

Hamlin Public Library  
Trustees Board Meeting  
June 3, 2015

Prior to our meeting, we met with MCLS trainer Sally Snow. Her instructional presentation was both informative and helpful and many questions were asked and answered.

Trustee meeting called to order by D. Emens at 7:35 pm. Members attending: D. Emens, J. Brightly, C. Hungerford, K. Keck, M. Ballerstein, B. Beardsley, D. Rose and K. Hughes-Dennett

Motion made by B. Beardsley to accept the minutes from May, 2015, seconded by J. Brightly, carried.

**Financial Report: C. Hungerford.**

- See report distributed with current balance and bills pending.
- We will be holding on ordering the library digital exterior sign and new parking area until the grant comes through.
- Clerk-of-the works, Charlie Hungerford has submitted his hours for payment.
- The lights for the front of the building are coming this week with the installation soon.
- Charlie will look into condensation in the work room.
- We are still waiting on grants to come through.
- M.Ballerstein suggested we have a signage policy with the board in agreement. Kay will contact other libraries to examine what they use.

**Director's Financial Report: K. Hughes-Dennett**

- Kay distributed the bills for approved and payment by the board.

Motion made by K. Keck, seconded by J. Brightly, motion carried.

- Managing staffing levels , as requested by the board, a charted distribution of employees' daily and weekly hours was given to members for review. Kay will meet with Carolyn on some concerns and resubmitted.

**Director's Report: K. Hughes-Dennett**

- Hamlin library is the only library in Monroe County with positive numbers.
- It was suggested that the Friends of the Library November Book Sale be advertised on Craig's list.
- Andrea is working on website.
- Bird house project will be revisited in the fall.
- Susan Carlson has been appointed to Library assistant and Selah Martek has been appointed to the Page position.

Motion to accept director's report b J. Brightly, seconded by K. Keck, carried.

**General Discussion:**

- B. Beardsley -Presented a landscaping and plant selection design done by architect Steve Firlit for the library grounds and children's garden. The Lion's Club is willing to assist in the plantings. The plans were given to Kay.
- M. Ballerstein –Regarding “Strategic Plans” would like the board to review plans using Seattle's plan as an example. Some libraries in Monroe County have had financial audits, we should be aware of the points they are reviewing in preparation. Discussions will continue.

- K. Hughes-Dennett- Requested we get a cash drop box and a cash register for a paper trail of financial transactions, will get some prices.

**Town Liaison : D. Rose**

- The Wheelfest is June 6<sup>th</sup>.
- The Building Dept. has been busy with 10 new home permits.

Motion to adjourn at 9:16 by K.Keck, seconded by J. Brightly, carried.

Hamlin Public Library

Director's Report

6/3/15

<b>May 2015</b>			
		<b>YTD 2015</b>	<b>YTD 2014</b>
<b>Circulation</b>			
Charges	3,904	22,927	20,323
Renewals	865	5,116	3,802
Total	4,769	28,043	24,125
<b>New Cards</b>			
Adults	10	87	30
Juv	1	22	8
Juv-I	0	0	0
Precip	0	0	0
Restricted	0	8	1
YA	0	3	0
Shut-in	0	0	0
Organizational	0	0	0
Temporary	1	1	0
Total	12	121	39
<b>People Count</b>			
	2,323	12,184	8,008
<b>Items Purchased</b>			
	188	794	900
<b>Donations Added</b>			
	45	135	44
<b>Fines</b>			
	\$473.30	\$2,381.40	\$1,429.71
<b>Fax</b>			
	\$126.50	\$666.70	\$759.41
<b>Copier</b>			
	\$132.70	\$791.85	\$402.17
<b>Holds</b>			
			\$502.05
<b>Online Revenue</b>			
<b>Tape (or sheet)total</b>			
	\$754.50	\$3,859.44	\$3,090.43
<b>Cash Register total</b>			
	\$754.45	\$4,430.94	\$3,096.54

**May Programs for Children**

**Munchkin Monday**

May 4, 11, 18

**Mega+Duplo Block Time**

May 6

**May Programs for Adults**

**Tuesdays at 2 Book Discussion**

June Programs for Children

**Munchkin Monday**

June 29

**Amazing Magic Joe**

June 30

**Eagle Project-** Check out the new Eagle Scout Project on the front porch. Zachary Adams, an 18 year old Scout and the son of Kelly and Tom Adams, completed his Eagle by constructing 4 beautiful flowerboxes for the library. They were installed on Friday, May 29 and we couldn't be more pleased!

**Summer Reading-**The Summer Reading Program starts the last week in June. This year's theme is "Every Hero has a Story!" Check out our brochure for all our programs and sign up your grandchildren or come to our Tuesday Star Wars Movie Nights.

**Book Sale-**The Friends of the Hamlin Library are holding a Book Sale in the library meeting room on Thursday, June 11 from 10am-7pm, Friday, June 12 from 10am-3pm and Saturday, June 13 from 10am-1pm.

**Staff News-Susan Carlson-** Susan has been officially appointed as a Library Assistant. Her main area of responsibility will be juvenile and teen services and Facebook. Susan started working for us in 2011 and I am thrilled with the work she has done in the past. This is her second year developing the summer reading program

**Selah Martek-**Many of you may have seen Selah in the past working behind the circulation desk as our helper of all things. She has just been appointed as a Library Page. Selah is the first page in the last 6+ years so we are very happy to have her with us.



Respectfully submitted,

Kay Hughes-Dennett, Library Director