

Hamlin Library Board of Trustees  
Meeting Minutes  
April 2, 2014

Meeting was called to order by Sue Evans at 7:04.

**Members in attendance:** M. Ballerstein, K. Keck, S. Evans, C. Hungerford, D Emens, L. Schuler, B. Beardsley.

**Guests:** Kay Hughes-Dennett - Library Director, Charles Hungerford - Clerk of the Works, David Rose- Town Liaison

Motion to approve March's 2014 minutes by M. Ballerstein, seconded by C. Hungerford. Carried.

**1. Financial Report:**

- New York State Grant Checking:     \$ 68,405.59
- NYS Library Construction Grant :   \$138,923.83
- NYS Grant Final Completion:       \$ 46,614.00
- Endowment:                             \$528,895.28
- Technology Grant:                     \$ 15,000.00
- Town Special Projects Account       \$ 10,500.00
- Friends of the Library:               \$ 20,000.00
- Total:                                    \$828,338.70

Concerns raised by M. Ballerstein and C. Hungerford regarding the current balance figures towards the new library under construction. They will get back to us by email if the need arises.

K. Keck suggested a motion to accept accounts paid to date, B. Beardsley, seconded, carried. They will continue to respond with a more accurate reading as soon as possible.

**2. Librarian's Financial Report:**

- Kay stated at the end of March we were at 23 percent of expenditures for the year which is on target.
- Commons fees were included in this quarter.

Motion to accept made by L. Schuler, seconded by K. Keck. Carried.

**3. Director's Report:**

- Numbers continue to be off some probably due to on line renewing of books etc. Also, the weather still could be contributing to this issue.
- Kay distributed her statistics and program sheets for review by trustees.
- Kay then passed out the librarians evaluation forms for us to go over. Please send in suggestions. If the board needs additional copies, the secretary will forward on to those requesting them. Included is a performance level design page along with the actual evaluation.

#### **4. New Library:**

- Mark suggested a “finishes review committee” meeting with in the next two weeks to review and select carpets, tile, paint etc for the library. If you wish to participate please let him know and he will schedule a time with Maria and the board.
- Kay will get information for the board from furniture vendors for the committee.
- Lara suggested checking out BOCES for computer upkeep. Lara will resend an email to Kay from a question put to Sally Snow at her training.

A motion to accept the Director's report was made by M. Ballerstein, seconded by C Hungerford and Carried.

#### **5. Construction Report:**

- Roof trusses done, looks great. The workmen come from Warsaw, usually 3 to 5 individuals who are progressing nicely. They have it down to a science so it progresses quickly.

#### **6. Current Historical Financial Records:**

- Carolyn will give us a report on the total amount brought in and the total amount spent. Discussion to continue and they will try to get a reading on this.
- Security system quotes: Kay will look into this and report back. Regarding the outdoor library sign, we have not received quotes yet.
- We are also waiting on the sprinkler system.

#### **7. Summer Program:**

- A discussion was held around how much time would be needed to close the library and re-open at the new site. The trustee board would like the current summer programs to continue and we shall monitor the progress of construction.
- Kay suggested getting professional movers to relocate all books and materials from the current library to the new building. Costs may run \$15,000 to \$20,000, but she will get estimates. Our circulation is approximately 27,000 books.

**8. New business:**

- Please be at the Hamlin Town Hall, Thursday, April 3<sup>rd</sup> for a brief meeting with State Senator, Joe Robach at 7:00 pm. It will be in the Board room.

**9. Town Liaison:**

- No report

**10. Friends of the Library:**

- No numbers yet from the spaghetti dinner but Karen thought it would be about the same as last year. Everyone seemed to enjoy themselves.

Motion to adjourn the meeting at 8:15 by K. Keck, seconded by L. Schuler. Carried.

Respectfully submitted

Bunnie Beardsley

**Hamlin Public Library  
Director's Report  
April 2, 2014**

<b>March 2014</b>			
		<b>YTD 2014</b>	<b>YTD 2013</b>
<b>Circulation</b>			
Charges	4,299	12,297	13,915
Renewals	1,010	2,176	3,285
Total	5,309	14,473	17,200
<b>New Cards</b>			
Adults	6	19	33
Juv	4	6	9
Precip	0	0	0
Restricted	0	1	2
YA	0	0	0
Organization	0		0
Temporary	0	0	0
Total	10	26	44
<b>People Count</b>			
	1,664	4,892	6,491
<b>Books Purchased</b>			
	196	583	518
<b>Donations Added</b>			
	9	23	44
<b>Fines</b>			
	\$291.11	\$946.61	1,833.60
<b>Fax</b>			
	\$160.50	\$376.16	325.70
<b>Copier</b>			
	\$83.10	\$247.65	220.81
<b>Hold</b>			
	\$147.00		
<b>Online Revenue</b>			
<b>Tape (or sheet) total</b>			
	\$681.45	\$1,795.51	\$2,390.13
<b>Cash Register total</b>			
	\$685.00	\$1,799.38	\$2,395.13

## **Programs for Children**

### **Munchkin Monday Story Hour**

April 7, 14, 21, 28

### **Thursday Night Story Hour**

April 3, 10, 17, 24

### **Craft Saturday**

April 12

### **Movie Day**

April 14

### **Lego Club**

April 5

### **Mega Block/Duplo Club**

April 2

## **Programs for Adults**

### **Tuesdays at 2 Book Discussion Group**

April 15

### **Coupon Exchange**

April 9, April 19

## **Programs for Children**

### **Munchkin Monday Story Hour**

May 5, 12

### **Thursday Night Story Hour**

May 1, 8, 15

### **Craft Saturday**

May 10

### **Lego Club**

May 3

### **Mega Block/Duplo Club**

May 7

## **Programs for Adults**

**Tuesdays at 2 Book Discussion Group**

May 20

**Coupon Exchange**

May 14, 17

**Circulation Desk-** I am meeting with Carla Lissow on April 3, from Hilton to discuss the design of the reference desk. I will meet with the person who did Dave Rose’s kitchen and Accent on Woodworking also.

**Computers-**Due to higher updating and licensing costs, I have decided to stay with regular PCs. I will be exploring the possibility of having a maintenance/lease program as opposed to the outright purchase of the computers and server. This might be a good way to go if our finance stream continues to have the rent/commons charge included.

**Furniture-**I am starting to make appointments with commercial furniture vendors.

**Director Review-** I have merged an old Hamlin director review and one that Mark Ballerstein provided. Let me know what you think.

**Constant Contact-**Susan and I attended a Constant Contact Email Marketing Boot Camp on March 27. We learned a lot and are eager to start using to product.



Respectfully submitted,

Kay Hughes-Dennett