

Hamlin Library Board of Trustees
Meeting Minutes
Wednesday, October 3, 2012

Meeting called to order at 7:02 on Wednesday, October 3rd, 2012.

Attending: Sue Evans, Karen Keck, Carolyn Hungerford, Dane Emens, Bunnie Beardsley

Absent: Richard Marsden, Jama Koester

Guests: Lori Moses, Jason Baxter, Tom Breslawski, Kay Hughes-Dennett

September minutes: Carolyn moved to accept, Dane seconded.

Financial Report - Carolyn Hungerford, treasurer.

Citizens Bank, \$11,599.95.

Wells Fargo Sweep fund \$245,778.40,

Wells Fargo CDs \$373,562.17

First Niagara - \$9.04

Special Projects Account at the Town is \$15,155.49. Approved.

- Bill submitted by Clark Patterson for \$6,894.30. Carolyn made a motion to cover the bill, Dane seconded. Motion passed. Kay will submit this for approval by the Town Board to be paid from the Library's Special Project's fund.

Librarian's report:

- Kay's statistics report delayed due to a problem in the Monroe Library System but will email them to us when she receives them. September programs are underway with listings provided. The 2013 Library budget has been submitted to the Town with a 2% cap in place. Dane moved to accept report, Karen seconded.
- Kay's financial report: 1. Register list
2. Budget Summary
- Kay noted that Christmas items are starting to come in.
- Discussion was held regarding the idea that bills that are incurred in the year 2012 but come in after December 31, 2012 should be paid out of this year's budget accounts, not next years, if possible. Kay will check with Pat Macintosh at the Town Hall regarding this matter.

Motion made by Carolyn to accept the Director's financial report, seconded by Dane. Approved.

Old Business:

- Kay provided Monroe County Library Incident report forms for us to review. There was discussion regarding how to adapt these documents in a way that enables them to be used by both staff and patrons. Kay will redo forms with more to follow.
- Update: Dollard and Martin, advisors to the Trustees, ensuring appropriate use of the McGrath bequest, have been provided with copies of the grant proposal. Both advisors responded positively.

- Tom Breslawski: Lease agreement. Mr. Larkin requests that the Library sign a 4 year lease. The Library Board, after discussion is opposed to that. Supervisor Breslawski agreed that he would bring it to the Town Board for discussion. Rent will increase by 10% for next year.

New Business:

- Winners of Lowes \$50,000 "Charitable Grant" award proposal, which was submitted by the Trustees in April has not been announced or awarded as of this meeting.
- Announcement: Kay presented us with the wonderful news that the selection committee for the Monroe County Library Construction Grant has awarded the Hamlin Library \$466,136.00 with East Rochester receiving \$100,000. Finalization from New York State for this award will come at a later date. Kay also provided special refreshments of cake and grape juice. We, of course are very pleased.

Town Liaison Report:

- Jason Baxter's report: Kay presented her budget report at the last Town Board meeting.
- When asked about the opening of the Route 18 bridge, Jason it looks like the end of October.

Friends of the Library: Lori Moses-

- The Friends are still working to resolve legal issues and required filings and paperwork enabling the Friends to engage in fundraisers on behalf of the Library. Town Attorney, Ken Licht will be contacted for advisement.

Motion to adjourn meeting at 8:40 by Dane Emens, seconded by Karen Keck.

Hamlin Public Library
 Director's Report
 October 3, 2012

September 2012			
		YTD	YTD '11
People Count	2,239	21,994	23,667
Books Purchased	215	1,610	1,785
Donations Added	61	257	162
Fines	\$546.27	\$5,362.70	\$4,972.86
Fax	\$77.05	\$594.60	\$795.44
Copier	\$99.15	\$997.14	\$726.55
Tape (or sheet)total	\$727.10	\$6,954.44	\$6,494.85
Cash Register total	\$727.30	\$6,981.77	\$7,075.53

September Programs for Children

Munchkin Monday

September 24

Baby Story Time

September 26

Thursday Night Story Time

September 27

Fall Craft

September 29

September Adult Programs

Card Making with Linda Talbott

September 4

Tuesdays at 2 Book Club

September 18

October Programs for Children

Munchkin Monday

October 1, 8, 15, 22, 29

Baby Story Time

October 10, 24

Thursday Night Story Time

October 4, 11, 18, 25

Movie Daze

Monday, October 8

Halloween Craft

October 20

October Adult Programs

Card Making with Linda Talbott

October 9

Tuesdays at 2 Book Club

October 16

Statistics-I will not have statistics generated by LAS do to LAS staff attending the CARL Users Group Conference in Colorado. I should have the missing information by the middle of next week and I will email the completed statistics form to you.

2013 Budget-I submitted the 2013 budget which was a 2% increase over last year. At this point I have not met with Town since we were within the 2% top limit.

Accent Woodworks- I met with Gregg Meyers about a quote on a quote for the circulation desk, computer tables and desks and work room bench. He will get back to me with a quote.

Energy Star grant-I am looking into having J. O'Connell start working on a grant for a copier and refrigerator. Finding the product that will work for you is a challenge so we will see what I can find.

Incident and barring patron forms- I have reworked forms from the Rochester Public Library and I feel that they will work for us. Check them out and see what you think.

Baby Story Time-We had our first Baby Story Time last week. Even though many people made inquiries we only had one mom and baby attend. Hopefully we will have better luck next time.



Respectfully submitted by,

Kay Hughes-Dennett, Library Director