

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
March 2, 2011

Trustees Present: Beardsley, Brightly, Evans, Hungerford, Koester, Parker,
Plovanich

Also Present: Kay Hughes-Dennett (Director), Tom Breslawski (Town Board Liaison), Lori Moses (Friends of Library President)

Call to Order: President Evans brought the meeting to order at 7:00.
Bunnie Beardley was introduced and welcomed as a new member on the Board.

1. **Minutes:** It was moved by Parker and seconded by Koester to accept and approve the February meeting minutes as written. Passed.

2. **Financial Reports:** Hungerford reported the HSBC account will be closed. There will be 2 Wells-Fargo accounts: 1 for the bulk of the endowment and one to pay expenses related to the search for a new location, as they arise. Additionally, there is a small account with Citizen's Bank.
Hughes-Dennett distributed the register listing (of expenses incurred) and budget summary, which shows a \$5700 favorable balance. Parker moved and Hungerford seconded that we accept both reports and pay the vouchers for payment (subject to amendment). Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report, which included increased projected cost share figures for Hamlin Library, as a member of the Monroe County Library System (MCLS). Parker moved, Brightly seconded to accept the Director's Report as written. Passed

4. **Old Business:** Town Board expressed support for site evaluation and welcomed analysis of the current choices.
Strategic Plan: Hungerford reported that Clark Patterson Lee (CPL) completed a thorough evaluation of Noon Property, across from Town Hal, taking into consideration utilities, fire protection, roof and heating/cooling. It was agreed to clarify the specifications to CPL to include expansion to ~ 6500 square feet, parking and cost estimates.
Hungerford will schedule a review with CPL personnel.

Staff Evaluation: Koester and Hughes-Dennett will meet to develop a staff assessment.

5. New Business:

By-Laws Changes:

1. *Start Dates of Board Officers*: It was moved by Evans and seconded by Hungerford to change when officers are elected and begin their terms in office from the current March to January. Passed.

Article III, Section 1., sentence 1 will now read: The officers of the Board of Trustees shall be elected at the December meeting and shall assume their responsibilities at the January meeting.

Additionally, Article III, Section 3, sentence 1 will read: A Nominating Committee of three members shall be appointed by the Board of Trustees at the October meeting.

2. *Postponed Board Meeting Schedule*: Evans moved, Parker seconded to add the following wording to Article IV Meetings, Section 1: In the event that a scheduled, monthly Board of Trustees meeting must be unavoidably postponed, it will automatically be rescheduled for the following Wednesday. Passed.

Library Staff Pay Scale:

It was agreed to maintain past practice of “across the board” pay increase for all employees, instead of tying pay increase to performance appraisal.

Web Site Update:

Progress is ongoing.

State Report:

Progress is ongoing. Input needed from Town Hall.

Lease Renewal:

It was agreed to get an idea of how long a renovation project will take before setting the term of the lease. Current lease expires 12/2011.

6. Friends of the Library Report:

The Spaghetti Dinner will be held April 3. Donations for Door Prizes are gratefully accepted.

The CD that holds the funds raised by the Friends is earmarked for the expansion project.

7. Executive Session: At 8:24 The Board entered Executive Session.

The regular meeting resumed at 8:37.

8. Adjournment: Parker moved, Koester seconded to adjourn the meeting.

Meeting was adjourned at 8:29.

Respectfully submitted,

Jeanne Brightly