

Hamlin Library Trustees monthly meeting
October 5, 2016

Meeting called to order by Chair, Dane Emens at 6:40

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

September 2016 minutes approved, motion by K. Keck, seconded by J. Brightly. Carried.

Financial report- K. Hughes-Dennett distributed financial expenditures and 2015 comparisons. All vouchers have been submitted for payment. This years budget, right on track. Carolyn will meet with Kay regarding formula used for item on spread sheet. Kay also indicated that October is the month Christmas books will be purchased.

Motion to approve report, M. Ballerstein, J. Brightly pending updating spread sheet. Carried.

Treasurer's report: C. Hungerford. Electrician Carl Rath has been paid Carolyn distributed accounts. Regarding the electronic sign, she is waiting for a bill to be sent prior to any payment.

Motion to accept treasurers report, M. Ballerstein, seconded by J. Brightly. Board approved.

Director's report: Kay distributed statistics for review with comparisons indicated. Betlem Inc. came today to do inspections replacing filters in AC and heating units. They will now come twice a year, one prior to the air conditioning season and the heating season.

Regarding charges for patron use, we are able to scan material into a patrons email, the board approved fee of \$1.00 for the first page, .25 for each page after and increased copies to from 15 to 25 cents per page. She also handed out charge fees that other libraries in MCL system charge.

Amazon Line of Credit: The board of trustees approved establishing a line of credit with Amazon for the purchase of DVDs, Blue Rays and other products.

Motion by C. Hungerford to participate with Amazon establishing a \$1,000 line of credit for the purchase of DVDs and Blue Rays and other products. Seconded by M Ballerstein. Motion carried. This motion with approval by the trustees needs to be presented to the Hamlin Town Board.

Kay handed out the calendar for library closed dates for 2017. We will revisit closed dates for the July 4th holiday.

Shelving: library closed November, 14 to the 26 for delivery and restocking of the new shelving the library has purchased. If the company is done sooner, the library will open sooner.

Christmas party: December 12 from 4 to 6.

Motion to accept Librarian's report, by J. Brightly, seconded by K. Keck Carried.

Kay will look into policy review

Strategic Planning: Patron survey sample was reviewed and the staff will start having patrons complete them. We will review and continue Strategic Planning in January.

Town Liaisons report: presented by B. Beardsley as D. Rose unavailable. Town Board will appoint new member to the Conservation Board. There are two positions to be posted for the Planning Board. Cell tower public hearing along the lake takes place Monday, Oct. 10.

Motion to adjourn by J. Brightly, seconded by B. Beardsley at 8:15. Carried.

Respectfully submitted
B. Beardsley
October 11, 2016