

Hamlin Public Library
Board of Trustees
June 1, 2016 meeting

Meeting called to order by D. Emens at 6:35 pm.

Members in attendance: M. Ballerstein, K. Keck, J. Brightly, C. Hungerford, B. Beardsley, D. Rose, D. Emens, K. Hughes-Dennett

Motion to approve May's minutes, J. Brightly, seconded K. Keck Carried.

Director's report: bills were presented for payment. Also Kay included last year's 2015 May bills for comparison.

Kay will develop next year's calendar with meeting dates that are early in the month indicated so they can be changed for a later date. This will be done prior to next year's official calendar is released.

Kay would like to have the half computer tables reworked for stability and to allow chairs to fit under them as it's not possible at this time. Mark will take charge of this

Please note, somehow bees are getting into the library.

The staff has noted money exchanging hands in the library parking lot. Kay will address the individual as she knows him.

The Lions club will do preschool vision tests at the library on June 27th.

Motion to accept Kay's financial report, J. Brightly, seconded D. Emens, carried.

C. Hungerford's report: we have received the \$100,000 grant monies from the state, so we can start using it.

Kay is researching the purchasing of new shelving from Creative library Concepts and Design. See pricing sheets and library re-design. The board then had a discussion for the shelving and electric signs. Questions: if we sell used equipment can the library receive those funds? Would the library be closed during the time of installation of shelving and restocking the new shelves? Please note, we have until December 2017 to utilize these funds.

Kay will look into someone purchasing the shelving, getting it out to the community for donations to take away. Mark made a motion to get to the disposal of current shelving, seconded by J. Brightly. Carried.

Mark said we need state contract price verification. Kay will call the vendor. Regarding the digital out door signage the board had a discussion regarding selections and price.

Regarding the electronic sign in the front of the library, we've had two proposals, one being Toth who is currently under state contract. The majority of the board wants color and better resolution which is more costly but the board felt the time do it, is now. Also, simplify columns and a gray base, not brick.

The base is done by the company.

Resolution: motion made: M. Ballerstein proposed accepting Toth's Sports Inc. for the electronic sign, 16mm and in color for \$35,000 with a requirement to simplify design. M.W.B.E for installation. Verifying the state contract pricing is being used. Motion seconded by J. Brightly. Motion carried. Discussion regarding resolution and board decided on 20 mm.

Policies: pending

Scheduling staff and hours: Carolyn, can we get a report on the new process the staff is currently using? This for the audit.

Kay is looking to hire a replacement for Marcia who is leaving the end of June. Perhaps a fallback position.

Strategic Planning: patrons' response starts June 2nd so we will receive a report in July.

Steve Baase indicated parking lot will be started in June.

Dave Rose: the town audit results will be shared with the town board next week. There has been a resignation on the Zoning Board. There will be a new Ag Protection Board, details to follow.

Friends of the library: Book sale this weekend, June 2, 3 and 4.

Motion to adjourn by M. Ballerstein, seconded by K. Keck. Motion carried at 8:25

Respectfully submitted
B. Beardsley
July 5, 2016