLS Contract. Could you please read it and email me if you can ok it.



Respectfully submitted, Kay Hughes-Dennett