

Hamlin Library Board of Trustees  
Meeting Minutes  
January 2, 2013

Members present: Sue Evans, Dane Emens, Karen Keck, Carolyn Hungerford, Bonnie Beardsley

Guests: Kay Hughes-Dennett, Director, Dave Rose, Town Board Liaison.

Absent: Richard Marsden, Jama Koester has resigned from the board as of January 1, 2013.

Meeting called to order at 7:05.

1. Minutes from the December meeting were revised and Kay will update them.  
Motion to approve revised minutes: Hungerford, Second, Emens. Passed.
2. **Treasurer's report:** Carolyn Hungerford.
  - Everything remains the same. We paid Clark-Patterson from the sweep account.
3. **Director's Financial report:**
  - Unfortunately the server is down, so Kay will email us the report when it comes back up.
  - We received a check from Monroe County Library system for \$520.00 in December from the County wide credit card usage system in place which is a per-capita payment. We received a payment of \$476.00 in August. This will continue.
  - An error made by the town bookkeeper records paying a bill for copier etc. from the wrong library account is in the process of being corrected.
  - As a point of finance budgeting Sue asked Dave, at what point do we start paying utilities in the new library? Dave is not sure as they are still working on the lease agreement. Completion for construction date has a lot to do with it.
4. **Director's report:**
  - Winter/spring programs to begin mid-January. New programs, a coupon club, a Lego program. There will be a new person doing card making which will involve some scrap booking. The regular programs are on target.
  - Kay provided information from her meeting with the Monroe County library system. Bedbugs are a concern at the downtown library due to individuals seeking warm shelter during the day at that location. The problem does not exist in other libraries.
  - The Patron Complaint policy was brought up at the Central library meeting also. Due to the number of mass shootings in the past year it was suggested that libraries develop a mental health policy that would apply to identify affected patrons. Also covered was the issue of security for library staff, having an interior room with an inside bolt, a metal door and suggested a panic alarm.
  - Kay will meet with Carly Rugg on Thursday, a designer for Clark-Patterson. Carolyn would like to see the plan before decisions are reached.

- Sue reported that the source of the gas problem came from North of the Border when they neglected to turn off the gas.

Motion to approve report: Emens, Second: Hungerford. Passed

**5. Old Business:**

- Sue presented a copy of the variance and planning board proposal for the meeting on Monday with that board. It is a single lot subdivision for the first Monday of the month for the Planning Board and the third Monday for Zoning.
- We should be able to select a Site Manager by the end of January. So far Le Chase's submittal is \$191,000, Watchdog is \$38,000 and Pike is not in yet. Kay has asked for one more. Sue thinks Dave Rose, Tom Breslawski and the trustees should meet to decide. Dave is very experienced with the process and it's good to have him on board.
- Update on the Town/Library land lease agreement: it is in progress.

**6. New Business:**

- Board of Trustees Handbook and updates. New information updated. All trustees need to stop in at the town hall to be sworn in.
- As earlier reported, Jama Koester has resigned and her position needs to be filled. Kay may have two interested people and Sue will contact Jeanie Brightly.
- A discussion was held about Rural Opportunity's monies. Carolyn wants to avoid this. The amount is approximately \$300,000.00 This is a grant with a loan attached which has to be paid back. Dane made a motion to pursue this grant, no second, therefore it is not an issue.

**7. Friends of the Library:**

- Tickets will increase by \$1.00. Sue and Ed Evans will provide entertainment. Would like news release.

**8. Meeting adjourned at 8:35**

Motion to adjourn by Emens, seconded by Keck, Passed

Respectfully submitted

Bunnie Beardsley

January 25, 2013

Hamlin Public Library  
 Director's Report  
 January 2, 2013

<b>December 2012</b>			
		<b>YTD 2012</b>	<b>YTD 2011</b>
<b>Circulation</b>			
Charges	3,986	59,182	63,400
Renewals	1,170	12,944	12,681
Total	5,156	72,126	76,081
<b>People Count</b>			
	1,732	27,893	30,559
<b>New Cards</b>			
Adults	2	121	105
Juv	1	39	43
Prrecip	0	1	1
Restricted	2	11	10
YA	0	3	3
Temporary	0	0	0
Total	5	168	161
<b>Books Purchased</b>			
	267	2,226	2,217
<b>Donations Added</b>			
	10	302	213
<b>Fines</b>			
	\$413.40	\$6,676.78	\$7,026.43
<b>Fax</b>			
	\$49.35	\$797.90	\$1,060.21
<b>Copier</b>			
	\$64.75	\$1,197.39	\$869.12
<b>Online Revenue</b>			
	\$520.00		
<b>Tape (or sheet)total</b>			
	\$526.90	\$8,672.07	\$8,955.76
<b>Cash Register total</b>			
	\$1,052.63	\$9,701.56	\$8,998.79

**Programs for Children**

**Munchkin Monday**

December 3, 10

**Baby Story Time**

December 12

**Thursday Night Story Time**

December 6, 13

**Presents for Parents Craft**

December 1

**Programs for Adults**

**Tuesdays at 2 Book Club**

December 11

### **Programs for Children**

#### **Munchkin Monday**

January 14, 21, 28

#### **Thursday Night Story Time**

January 17, 24, 31

#### **Baby Story Time**

January 9, 23

#### **Family Bingo**

January 21

#### **Craft Saturdays**

January 12

### **Programs for Adults**

#### **Card making with Tracy Muller**

January 15

#### **Tuesdays at 2 Book Club**

January 15

**Bed Bugs**-Bed Bugs are being found in many public places including libraries. MCLS has provided an overview on what to look for and how to deal with them. So far only a few libraries have been affected, thankfully not Hamlin.

**Building security**-Due to the Newtown, CT school shooting and the Webster firemen who were killed and injured, MCLS is advising all libraries have a plan in place for staff and patron safety that include safe rooms and panic buttons. I discussed these additions with Carly Rugg, our designer at Clark Patterson and they will be including them in our plans. The panic button will most likely be at the circulation desk and the safe room will probably be in the mechanical room.

**Fireman training**-I opened up the library after hours for Hamlin Fire personnel who used our computers for training in December on the 19<sup>th</sup> and will do so again on January 23<sup>rd</sup>.

**New programs**-We are trying to start 2 new programs, one for adults and one for children. The adult program is a coupon exchange club which starts February 16 at 1pm. Our new program for children will be a Lego Club. WE will be advertizing for the donation of new and used Legos to start the club. Hopefully, we will have people who will donate their children's old unused Legos to the library to help us get started.

**Building Leaks**-The leaks have started again. Saturday, January 5<sup>th</sup>, we had a leak right in front of the door to the back storage room. I called Lee Larking on Saturday and he made it out on Tuesday but didn't go onto the roof. AS far as I am aware he was never on the roof. The ice melted and we are fine now---until next time.

**Online fine money**- In 2012, we received \$996.00. This is pretty much the reason we are up from last year. In this day and age many people don't carry cash or a check book so they don't pay things that aren't billed to them.

Respectfully submitted,

Kay Hughes-Dennett, Library Director