

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
October 6, 2010

Trustees Present: Bott, Brightly, Evans, Parker

Trustees Excused: Hungerford, Miller, Plovanich

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

Call to Order: President Bott called the meeting to order at 7:02 pm.

1. **Minutes:** Parker moved, Evans seconded that we approve the minutes of the September 1, 2010 as distributed. Motion passed.

2. **Financial Report:** Bott provided a summary of the Library's investments, which are invested according to Town's policy. For a change in investment type, the Town's policy must be changed.

Hughes- Dennett reported. There is a favorable balance of \$9,538.82.

Parker moved, Evans seconded that the reports be accepted and approve vouchers in the amount of \$8821.97. Motion passed.

3. **Director's Report:** Hughes-Dennett reported (see attached). Hughes-Dennett proposed that the hold fees be increase to align with the other libraries in the area. Motion to authorize fee increases was included in motion to accept Financial Reports.

4. Old Business:

Strategic Plan: Hughes-Dennett will draw up a proposal for Senior Citizen Programs.

Review of Expansion Plans: Evans stated that one critical element for expansion is determining the cost of operating a larger library, because any increases must be included in the Town's budget. Discussion followed. A meeting will be held Tuesday, October 12 at 10 am to define the steps needed to proceed.

Review of Wells Fargo documents: Bott addressed this topic during the Treasurer's Report.

Library Communications Memo: The Ad Council suggested the Library Director contact the Communications Department at Brockport College about securing an intern who could develop a logo, standardize the "look" and font for our media exposure and suggest updates to the Library website. Hughes- Dennett will act on this recommendation.

5. **New Business:**

Status of 2011 Budget: Hughes-Dennett presented the proposed 2011 Library Budget to the Town Board for their consideration, which included a \$3600 increase over the 2010 budget.

New Programs: Bott suggested inviting a representative from the Muslim community to share their religious beliefs with the Board as an on-going educational program. Bott will ask Miller to advise.

Staff Recognition: Mention was made that last year's staff recognition party was well received by the staff and should be repeated this year.

6. **Town Board Liaison Report:** Breslawski reported. The budget process is requiring a great deal of discussion and reduction to get the budget to an acceptable level. The ideal deadline is October 31, but there is an allowance to extend the deadline to November 30.

7. **Friends of the Library Report:** Jennejahn reported. The Ham Dinner was successful even though the numbers were down. There is an immediate need to interest new members, as there are currently only 4 or 5 active members. Suggestions for other fundraisers would also be welcomed.

8. **Adjournment:** The Chair entertained a motion by Evans, seconded by Parker to adjourn the meeting at 8:50. Passed.

Respectfully submitted,

Jeanne M. Brightly

Hamlin Public Library

Director's Report

October 6, 2010

September 2010			
			YTD 2009
Circulation			
Charges	5,243	53,629	58,070
Renewals	1,115	10,579	5,061
Total	6,358	64,208	63,131
New Cards			
Adults	11	105	129
Juv	1	41	45
Precip	0	1	0
Restricted	1	11	15
YA	3	6	8
Temporary	0	0	8
Total	16	164	205
People Count			
	3,340	29,001	28,901
Books Purchased			
	169	1,769	1,258
Donations Added			
	36	316	341
Fines			
	\$784.40	\$4,972.86	\$4,344.12
Fax			
	\$90.30	\$795.44	\$632.95
Copier			
	\$114.45	\$726.55	\$305.85

September Programs

Munchkin Monday-September 20, 27

Thursday Night Story Time-September 23, 30

Kid's Craft Saturday-September 25

October Programs

Crochet and Knit Club-Call for date and time

Munchkin Monday- October 4, 11, 18, 25

Thursday Night Story Time- October 7, 14, 21, 28

Kid's Craft Saturday -October 23

Babysitter Training-Monday, October 11

Dye a Silk Scarf-Tuesday, October 5

Staff-Teri Gunsher is out on sick time/disability. She had surgery to repair a bulging disc in her back on September 23. She is doing well and should be back in 4-6 weeks.

Substitutes for Teri Gunsher- Marcia Mosele (former staff member) and Betsy Dobles will be substituting for Teri while she is out. They will be paid the same pay as Teri.

Children's Librarian-Adrienne Kirby started as our children's librarian on September 7. She is planning all the story hours and I am presenting them. As expected she is going strong planning and weeding the Juvenile section.

Drexel University Practicum student-Please say "Hi" to Betsy Dobles of Hilton who is doing a practicum here at Hamlin. She will be trained in Reference, Circulation, Collection Maintenance and anything else I can think of before she finishes in mid December. She will work 120 hours at Hamlin.

"Traces-we bring History to Life"-There will be a traveling history exhibit, presented by Traces-we bring History to Life in a bus parked in front of the Library for most of the day, Wednesday, October 20. The presentation will be "Held on the Homefront," a program detailing life of POW's in the USA during WW2. Mary Smith and Ed Evans are coordinating this program.

Ad Council Grant-We are almost at the end of our Ad Council Grant through RRLC. They have asked for some additional information which we are going to provide. They have made a suggestion of having a Brockport Communications student work with us on a regular basis.

Hold fees-Starting January 1, 2011, I am recommending that the Library change its fine and hold fee schedule to the following:

Maximum fines -Adult-\$7.00

Young Adult-\$5.00

Children's-\$3.00

Hold fees-\$.50 per item that goes through the hold system whether Hamlin item arrives or not

\$.50 per item held but not needed or not picked up. This will bring in the additional revenue to cover the increased cost share.

Respectfully submitted,

Kay Hughes-Dennett, Library Director