

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
November 2, 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 Koester to accept and approve the October meeting minutes, with correction of typographical error. Passed.

2. **Financial Reports:** As Treasurer, Hungerford reported the account balances remain the same. For the Financial Report, Hughes-Dennett distributed the Budget to date and 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. Beardsley moved, Parker seconded, to accept the Financial Report. Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report. While the circulation numbers are down as compared to 2010, Hamlin's numbers are good compared to the rest of Monroe County, where many libraries are seeing large decreases. The Proposed Holiday Schedule for 2012 was distributed. After discussion, Hungerford moved, Beardsley seconded, that the number of days the library is closed for observing holidays shall not exceed 15. Passed. Hungerford moved and Beardsley seconded, to accept the proposed 2012 Holiday Schedule. Passed.

Hughes-Dennett explained a new option for collecting fines on-line through the Carl X system. After discussion, Hungerford moved, Koester seconded to receive fines that are paid on-line through the Monroe County Library System in the form of a check and it will be considered revenue. Passed.

Parker moved and Beardsley seconded to accept the Director's report. Passed.

4. **Old Business:**

Strategic Plan After investigation into the NYS Construction Grant, it has been determined that it is not applicable to building a library in Hamlin. Investigation will continue into other grant opportunities.

Hamlin Library Trustee Minutes for November 2, 2011 page 1

Lease Information A lease proposal was received and it shows increases in each of the next 5 years. After discussion, Beardsley moved, Parker seconded, to respond that the Library is willing to continue at the current rate per square foot, especially in light of the fact that the budget for 2012 is already in place. Further rationale for maintaining the current lease rate is included in Attachment 1.

Evaluation Tool for Library Director: Koester reviewed tool used in 2005. It is specific to job description and NYS expectations. She will forward it to all Trustees, to be modified and approved at December meeting.

Board Member Vacancies No applications have been received after further advertisement and outreach. Flyers will be distributed in public places in an attempt to find interested people.

5. New Business:

New Employee Hiring: The Board requests that Trustees be included in the new employee hiring process. The Trustees could help with checking references or sitting in on the interviews.

Problem Resolution Procedure: Koester has done some research on this topic. She and Beardsley will propose a procedure for review at the next meeting.

Trustee Visibility: The Trustees would like to be available in the Library so that patrons can approach them with suggestions or concerns and to be visible to the patrons.

Employee Appreciation: Parker moved, Beardsley seconded, to send a letter of appreciation to Gail Badders to recognize her years of service to the Library. Passed.

6. Liaison to Town Board: Tom Breslawski reported the Town is working with the International Joint Commission to show effect lake levels have on lakefront properties.

A public budget hearing was held. Budget was passed, and included an increase, which was below the 2% cap imposed by NYS. The tax levy will increase by 10 cents per thousand and 2 cents of that is due to the loss in the tax base.

7. Friends of Library: The Friends' activities are completed for the year. Election of officers will be held at the next Friends' meeting.

Solicitation letters are being sent requesting groceries donations for Spaghetti Dinner.

8. Executive Session: On a motion by Hungerford, 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.

As a result of discussion in Executive Session, a new policy was formulated. It is:

"In the event an hourly employee needs to work more than scheduled hours, the employee will be paid at the regular rate, and paid as soon as possible, preferable within the same pay period, and can be retro-active, if necessary."

9. Adjournment: It was moved by Parker and seconded by Hungerford to adjourn the meeting.

Meeting was adjourned at 9:16 pm.

Respectfully submitted,

Jeanne Brightly

**Hamlin Public Library
Library Board Meeting
November 2, 2011**

October 2011			
		YTD 2011	YTD 2010
Circulation			
Charges	5,340	54,406	58,909
Renewals	1,116	10,863	11,673
Total	6,456	65,269	70,582
New Cards			
Adults	13	92	112
Juv	2	42	45
Precip	0	1	1
Restricted	1	9	13
YA	0	3	9
Temporary	0	0	0
Total	16	146	180
People Count			
	2,403	26,070	31,722
Books Purchased			
	179	1,964	1,886
Donations Added			
	30	192	337
Fines			
	\$545.81	\$5,921.90	\$5,418.40
Fax			
	\$56.05	\$921.41	\$850.19
Copier			
	\$55.65	\$723.22	\$785.05
Tape (or sheet)total			
	\$657.51	\$7,566.53	\$7,053.64
Cash Register total			
	\$667.76	\$7,585.17	\$7,743.29

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

Card making with Linda Talbott

October 1 from 1-3pm

October 18

Ed Evans Presents "A Day in the Life"

Tuesday, October 11 at 6:30pm

November Programs

Programs for Children

Munchkin Monday

November 7, 14, 21, 28,

Thursday Night Story Time

November 3, 10, 17

Presents for Parents Craft

Friday, November 11 from 1-2pm

Thanksgiving Craft

Saturday, November 19 from 2-3pm

Programs for Adults

Knit/Crochet Group

Saturday, November 12 at 1pm

Tuesday, November 22 at 6:30pm

Card Making with Linda Talbott

Tuesday, November 15

Dye a Silk Scarf

Tuesday, November 8 at 6:30p

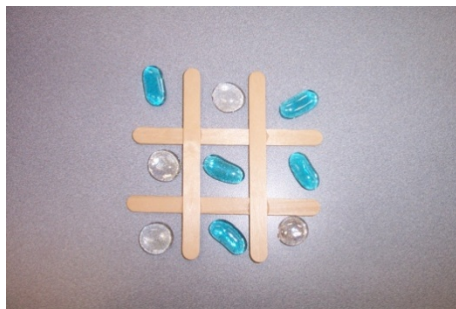
Closed Date for the Library 2012-Monday, January 2, Saturday, May 26, Monday, May 28, Wednesday, July 4, Saturday, August 4, 11, 18, 25, Saturday, September 1, Monday, September 3, Thursday, November 22, Friday, November 23, Monday, December 24, Tuesday, December 25, Monday, December 31.

Fines paid online-A decision needs to be made as to how we receive online fine payments. The options are that they can be paid as a revenue check from MCLS or that they can be taken off the top of our cost share.

New Staff-Susan Carlson started October 5th and Sarah Bowers started October 13th. Susan also works at the Seymour Library in Brockport and Sarah also works at the Greece Library. They are working our great.

Gail's position- Cheryl and I are working on the resumes we received from the employment ad in the Tri-County Advertiser and the Hamlin Clarkson Herald. We hope to start interviews next week. I split the position into one 16 hour a week position and one 4 hour a week position.

Monthly Circulation-Most every library in the county is experience lower circulation numbers than normal. We are trying to determine if it is a CARL X issue, the economy or hold fees.



Respectfully submitted,
Kay Hughes-Dennett, Library Director