

Hamlin Library Board of Trustees  
Meeting Minutes  
December 4, 2013

**Members in attendance:** D Emens, C. Hungerford, K. Keck, L. Schuler, S Evans, B.Beardsley, Liaison – D Rose, C.O.W Charlie Hungerford, Librarian: Kay Hughes-Dennett.

Motion to accept November minutes K, Keck, seconded by C. Hungerford. Approved.

**1. Financial Report:**

- Wells Fargo: \$543,843.67
- Citizens checking: \$26,432.95
- Citizens Building Fund: \$429,745.61
- First Niagara: \$9.04
- The state is holding \$46,613.60 of grant monies pending completion of the project. We do not need to send vouchers to the state to explain our expenditures.
- Kay would like to shop around for a different security company for the new library. Tyco keeps raising our bill without additional service.
- In November the cost share for MCLS was \$6,863.00. Kay is putting the last book order in and then done for the year.
- Kay feels we are doing well financially. .

Motion to accept October and November financial reports from Carolyn and Kay made by D.Emens, seconded by K. Keck. Carried

**2. Kay's Director's report.**

- On December 14<sup>th</sup> at 3:00PM, the groundbreaking ceremony for the new library will be held outside with a reception in the town gymnasium afterwards. C. Hungerford will ask K. Rickman to put a sign out front. Suggested punch, coffee and cookies. The Friends will help.

D. Emens made a motion to accept Kay's report, seconded by L. Schuler. Carried.

**3. New Library:**

- Based on bids received for the new library construction the following need to be voted on:
  - General contractor: Whitney Construction, motion by C. Hungerford, seconded by D. Emens, carried
  - Mechanical, Bell construction motion by K. Keck, seconded by D. Emens, carried
  - Electrical Rath Electric, motion by D.Emens, seconded by K. Keck, carried.
  - Plumbing: Ferraulo Plumbing (approved contingent on sprinkler system as part of the \$70,000. price. Motion by D. Emens, seconded by C Hungerford. Carried

- Testing services: there are two companies bidding for the service. CME and SJB. A sheet of assigned values was done determining the selection process and SJB was chosen. Motion to accept SJB by D. Emens, seconded by L. Schuler. Carried. Sue will sign the contract.

- CPL contract clarification: the redesign cost: \$15,000, they will split the cost to \$7,500. They put \$10,000 as site work. Sue will ask Maria for clarification. Is there flexibility and is there an overlap of charges in the \$10,000.
- Robach grant: 6 months minimum to receive monies. Probably May or June and not sure of the amount. Payment of lawyer: we will pay him out of special projects fund. Carolyn suggests leaving the building funds intact. Motion by C. Hungerford, seconded by D. Emens. Carried.

#### **4. Clerk of the Works contract:**

- Charles Hungerford accepted \$25.00 per hour Sue will clarify contract information with Mark Ballerstein. We will hold off voting at this time.

#### **5. Library closing dates:**

- See Kay's sheets. 12 holidays per year. Also the library is closed all Saturdays in August. Motion made by D. Emens to accept, seconded by C. Hungerford. Carried.

#### **6. Motion to pay a \$400.00 bill from Schultz Associates,**

- Survey for the lease. D. Emens, seconded by K. Keck. Carried.

#### **7. Treasurer Hungerford**

- Explained the new accounts the library has: "L" account, our general funds (only accessible by Library board). Special projects in "L" cash reserve. "H" fund, capital project fund. Need a resolution from the Town Board to accept these funds. Construction only, accessible by Library board. This locks up the library fund. T and A fund – trusts and assets fund, memorials and donations. Petty cash needs to come out of the "L" fund. Dave Rose will get resolutions for Monday, December 9<sup>th</sup>, 2013 town board meeting. These funds need to be set up before the end of the year.
- We need a motion to set these funds up with transfers by the Trustee Treasurer to the proper funds. Motion by D. Emens, seconded by K. Keck. Carried.

#### **8. New Business:**

- Nominating committee:
  - Library president: S. Evans
  - Vice President D. Emens
  - Secretary B. Beardsley
  - Treasurer C. Hungerford

**9.** K. Keck made a motion for the secretary to cast one vote to approve the slate of officers. Secretary cast the vote, trustee board approved.

10. Dave Rose informed the board that the town budget was approved. The tax rate will increase from 330 to 335.

11. Mail was opened and redesign and bidding services from CPL \$12,220.00. Motion by D. Emens, seconded by K. Keck to pay this bill. Carried. This will come out of the Wells Fargo account (bequest)

Meeting adjourned at 9:10. Next meeting: January 2<sup>nd</sup> (Thursday) at 7:30.

Respectfully submitted by  
 Bunnie Beardsley  
 December 30, 2013

Hamlin Public Library  
 Director's Report  
 December 4, 2013

<b>November 2013</b>			
		<b>YTD 2013</b>	<b>YTD 2012</b>
<b>Circulation</b>			
Charges	3,999	50,655	55,196
Renewals	982	11,448	11,774
Total	4,981	62,103	66,970
<b>People Count</b>			
	2,093	24,335	26,161
<b>New Cards</b>			
Adults	4	106	119
Juv	0	26	38
Precip	0	1	1
Rest	1	10	9
YA	0	3	3
Temporary	0	0	0
Total	5	137	170
<b>Books Purchased</b>			
	125	1,857	1,959

<b>Donations Added</b>	12	133	292
<b>Fines</b>	\$563.49	\$6,062.14	\$6,263.38
<b>Fax</b>	\$106.65	\$1,237.00	\$748.55
<b>Copier</b>	\$67.45	\$746.41	\$1,132.64
<b>Online Revenue</b>			
<b>Tape (or sheet)total</b>	\$739.89	\$8,144.37	\$8,144.57
<b>Cash Register total</b>	\$739.89	\$8,726.43	\$8,648.93

**October/November Children's Programs**

**Munchkin Monday**

October 7, 14, 21, 28

November 4, 11, 18, 25

**Thursday Night Story Time**

October 3, 10, 17, 24

November 7, 14, 21

**Halloween Craft**

October 14

**Thanksgiving Craft**

November 9

**October/ November Adult Programs**

**Tuesday at 2 Book Discussion**

October 15. November 19

Coupon Exchange

October 19, November 16

**Movie Day**

October 14

November 11

**Lego Club**

October 5

November 2

**December Programs for Children**

Munchkin Monday

December 2, 9

**Thursday Night Story Time**

December 5, 12

**Presents for Parents Craft**

December 14

**Lego Club**

December 7

**Guest List for the Ground Breaking Ceremony-** Carolyn and I are working on assembling a list of all the people we will invite to the ground breaking and then the Grand Opening. It is an extensive list that will have to be checked to see that we don't miss anyone.

**Adrienne Kirby-**Adrienne will return to work next week with the same schedule that she had before she went on maternity leave. We are very happy to have her back!

**New hire-**We have finally hired our last person who will split Michelle Bowers and Linda Hueser's hours with Jayme Martek. Jayme's hours will decrease somewhat as we gave her extra hours while training.

Respectfully submitted,

Kay Hughes-Dennett, Library Director

