

Hamlin Public Library: Adventures Close to Home

Board of Trustees Minutes

November 3, 2010

Trustees Present: Bott, Brightly, Evans, Hungerford, Miller, Plovanich

Trustees Excused: Parker

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

Call to Order: President Bott called the meeting to order at 7:05 pm.

1. **Minutes:** Hungerford moved, Miller seconded that the minutes of October 6, 2010 be approved as distributed. Motion passed.

2. **Financial Report:** Hughes-Dennett reported that a favorable balance continues because her health care allowance is not being claimed in 2010. In addition, she provided year-to-date figures of 2010 vouchers to help provide an estimate of monthly expenses.

Hungerford and Bott created a notebook which organizes the endowment fund investment information. To summarize, all CD's are in 1 Wells-Fargo account.

Evans moved, Hungerford seconded that the Financial Report be approved as distributed. Motion passed.

3. **Director's Report:** Evans moved, Hungerford seconded to adopt Hughes-Dennett's recommendation to follow the Central Library's policy about donations to the Library. Motion passed.

4. **Old Business:** An answer from Brockport College about the availability of a Communications student is anticipated soon.

Strategic Plan: Evans reviewed the expansion plans to date. Next committee meeting will be November 10 at 10 am.

5. **New Business:** There will be a Staff Recognition Event on Tuesday, November 16, 2010 from 4 till 6 at the Library. Light hors d'oeuvres and punch will be served.. Bott to coordinate.

Bott and Hughes- Dennett to set a plan for a performance review process.

6. **Town Board Liaison Report:** With regard to the status of the 2011 budget: while spending will only increase 2%, there will be a tax increase of 5% due to the reduced tax base after reassessments. The Library Budget portion of the Town budget was accepted as proposed.

7. **Friends of the Library Report:** Jennejahn reported she will be stepping down as President of the Friends at the end of the year.

8. **Adjournment:** Miller moved, Evans seconded that the meeting be adjourned. Meeting adjourned at 9:05.

Respectfully submitted,

Jeanne Brightly, Secretary

Hamlin Public Library

Library Board Meeting

November 3, 2010

| October 2010 | | | |
|------------------------|----------|------------|---------------------|
| | | | YTD 2009 |
| Circulation | | | |
| Charges | 5,280 | 58,909 | 64,034 |
| Renewals | 1,094 | 11,673 | 5,662 |
| Total | 6,374 | 70,582 | 69,697 |
| New Cards | | | |
| Adults | 7 | 112 | 144 |
| Juv | 4 | 45 | 48 |
| Precip | 0 | 1 | 0 |
| Restricted | 2 | 9 | 16 |
| YA | 3 | 3 | 8 |
| Temporary | 0 | 0 | 9 |
| Total | 16 | 180 | 225 |
| People Count | | | |
| | 2,721 | 31,722 | 31,823 |
| Books Purchased | | | |
| | 117 | 1,886 | 1,445 |
| Donations Added | | | |
| | 21 | 337 | 399 |
| Fines | | | |
| | \$445.54 | \$5,418.40 | \$4,862.91 |
| Fax | | | |
| | \$54.75 | \$850.19 | \$713.10 |
| Copier | | | |
| | \$58.50 | \$785.05 | \$347.45 |

Classes for Children

Munchkin Monday

October 4, 11, 18, 25

Thursday Night Story Time

October 7, 14, 21, 28

Kid's Craft Saturday

October 23

Classes for Adults

Local Hamlin Authors Kym and Ash Goltermann

Tuesday, September 28: 7-8pm

Dye a Silk Scarf

Tuesday, October 5: 6-7pm

Card Making with Linda Talbot

Tuesday, November 2: 6-8pm

Classes for Children

Munchkin Monday

November 1, 8, 15, 22, 29

Thursday Night Story Time

November 4, 11, 18

Kid's Craft Saturday

November 20

Amerks Hockey Player Visit

November 30

Classes for Adults

Card Making with Linda Talbot

November 2

2011 Closed Dates-Saturday, January 1, Friday, May 27, Saturday, May 28, Monday, May 30, Saturday, July 2, Monday, July 4, Saturday, August 6, 13, 20, 27, Saturday, September 3, Monday, September 5, Thursday, November 24, Friday, November 25, Saturday, December 24, Monday, December 26 and Saturday, December 31.

Pat and Wayne Lewis- I'd like to have a donation box for Pat and Wayne Lewis at the circulation desk. Pat has worked for the Greece Public Library for over 20 years and was severely injured when her house exploded from a gas leak.

Envisionware-I am considering having LASS install Envisionware on our public computers. It is a timing program that only allows a set amount of time for each session. Are there any concerns?

Records Retention Policy-I recommend the Board accept this policy.

Amended Cost Shares for 2011- We should have figures by December 2010.

Periodicals-Our supplier neglected to renew our periodical list so most all our subscriptions will lapse with the November or December issue. I am looking into a new supplier. New issues should arrive with the January issue.

Respectfully submitted,

Kay Hughes-Dennett