

Hamlin Library Board of Trustees
Meeting Minutes
November 21, 2013

Members in attendance: K. Keck, L Schuler, C. Hungerford, S. Evans, B. Beardsley, M. Ballersteine, K. Hughes- Dennett, D. Rose, C. Hungerford.

Meeting called to order by President Sue Evans at 3:50PM

Motion made to approve October's minutes by S. Evans, seconded by B. Beardsley. Carried

1. Financial Report:

- Carolyn and Kay will forward their reports on to Bunnie or present them at the next meeting
- Bids for the Hamlin Public Library were submitted at 3:00PM today, November 21, 2013 and opened with construction being awarded to the low bids. These bids will be reviewed first by Clark Patterson prior to notification to the winners. At this time, the construction total is \$664,400. This does not include the town Highway department's bills along with many other charges forthcoming.
- In the Wells Fargo account the balance for October is \$542,848.
- Sue received a bill from attorney Bonsignore for \$2,500. Sue will send Carolyn a statement. No motion to pay at this time.
- Rotalite and Elliott – printing company..... bill was submitted for \$1,394, plus an additional \$400.00 we believe. Mark made a motion to pay, Lara seconded. Carried.
- A bill from Westside news for advertising of \$63.70, motion to pay from Mark, Ballerstein, and Karen Keck seconded. Carried

2. New Library:

- We will need a selection committee for testing of soil at the site. Members attending will be Sue, Mark, Charlie and Carolyn. They will meet at the library on Wednesday 27, 2013 at 2:0PM.
- Kay is working on the schedule for open and closed dates for 2014 for the library and will pass it along when completed.
- The Library project will start the 1st week in December. The amount based on the bids is at this time, \$664,400. More discussions are forthcoming Mark would like a contract for Clerk-of-the-Works, Charlie Hungerford. Mark suggested \$20.00 per hour, and Charlie will think about it.
- Mark, Carolyn, Kay, and Karen will look into the ground-breaking ceremony. A date needs to be set, invitations, contacting politicians, and refreshments, etc.

3. Treasure

- Carolyn, Kay and Sue met with an accountant to see where we need to be for our library financial accounts which need to separate from the general fund account, l-account.
- H- account: the library capital fund. This will be a more transparent account and will include the McGrath fund and grant monies.
- Petty cash – Dave said the town board could make a resolution giving Kay a credit card not to exceed \$300.00 to use for purchases. Carolyn will look into this.
- A motion was made to reimburse Kay for shelving she purchased for the new library from Block Buster Video which is going out of business. The amount is \$700.00. This purchased new would be in the \$5,000 range. Carried.

4. Trustees' training meeting for the MCLS library system.

- Lara attended the meeting and she feels it was very valuable and suggested anyone interested in attending can register with Sally Snow at NYLTO at 585-428-8051. The website is www.nylto.org

5. Town Liaison – Dave Rose:

- Budget meetings are ongoing with the next one the Monday night after the Thanksgiving holiday.

6. A resolution for a contract with Foundation Design geo-technical support

- Was made by C. Hungerford, seconded by K. Keck. Carried. Mark will look into this and Sue will sign.

7. Friends of the Library –

- Karen reported on the election of officers;
 - President is Wilma Matsko,
 - Dan Updike is V.P,
 - Linda DeLaura is secretary
 - Betty is treasurer.
- The Friends meeting has been moved to the first Wednesday of the month and hopefully with a new library new members will sign up. The next fundraiser is in March which is the annual spaghetti dinner.

The next meeting will be December 4th at 7:00PM

Motion was made to adjourn the meeting by M. Ballersteine, seconded by C. Hungerford at 5:00 p.m. Motion carried.

Respectfully submitted
 B. Beardsley
 December 2, 2013

Hamlin Public library
 Director's Report
 November 21, 2013

October 2013			
		YTD 2013	YTD 2012
Circulation			
Charges	4,376	46,656	50,692
Renewals	1,069	10,466	10,711
Total	5,445	57,122	61,403
New Cards			
Adults	10	102	116
Juv	1	26	37
Precip	0	1	1
Restricted	0	9	9
YA	0	3	3
Temporary	0	0	0
Total	11	132	166
People Count			
	2,305	22,242	24,168
Books Purchased			
	154	1,732	1,814
Donations Added			
	11	121	278

Fines	\$589.70	\$5,498.65	\$5,832.51
Fax	\$160.35	\$1,130.35	\$661.40
Copier	\$69.90	\$678.96	\$1,081.79
Online Revenue			
Tape (or sheet)total	\$820.05	\$7,404.48	\$7,575.70
Cash Register total	\$810.45	\$7,986.54	\$8,079.76