

Hamlin Public Library Adventures Close to Home
Board of Trustees Meeting
Minutes of December 5, 2012

1. Meeting called to order by Evans at 7:09 p.m.
Members Present: Koester, Evans, Hungerford, Beardsley, Emens, Keck
Absent: Marsden
Guests: Hughes-Dennett, Baxter, Moses, Maria Maurek, Architect from Clark Patterson Lee.
2. Minutes from November were approved pending corrections Motion: Hungerford, Second: Emens
3. Clark Patterson presentation-
 - a. Maria presented some updated drawings of the site and the interior of the new library. We discussed the book drop, sidewalks, and handicapped ramp/grading. Other considerations include: metal siding, roofing, and dormers. Trims might include: vertical siding, wainscoting, elevation and fieldstone.
4. **Finances** -
 - McGrath Bequest Numbers remain the same as in Nov.

Library Register: Total: \$13, 600.16
Appropriations: \$191, 826.60
Expended this month: \$21, 276.18
5. **Financial Report** (Kay-Carolyn)
Motion to approve: Emens, Second: Keck
6. **Director's Report** (Kay)
See attached:
Motion to approve Hungerford, Second: Keck
 - Programs for Nov. were reviewed as were people counts for Nov.
 - Kay recommends that a financial audit occur in order to tighten procedures regarding cash handling.Motion to approve Director's Report: Beardsley, Second: Keck
7. **Old Business**
 - Home Depot Grant has been closed. We did not make a submission
 - CPL contract has been revised mostly related to omissions. Al Reeve is representing the Town. The question is who is representing the Trustees and who is communicating with CPL? We have decided that Al Reeve and CPL will communicate with the Board of Trustees. The Board needs to be first in the chain of communication with Al Reeve.
 - Update on the land Lease Agreement: Is the Library a Municipality according to the Law. Town Attorney, Ken Licht will continue to work on the Lease with Plovanich
8. **New Business**
 - Patron Complaint Policy. Kay will work with Richard Marsden.

- Photo Contest (4 Seasons in Hamlin). Kay will get the publicity and rules and releases published.
- Hold fee Cards for Friends. Lori will provide Kay with a list of Friends to Kay. Also considering, Fine Gift Card and selling the cards.
- Recommendation to Tom Breslawski that Carolyn Hungerford be reappointed to another 5 year term.
- Election of Officers: Proposed slate of officers for 2013 President: Sue Evans, Vice President, Bunny Beardsley, Secretary, Jama Koester

Motion to accept the slate: Emens, Second: Keck

9. **Town Liaison Report** (Jason Baxter)

- 2013 Budget has been passed with a minimal increase.

10. **Friends of the Library Report** (Lori Moses)

- Friends have elected new officers

Motion to adjourn made by Koester and Second by Beardsley.

11. **Adjournment** at 9:13 p.m. Motion: Beardsley, Second: Emens

Director's Report
Hamlin Public Library
12/5/12

| November 2012 | | | |
|-----------------------------|----------|---------------------|---------------------|
| | | YTD 2012 | YTD 2011 |
| Circulation | | | |
| Charges | 4,504 | 55,196 | 59,098 |
| Renewals | 1,063 | 11,774 | 11,749 |
| Total | 5,567 | 66,970 | 70,847 |
| People Count | | | |
| | 1,993 | 26,161 | 28,766 |
| New Cards | | | |
| Adults | 3 | 119 | 97 |
| Juv | 1 | 38 | 43 |
| Precip | 0 | 1 | 1 |
| Rest | 0 | 9 | 10 |
| YA | 0 | 3 | 3 |
| Temporary | 0 | 0 | 0 |
| Total | 4 | 163 | 153 |
| Books Purchased | | | |
| | 145 | 1,959 | 2,120 |
| Donations Added | | | |
| | 14 | 292 | 211 |
| Fines | | | |
| | \$430.87 | \$6,263.38 | \$6,562.88 |
| Fax | | | |
| | \$87.15 | \$748.55 | \$1,016.41 |
| Copier | | | |
| | \$50.85 | \$1,132.64 | \$819.32 |
| Tape (or sheet)total | | | |
| | \$568.87 | \$8,144.57 | \$8,398.61 |
| Cash Register total | | | |
| | \$569.17 | \$8,172.93 | \$8,420.20 |

Programs for Children

Munchkin Monday

November 5, 12, 26

Baby Story Time

November 14, 28

Thursday Night Story Time

November 1, 8, 15, 29

Movie Daze

Monday, November 12

Thanksgiving Craft

November 17

Programs for Adults

Tuesdays at 2 Book Club

November 20

Programs for Children

Munchkin Monday

December 3, 10

Baby Story Time

December 12

Thursday Night Story Time

December 6, 13

Presents for Parents Craft

December 1

Programs for Adults

Tuesdays at 2 Book Club

December 11.

Senator Robach-The Senator's visit has been rescheduled to December 17 at 1:30.

New MCLS database- There is a new database on www.libraryweb.org. It is Reference USA. You can log on remotely from the website. It is a very robust database covering business and many other topics that can't be found easily any other way. It's worth taking a look at.

Donations-I found out at my Director's meeting today that any donations coming into the library should be kept in a separate checking or saving account separate from our endowment.

Programs- I am trying 3 new programs for the winter/spring session. They are Coupon Club (adult), a new instructor for the Card Making, Lego Club (juvenile). I will be continuing on with the Baby Time even though I had very poor attendance. I need to find other ways to advertize the programs and be consistent with the advertizing. I will be looking for donations of legos so think of the library if you have any at home.

Copiers-We have both the new copiers and are just waiting for a network for one of them. We can now scan to email which is super. We have already received the NYSERDA rebate check.

Firemen Training- I will be opening the library after hours on Dec. 12 from 6:30-8pm, Dec. 15 from 9:30-11am, Dec 19 from 6:30 to 8pm and Dec.29 from 9:30-11am for the training of firemen using our computers.



Respectfully submitted, Kay Hughes-Dennett, Library Director