

Hamlin Library Board of Trustees  
Meeting Minutes  
May 7, 2014

**Members in attendance:** C.Hungerford, D. Emens, K. Keck, S. Evans, M. Ballerstein, B. Beardsley, Librarian - Kay Hughes-Dennett, Town Liaison - D. Rose, Friends of the Library - L. Moses, Clerk of the Works - Charles Hungerford

1. Meeting called to order at 7:00 pm. April minutes approved after motion by D. Emens, seconded by C. Hungerford. Carried. A correction to the April minutes will be made by B. Beardsley.

**2.Financial:**

- We now have a record system in place. We are also transferring \$528,000+ to an account that pays interest as of May 7, 2014. The board approved this transfer.
- There are additional charges for the sprinkler system due to the construction of a Morton vs stick building. The sprinkler system installed will be a "loop" which will be an additional \$6,000+.
- Carolyn distributed construction budget and available funding sheets for the board to review which is extremely helpful. As an added note she documents the progress at the new library site with photographs of each phase of construction.

**3. Library Directors report:**

- It was a normal month. We are at 31% of our budget which is right on target.
- There are some issues with the town's gas and electric.
- Kay will meet with the town bookkeeper due to some discrepancies in salaries of employees. Dave Rose said there is now a paper trail and she should be able to obtain the information she needs.
- The town books are now closed for 2013, meaning Kay should be able to get final totals for a remaining balance and what bills came out of the library's special projects fund.

A motion was made to accept the library director's financial report with a caveat that she obtain information from the town for our next meeting by D. Emens, seconded by C. Hungerford. Carried.

**4. The Director's statistical report:**

- Our numbers are down, but all across the county MCLS has reported the same, particularly in small libraries. This may be due to bad weather. Programs are doing well. Summer reading begins the last week in June.
- Kay also included requests for proposals on the second page of her report for the library for services needed etc. Regarding the director's review, two-thirds completed and Kay will present S. Evans with the final review and email the trustees. The New York State report has been submitted to the state. Motion to accept the directors report by K. Keck, seconded by D. Emens. Carried.

### **5. McGraphic Awards:**

- Two Hilton students were selected as winners for the new Logo. Samantha DeRusie for the artistic presentation and Ben Rockafellow for the slogan. Certificates and checks were mailed to each. The schools also received notification. Lori Moses will be working on a design to include the winning concepts.
- The board will give some thought to purchasing tee shirts with the new logo on it. Motion to approve M. Ballerstein, seconded by D. Emens, carried.

### **6. Summer Program:**

- After much discussion the board decided the summer programs will end on the 7th of August. Prep for summer should be done by mid June. This year's theme is science.

### **7. Clerk of the works:**

- New library floor prepared today will pour half Thursday and the remaining half Friday. Concrete sets up in a week. Next will be duct work, ceiling and then walls. He also reported on plumbing, electric and HVAC along with scheduling of water and utilities. Thanks so very much Charlie.
- Construction changes: Porch floor will be done by the company pouring the interior floor. This charge was originally in the Highway Departments budget but will transfer the upcharge of \$4,360 to the company doing the flooring. Motion by M. Ballerstein to accept the change, seconded by K. Keck. Carried.
- Tile and carpeting changes: \$1,736.00. Paint color changes, no extra cost. Motion to accept extra costs: M Ballerstein, seconded by D. Emens. Carried
- Lock box is currently at the Building Inspector's office per D Rose.

- A question came up regarding a new town ethics policy. Dave will look into this and report back to the board.
- Regarding the circulation desk: a discussion on specs for this along with the storage needed for the Friends of the Library. Regarding the specs for the desk, town procurement needs three quotes.
- The original room for the Friends for book sales was removed by Value Engineering to reduce costs so the library could be built.
- Charlie informed the board that in the Morton building there is a secure room that Town Recreation uses that we may be able to use for book storage.
- Mark suggested he and Kay work together to evaluate what's needed as Mark is very familiar with state contracts.
- Carolyn would like Kay to email us furniture quotes. Also suggested perhaps smaller meetings to review and resolve construction and selection issues.

#### **8. Security:**

- Carl Rath will be meeting with West securities for a quote. They will ask for other quotes also.

We will have a work meeting on May 21, 2014 at 7pm. Since the regular meeting, if trustees can come to the library at 6 pm we will do a walk through.

#### **9. Moving companies:**

- Kay is contacting companies. Mark gave her the name of an experienced company to get a proposal. He is very familiar with their work and reputation.

#### **10. Town Liaison:**

- Steve Hawley will be at the town hall from 1 pm - 2 pm on Saturday.
- There will be a dog clinic for rabies at the Highway dept on Friday night.
- On the 17th of May at 1 pm, there will be an open house at the new dog shelter and a dedication to Craig Goodrich for his support in the creation of the building.

Friends of the library: no report from the March dinner at this time.

Motion to adjourn by D. Emens, seconded by C. Hungerford. Carried, 9:30 pm

Hamlin Public Library  
 Director's Report  
 May 7, 2014

|                    |          | <b>April 2014</b> |                 |                 |
|--------------------|----------|-------------------|-----------------|-----------------|
|                    |          |                   | <b>YTD 2014</b> | <b>YTD 2013</b> |
| <b>Circulation</b> |          |                   |                 |                 |
|                    | Charges  | 4,473             | 16,770          | 22,819          |
|                    | Renewals | 852               | 3,028           | 5,515           |
|                    | Total    | 5,325             | 19,798          | 28,334          |
| <b>New Cards</b>   |          |                   |                 |                 |
|                    | Adults   | 5                 | 24              | 50              |

|                             |          |            |            |
|-----------------------------|----------|------------|------------|
| Juv                         | 1        | 7          | 15         |
| Precip                      | 0        | 0          | 0          |
| Restricted                  | 0        | 1          | 2          |
| YA                          | 0        | 0          | 1          |
| Organization                | 0        |            | 0          |
| Temporary                   | 0        | 0          | 0          |
| Total                       | 6        | 32         | 68         |
| <b>People Count</b>         | 1,668    | 6,560      | 10,417     |
| <b>Books Purchased</b>      | 197      | 780        | 912        |
| <b>Donations Added</b>      | 10       | 33         | 69         |
| <b>Fines</b>                | \$250.60 | \$1,197.21 | \$2,773.10 |
| <b>Fax</b>                  | \$200.75 | \$576.91   | \$465.20   |
| <b>Copier</b>               | \$64.25  | \$311.90   | \$352.96   |
| <b>Holds</b>                | \$130.00 | \$358.00   |            |
| <b>Online Revenue</b>       |          |            |            |
| <b>Tape (or sheet)total</b> | \$645.60 | \$2,441.11 | \$3,601.83 |
| <b>Cash Register total</b>  | \$647.65 | \$2,447.03 | \$3,611.63 |

### **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

**Programs for Children**

**Munchkin Monday Story Hour**

June 30

**Lego Club**

June 7

**Mega Block/Duplo Club**

June 4

**Programs for Adults**

**Tuesdays at 2 Book Discussion Group**

June 17

**Coupon Exchange**

June 18, 21

**Request for proposal**-I have met with these individuals or firms and all fall under the umbrella of New York State Contract or Professional services. I have had meeting, sometimes multiple, with all companies listed.

- Furniture
  - Mill Monroe-Furnishing Solutions-Cicero, NY
  - Bill Sweetland-LB's Furniture Solution, Spencerport, NY
  - Michael Walton-Merkel Donohue, Rochester, NY
- Movers
  - Brett Ernenwein- Clark Moving and Storage, Rochester, NY
  - Mike Lenyk-Corrigan Moving Systems, Rochester, NY
- Circulation Desk
  - Karla Lissow, Hilton, NY
  - Rich Lynch-Accent Woodworks, Hamlin, NY
  - Brodart Catalog
  - Yvonne Derr-Educational Furnishings Co., (Brodart Custom)
- Security for Building
  - John Romero-Keystone Security
- Janitorial Services
  - Lezette Thompson-LBT Janitorial Services
- Telephone

- Walter Wilk-RelCom, Amherst, NY

**Director Review**-Please look at the hand-out and let me know if you want to make changes. I have filled this one out and the changes, if needed, can be for next year.

**Baby Play Time**-We have had 2 sessions of people using the library baby play time materials here at the library. We are trying to find more Grandmas or moms interested in an early, before we open time.

**NYS Annual Report**-The report has been submitted. If anyone is interested they can come in and look at it. I wasn't even the next to last person to submit!!



Respectfully submitted,

Kay Hughes-Dennett, Library Director