

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
October 5, 2011

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

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

Call to Order: President Evans brought the meeting to order at 7:00 pm

1. **Minutes:** It was moved by Parker and seconded by Beardsley to accept and approve the September meeting minutes, with addition. Passed.

2. **Financial Reports:** As Treasurer, Hungerford reported there are no changes for the investments and bank accounts. She also reported there is an \$8100 balance in the Special Account with the Town.

For the Financial Report, Hughes-Dennett distributed the register listing (of expenses incurred), which included figures for utility bills that had arrived after the last reporting, and budget summary. The expenses this month were aligned with the year projections. Koester moved, Parker seconded, to pay all vouchers received in September. Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report and the Monroe County circulation statistics. The figures show a general decline in numbers throughout the County, although Hamlin, at 2% is less than the 8% seen on average. Hungerford moved and Parker seconded to accept the Director's report. Passed.

4. **Old Business:**

Strategic Plan The blueprints have not been received from Clark Patterson Lee (CPL). Beardsley, Hungerford and Hughes-Dennett have met with Kerry Ivers from CPL to discuss Grant Writing. Hughes-Dennett has a follow-on meeting on October 6.

2012 Budget The annual library budget presentation was well done by Library Director Kay Hughes-Dennett. The 2012 budget includes a 1.9% overall increase.

Lease Information A follow-on lease has not been received.

Board Member Vacancies No applications have been received after the first advertisement. The advertisements will continue and board members are urged to make personal invitations to qualified community members.

5. New Business:

Bernie Fallon, real estate manager for the Tops Plaza offered open space in the plaza to the Library at the rental rate of \$8 per foot.

Staff Information Meetings After discussion, it was agreed to establish a procedure to discuss operating news with the Library Staff in the format of a periodic meeting, a memo system or a Director's Report, in light of the addition of library staff employees.

6. Liaison to Town Board: Tom Breslawski reported that the budget workshops are ongoing

7. Friends of Library: The Friends' activities are completed for the year. Plans are underway for the Spaghetti Dinner, which is scheduled for March 25, 2012. The CD which holds the contents of the Friends' fundraising will be renewed for 6 months.

8. Executive Session: On a motion by Beardsley, seconded by Koester, the meeting was moved into Executive Session. Carried.

Parker moved and Hungerford seconded to move out of executive session. Motion was carried.

9. Adjournment: It was moved by Koester and seconded by Beardsley to adjourn the meeting. Meeting was adjourned at 8:55.

Respectfully submitted,

Jeanne Brightly

Hamlin Public Library
 Director's Report
 October 5, 2011

September 2011			
		YTD 2011	YTD 2010
Circulation			
Charges	5,182	49,066	53,629
Renewals	1,048	9,747	10,579
Total	6,230	58,813	64,208
New Cards			
Adults	12	79	105
Juv	4	40	41
Precip	0	1	1
Restricted	0	1	11
YA	0	8	6
Temporary	0	1	0
Total	16	130	164
People Count			
	2,179	23,667	29,001
Books Purchased			
	216	1,785	1,769
Donations Added			
	26	162	316
Fines			
	\$596.14	\$5,376.09	\$4,972.86
Fax			
	\$56.66	\$865.36	\$795.44
Copier			
	\$59.90	\$667.57	\$726.55
Tape (or sheet)total			
	\$712.70	\$6,909.02	\$6,494.85
Cash Register total			
	\$733.30	\$6,917.41	\$7,075.53

September Programs

Programs for Children

Munchkin Monday

September 19, 26

Thursday Night Story Time

September 22, 29

Babysitter Training

Saturday, September 17

Fall Craft

Saturday, September 24

Programs for Adults

Knit/Crochet Group

Saturday, September 10 at 1pm

Tuesday, September 27

Make a Button Bracelet

Thursday, September 15

October Programs

Programs for Children

Munchkin Monday

October 3, 10, 17, 24, 31

Thursday Night Story Time

October 6, 13, 20, 27

Choose Your Own Craft Day

Monday, October 10 from 1-3pm

Halloween Craft

Saturday, October 15 from 2-3pm

Programs for Adults

Knit/Crochet Group

Saturday, October 8 at 1pm

Tuesday, October 25 at 6:30pm

Ed Evans Presents "A Day in the Life"

Tuesday, October 11 at 6:30pm

Card making with Linda Talbott

October 1 from 1-3pm

October 18, November 15, December 13

Grant Writing-I am meeting with Kerry Ivers on Thursday, October 6th at 9am here at the library. We are hoping to determine what our narrative will be and what information she need from me.

Project Management-On Monday, October 3, I took a 6 hour "Project Management" class at RRLC. I thought it would be helpful to my day to day work life and would also be helpful if we do move forward in the building process.

Teri Gunsher-Teri did not provide me with an extension on her leave of absence from her doctor. I have not heard from her and she has not come in to report for work. Since she has been gone for over one year, according to Civil Service and Pat MacIntosh we are able to replace her.

New Staff-I have hired 2 new staff members to take over Teri's hours. They are Susan Carlson, who lives in Hamlin and works one morning at Seymour and Sarah Bowers, who works at Greece. Susan will work Wednesday from 10-2 and Friday from 10-4 and Saturdays in rotation and Sarah will work Monday from 10-2 and Thursday from 4-8.



Respectfully submitted,
Kay Hughes-Dennett, Library Director