

Hamlin Library Board of Trustees
Wednesday, December 3, 2008

Trustees Present: Bott, Evans, Hungerford, Miller, Parker & Plovanich.

Trustee Excused: Terry.

Also Present: Adrienne Kirby (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 7:00 PM.

2. **Minutes:** Miller moved, Evans seconded, that we approve the minutes of the November 5, 2008 meeting as presented. Passed

3. **Financial Report:** Evans presented report.

Parker moved, Hungerford seconded, the approval of the Treasurer's Report including vouchers in the amount of \$9,046.15. Passed.

4. **Acting Director's Report:** Kirby presented her report that is attached.

Miller moved, Evans seconded, acceptance of the 2009 Library Calendar presented by the Library Director; the calendar was based on Personnel Policy statement on Holidays.

Hungerford moved, Parker seconded, that we amend the calendar to include closing the Library on December 26, 2009. The amendment was passed as well as the motion as amended.

5. **Old Business:**

a. Staff Recognition Dinner:

There was a positive response from everyone concerning the Staff Recognition Dinner.

b. Community Relations Program:

The response so far has been 5 calls to Bott & 12 questionnaires returned. There has not been an attempt at this time to analyze the responses.

c. Long Range Planning:

It was agreed that in January Miller will convene a committee of Kirby, Bott & Hungerford to propose a few goals to be achieved within a year and others to be achieved in perhaps 3 years.

d. Evaluation Form for Library Director:

Miller presented a Performance Evaluation of Library Director Kirby that has been signed by Kirby and by Miller & Evans on behalf of the Board.

Miller moved, Parker seconded, that a copy of the Performance Evaluation be given to Kirby for her records and a copy be placed in a Library Director Personnel File under the direction of the President of the Board. Passed.

6. **New Business:**

a. Board Member Term:

Bott moved, Parker seconded, that Sue Evans be recommended to the Town Board for another 5 year term as a Library Trustee. Passed.

b. Discussion of Library Programs:

Kirby presented a number of programs being planned among them being an Adult Reading Group and a Group for Teens.

c. Gift Received:

Hungerford moved, Evans seconded, that the gift of \$2100 from Wayne Wagner in honor of G.W. Bott be expended on the establishment of an Adult Playaway Collection. Passed

7. **Town Board Liaison report:** Tom Breslawski reported

8. **Friends of the Library Report:** Jennejahn reported

The Tree Lighting event will be at Town Hall on Dec. 6.

8. **Adjournment:** Miller moved and Hungerford seconded that we adjourn at 8:52 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library
Acting Director's Report
December 3, 2008

Statistics:

November 2008			
		YTD	YTD 2007
Circulation			
Charges	5,191	66,675	62,292
Renewals	235	6,343	1,695
Total	5,426	73,018	63,987
People Count			
	2,589	32,882	28,567
Books Purchased			
	114	1,205	1,469
Donations Added			
	51	280	432
Fines			
	\$430.04	\$4,575.95	\$5,763.39
Fax			
	\$73.10	\$698.35	\$763.45
Copier			
	\$25.35	\$448.32	\$377.55

Renewals this month do not include those made by phone or Internet.

Programs:

Munchkin Monday –
Nov. 3, 10, 17 & 24.
51 participants
Tax Talk – Nov. 4 - 1
Thursday Evening Storytime –
Nov. 6, 13, & 20.
14 participants
Knitting for Fun – Nov. 22.
4 participants

Upcoming Programs

Dec. 6 – Senior Trivia
Dec. 9 – Tax Talk
Dec. 16 – Knitting for Fun
Dec. 20 – Flying Bird
Ornaments

Matt's Coats for Kids: We were able to donate a nearly full box for this organization.

Food For Fines: We collected 383 food items, 92 of which were donated purely out of goodwill. There was a photo and brief article in the *Herald*.

New Librarian! We welcome Amy Holland to Hamlin. She has worked at the Webster Public Library for the past three years, and will be receiving her MLS in February. I believe she will make a wonderful addition to our staff.

Evaluations: I conducted six month evaluations to follow through with goals and projects that were set with staff in May. Generally speaking, we are right on target.

Respectfully submitted,

Adrienne Kirby