

# Please note a correction to the minutes.

Hamlin Public Library  
Board of Trustees Meeting  
April 7, 2018

Meeting called to order at 6:26 pm, by Mark Ballerstein with members in attendance: K.Keck, P. Clark, J Brightly, M. Ballerstein, D. Rose, C. Gates, B. Beardsley

Motion to accept March minutes by K. Keck, seconded by J. Brightly, motion carried.

Treasurer's report: no changes

Christine distributed the director's financial report: the annual fire and alarm system inspection was completed this month. We do have to update the annual sprinkler test. Christine called Becker Mechanical to schedule this inspection. The issue with RG&E needs to be addressed as we were included in the county for billing. Norm has advised Christine how to separate this out Current bill is for 2 months.

Account sheets were distributed with the board asking for percentages for the year to see how we were doing expenditure wise overall.

Director's report: the board reviewed our numbers, as they are still down. Programming doing well. People count good. Christine added a program account. Christine will meet with MCLS, Sally Snow to discuss concerns etc. Christine contacted Carl Rath about moving the wireless router from the back room so the library can have better wireless connection in the library. We should hear soon. Much to Christine's surprise, the blue chairs were not paid for and the company wants to be paid. The Friends bought the red chairs but did not know about the blue ones. They graciously will pay \$1,194.26 for these chairs.

Regarding the library being used as a shelter during storms and power outages: this would require personnel to staff the building for supervision and we are unable to do this. Christine will still check into prices of a back up generator.

Motion to accept Director's reports: K. Keck, seconded J. Brightly, carried.

Policy: board doesn't wish to duplicate policies in place by the town board in the town handbook. Library staff question, do they go to Librarian or Town Supervisor with issues? # Staff should contact Christine first, but they are town employees so certainly can contact Town Supervisor if needed. Staffing levels look fine. Suggestion box is in place. Monday, May 14<sup>th</sup> will be a professional development program regarding active shooter at 4 pm.

Friends: March spaghetti dinner went well despite other events in town. The silent auction went very well.

Town Liaison: The town board is working on Starr program extension law. Highway supervisor Baase is working with FEMA on waterfront issues. The Hamlin Fire Dept. carnival will be in June this year.

Meeting adjourned at 7:20 by P. Clark seconded by K. Keck. Carried.  
Respectfully submitted, B. Beardsley