

Hamlin Library Board of Trustees
Meeting Minutes
February 6, 2013

Members present: Sue Evans, Karen Keck, Dane Emens, Carol Hungerford

Guests present: Kay Hughes-Dennett, Director, Lori Moses - Friends President. Dave Rose, Town Liaison

Absent: Richard Marsden

Meeting was called to order at 7:14 by President Sue Evans.

1. Minutes from January 2, 2013 meeting were read.

Motion to approve: Emens, Second: Hungerford

2. Financial Report-Kay

- Kay reported that we are on track with budget.
- New finance person at the Town Hall has been very helpful to work with.

Motion to approve report: Emens, Second: Keck

3. Treasure's report

- First Niagara \$9.04
- Citizens Bank \$11,105.49
- Wells Fargo Checking \$6,379.84
- CD \$609,379.84
- Second payment needs to be paid to CPL

Motion to make 2nd payment: Emens, Second: Keck

Motion to approve report: Keck, Second: Emens

4. Director's Report

- Reports circulation, new cards, new books, fines are all slightly down from last year. This follows a county wide trend according to Kay.
- Reviewed programs for January and attendance counts
- Kay attended a director's retreat January 10 on collection development, the changing faces of libraries, and staff training (Active Shooter Training)
- Charland project: almost ready to roll out boxes
- Worked on new library exteriors with Maria and Bunnie
- Attended a community seminar with Rochester Psychiatric dealing with clients with mental disabilities

Motion to approve report: Emens, Second: Hungerford

5. Old Business

- Christine Rath from Pike Construction has been selected as Project Manager

- Reviewed a construction timeline from Pike Construction
- Geotechnical services may be required to assess subsurface conditions. CPL will hire a reputable company to do this.

6. New Business

- Lori Moses has offered to organize what info should be presented to Zoning Board meeting on 2/28 to get variance approved
- Sue shared follow-up conversation with Kevin Truelson regarding the purchase of the old Home Town Café site to remodel into new library. The need for prevailing wage would prove to be too costly. Also our grant is for new construction, only. We have already investigated the cost of building without the grant and it is not possible.

7. Town Liaison report

- Next Tuesday will be interviewing 3 people for Planning Board position
- Debbie Rath is now secretary for Planning and Zoning Boards

8. Friends report

- No report at this time

9. Meeting adjourned 9:15

Motion to adjourn: Emens, Second: Hungerford

Respectfully submitted,
Karen Keck

**Hamlin Public Library
Director's Report
February 6, 2013**

January 2013			
		YTD 2013	YTD 2012
Circulation			
Charges	4,605	4,605	4,794
Renewals	974	974	933
Total	5,579	5,579	5,727
New Cards			
Adults	8	8	10
Juv	2	2	2
Precip	0	0	0
Restricted	1	1	0
YA	0	0	0
Temporary	0	0	0
Total	11	11	12
People Count			
	2,235	2,235	2,361
Books Purchased			
	143	143	200
Donations Added			
	21	21	15
Fines			
	\$522.66	\$522.66	\$573.34
Fax			
	\$134.70	\$134.70	\$73.90
Copier			
	\$63.10	\$63.10	\$88.00
Online Revenue			
Tape (or sheet)total			
	\$720.48	\$720.48	\$741.39
Cash Register total			
	\$722.58	\$722.58	\$738.64

January Programs for Children

Munchkin Monday

January 14, 21, 28

Thursday Night Story Time

January 17, 24, 31

Baby Story Time

January 9, 23

Family Bingo

January 21

Craft Saturdays

January 12

Programs for Adults

Card making with Tracy Muller

January 15

Tuesdays at 2 Book Club

January 15

February Programs for Children

Munchkin Monday

February 4, 11, 18, 25

Thursday Night Story Time

February 7, 14, 21, 28

Baby Story Time

February 13, 27

Craft Saturdays

February 9

Movie Daze

February 18

February Programs for Adults

Card making with Tracy Muller

February 19

Tuesdays at 2 Book Club

February 19

Director's Retreat-Our annual MCLS Director's Retreat was at the Greece Public Library on January 10th. We focused on collection development and determining what our patrons were looking for and future training for staff safety.

Charland Donation-We are close to rolling out Daniel's Discovery Boxes. We have received a majority of the books, puppets, dress-up costumes and toys for the themed boxes. We still need to order the puzzles and DVDs.

Lunch with Clark Patterson-Bunnie, Sue and I went to CPL and work with Howie and Maria on building exterior and interior colors and styles. I felt we are finally getting closer to the final design concept. Carly Rugg, our interior designer is great and very helpful.

Safety in our Community-I went to a seminar presented by staff from the Rochester Psychiatric Center on best practices on dealing with patrons with mental illness. Basically we were told to treat them the same as other patrons and to make sure they know what is expected from them and what happens if they do not heed our warnings.

Democrat and Chronicle-Meaghan McDermott from the D&C talked to us about the Zoning process for the library and an article was published in the paper on Sunday, January 27. There was also an online D&C video clip.



Respectfully submitted
Kay Hughes-Dennett, Library Director