

Hamlin Library Board of Trustees
Meeting Minutes
November 7, 2012

Meeting was called to order at 7:03 by President Sue Evans.

Present-Sue Evans, Carolyn Hungerford, Richard Marsden, Karen Keck, Dane Emens
Guests-Tom Breslawski, Jason Baxter, Ron Zulkosky
Absent-Kay Hughes-Dennett, Bunnie Beardsley, Jama Koester

1. Minutes from October 3, 2012 meeting were read.

Motion to approve: Marsden, Second: Hungerford

2. Agenda adjusted to accommodate discussion with Supervisor Breslawski.

- Al Reeve, construction attorney provided Tom with contracts which he discussed with Ken Light, AIA excepted form with architect
- Reeve recommended to use separate construction manager from architect (CPL) identifying Watch Dog, Pike, and LaChase as possibilities. (This appointment does not need to be bid out) Trustees discussed possible conflict of interest depending on which company gets construction bid.
- Reeve has volunteered to discuss issues with town board, trustees, and include CPL
- Site survey has been done, Schultz to get survey to CPL for site approval
- CPL has sent a draft of contract, Reeve made some modifications and is in communication with CPL
- Differences as to who signs the contract. Suggestion to create a lease for the land before money is exchanged to cover the cost of the survey

3. Financial report

- First Niagara \$9.04
- Citizens Bank \$11,674.95
- Wells Fargo \$619,334.26

Motion to approve: Moses, Second: Keck

4. Directors Report

(Kay attending conference—not in attendance)

- Vouchers of \$6,796.83
- Reports circulation is down 16% based on county data, true for all counties,

Motion to approve: Hungerford, Second: Emens

5. Old Business

Patron complaint policy

- Finalization of Library Incident Report form.
- Suggestion to include some areas Richard brought from Board of Ethics

6. New Business

- J. O'Connell is resubmitting grant application
- HVAC issues-patrons reported smelling gas, checked out by Williams and Sons and RG&E, no leaks in the system, at a cost of \$360.

- Kay would like to hold a photo contest to cover 4 seasons in Hamlin to create posters/pictures for new library and for sale (Friends to manage and provide prize money) Lori brought up issue of required release forms to do this
- Kay would like to sell gift cards for fines and holds
- Ron Zulkosky, local contractor and member of the Lions Club, reported an International Lion's Club grant focusing on reading. (Follow up...Lori checked on conditions for grant and rules state it may NOT be used for libraries)

7. Town Liaison report

- Upcoming budget meeting
- Town is petitioning the state to improve safety conditions at Rt. 260 and Brick Schoolhouse Road after recent accident, Sen. Robach and Rep. Hawley are requesting expediency
- Addressing manhole conditions following road construction on Rt. 260 and 19 to prevent car damage

8. Friends report

- Elections are next week
- Fall newsletter will be out soon
- No December meeting

9. Meeting adjourned 8:30

Motion to adjourn: Marsden, Second: Emens

Respectfully Submitted,

Karen Keck

Hamlin Public Library
 Director's Report
 November 7, 2012

September 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	4,358	45,391	49,066
Renewals	895	9,292	9,747
Total	5,253	54,683	58,813
New Cards			
Adults	16	103	79
Juv	2	35	40
Precip	0	1	1
Restricted	0	0	1
YA	0	4	8
Temporary	0	1	1
Total	18	144	130
People Count			
	2,239	21,994	23,667
Books Purchased			
	215	1,610	1,785
Donations Added			
	61	257	162
Fines			
	\$546.27	\$5,362.73	\$4,972.86
Fax			
	\$77.05	\$594.60	\$795.44
Copier			
	\$99.15	\$997.14	\$726.55
Tape (or sheet)total			
	\$727.10	\$6,954.47	\$6,494.85
Cash Register total			
	\$727.30	\$6,981.77	\$7,075.53

October 2012			
		YTD 2012	YTD 2011
Circulation			
Charges	5,301	50,692	54,406
Renewals	1,419	10,711	10,863
Total	6,720	61,403	65,269
New Cards			
Adults	13	116	92
Juv	2	37	42
Precip	0	1	1
Restricted	0	9	9
YA	0	3	3
Temporary	0	0	0
Total	15	159	146
People Count			
	2,174	24,168	26,070
Books Purchased			
	204	1,814	1,964
Donations Added			
	21	278	192
Fines			
	\$469.78	\$5,832.51	\$5,921.90
Fax			
	\$66.80	\$661.40	\$921.41
Copier			
	\$84.65	\$1,081.79	\$723.22
Tape (or sheet)total			
	\$621.73	\$7,575.70	\$7,566.53
Cash Register total			
	\$621.99	\$7,603.76	\$7,585.17

October's Children's Programs

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

November Programs for Children

Munchkin Monday

November 5, 12, 26

Baby Story Time

November 14, 28

Thursday Night Story Time

November 1, 8, 15, 29

Movie Daze

Monday, November 12

Thanksgiving Craft

Saturday, November 17 from 2-3pm

October Adult Programs

Card Making with Linda Talbott

October 9

Tuesdays at 2 Book Club

October 16

Programs for Adults

Tuesdays at 2 Book Club

November 20

Incident report Form /Barring Letter-Does anyone have any objection to the Library Incident Report form and the Barring from the Library Letter. I passed these out last month for you to review. I would like to have these in place soon.

Refrigerator/copiers-The new refrigerator is on order and the copiers were delivered on Monday.

Rural Opportunities Grant-O'Connell's is in the process of looking in to applying for a Rural Opportunities Grant. I don't know much about the specifics as yet but this is a Federal Grant.

HVAC issues-After multiple gas odor incidents, I had Williams and Son into inspect our furnaces. He confirmed with RG&E that there were no leaks in the system and inspected all the units and changes the filters. The bill was \$360.00 which I feel was well spent. I can now tell patrons in all honesty that we have been checked and rechecked. And the smell is not coming from our equipment.

Photos contest-Please look at the photo collage which is the basis of the photo contest I would like to start. I would like to start this contest soon. I would like it to cover 4 seasons in Hamlin, with identifiable people, places and things as subjects. We would retain ownership of the photos with some to go to a poster (hopefully to be sold by the Friends) and others to be framed for decoration in the library. Hopefully, the Friends could provide the prize money for the winners. I would like to have permission to go ahead.

Fine/Hold Gift Card- Here are the mock up of gift cards which would be sold at a reduced rate, \$7 for a \$10 card, usable only at Hamlin. I would like to have these available after Thanksgiving and sell them a couple times a year (for Christmas and before summer?)

NYLA-I will be at NYLA from Wednesday to Saturday. I am reachable by my cell phone if there are any problems. My cell is 738-6623.

Respectfully submitted, Kay Hughes-Dennett, Library Director