

**Hamlin Library Board of Trustees  
Wednesday, Dec 1, 2010  
Hamlin Library Conference Room.**

**Trustees Present:** Bott, Evans, Hungerford, Miller, Parker.

**Trustee Excused:** Plavonich, Brightly

**Also Present:** Kay Hughes Dennett, Library Director), Tom Breslawski (Liaison from Town Board)

1. **Call to Order:** President Bott called the meeting to order at 7:00 PM.
2. **Minutes:** Miller moved, Evans seconded, that we approve the minutes of the November 3rd, 2010 meeting as presented. Passed.
3. **Treasurer's Report:** Hungerford reported
  - A. The Walker Fire Dept. has made a \$162 donation to the Library.
  - B. Year end balance in the Library's investment accounts is \$630,428.33. Projected annual income for 2011 is \$1455.
4. **Director's Report:** Hughes Dennett reported; her report is attached.
  - A. Parker moved and Hungerford seconded to accept the Director's report. Motion passed.
  - B. Hungerford moved and Parker seconded to ratify the MCLS recommended increase in cost shares. [See report attached.] Motion passed.
  - C. Miller moved and Parker seconded to accept Hughes-Dennett's "Wish List" which is part of her report. Motion passed.
  - D. Hungerford moved and Miller seconded to accept the vouchers for \$4,602.18 as presented. Motion passed.
5. **Old Business:**

Expansion Committee Report: Carolyn will contact Howard Welch of Clark/ Patterson by phone to set up a time to tour the two properties proposed for Library expansion.
6. **New Business:**
  - A. Miller moved and and Parker seconded to extend the term of Bott for two more months. Motion passed.
  - B. There was discussion of the development of a tool by the Director for the purpose of staff evaluation.
  - C. Bott expressed the Library's appreciation for the services of Duane Miller who formally resigned from the Trustees Board as of the end of this meeting.
7. **Town Board Liaison report:** Tom Breslawski reported
8. **Adjournment:** Miller moved and Parker seconded that we adjourn at 8:55 PM. Passed.

Respectfully submitted,

Sue Evans

Hamlin Public Library

Library Board of Trustees Meeting

December 1, 2010

<b>November 2010</b>			
		<b>YTD 2010</b>	<b>YTD 2009</b>
<b>People Count</b>	2,436	34,158	34,718
<b>Books Purchased</b>	164	2,050	1,605
<b>Donations Added</b>	37	374	429
<b>Fines</b>	\$400.75	\$5,819.15	\$5,264.36
<b>Fax</b>	\$110.10	\$960.29	\$802.10
<b>Copier</b>	\$72.80	\$857.85	\$269.85

## November Programs

### 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**

Tuesday, November 2

## December Programs

### Classes for Children

#### **Munchkin Monday**

December 6, 13

#### **Thursday Night Story Time**

December 2, 9, 16

#### **Kid's Craft Saturday**

December 11

**Fines on expired cards**-In accordance with MCLS procedure I would like to require patrons to clear card of fines when the card hits its yearly expiration date.

**Amending the 2009-2011 MCLS Contract**-Please see the sheet on the increased cost shares.

**SUNY Brockport Intern**- Megan Rydell will start at the end of January 2011 as our Communications intern. She will work 150 hours over the course of the spring 2011 semester. Megan will be working on doing our social media, press releases, brochures, posters and advertizing.

**Teri Gunsher**-Teri will be out at least until the end of December.

**Computer**-We have had major issues with two staff/circulation computers. We will order the new computers in December.

**Knox Box**-Lee Nettin has recommended we buy a "Knox Box" which will be attached to the building for the fire department to use if needed.

Respectfully submitted,

Kay Hughes-Dennett