

**Hamlin Public Library  
Board of Trustees Meeting Minutes  
Wednesday, August 5, 2015**

**Attendees: Trustees: Karen Keck, Carolyn Hungerford, Mark Ballerstein, Jeanne Brightly  
Library Director: Kay Hughes-Dennett**

Karen Keck called the meeting to order at 7:45.

J. Brightly moved, C. Hungerford seconded, to approve July Meeting Minutes. Carried.

**Financial Reports:**

- K. Hughes-Dennett distributed Register List, with vouchers ready to be paid.  
J. Brightly moved, M. Ballerstein seconded, that vouchers be paid. Carried.
- C. Hungerford reported no significant change to financial situation.  
J. Brightly moved, K. Keck seconded, to accept Hungerford's report. Carried

**Director's Report: K. Hughes-Dennett**

- Kay distributed a Vacation Tracker.
- Kay distributed 2 quotes for new color copier. 1 more quote coming.  
M. Ballerstein made resolution, C. Hungerford seconded, to pursue 3 quotes for Canon C250iF to include outright purchase of and the annual service contract for 25,000 copies per year, plus rate per copy in excess of 25,000 copies.
- A request has been submitted to use Library as a "stop" on the School of Screams Halloween event. Per board discussion, Kay will ask event coordinators to propose a way to use front porch, instead of the interior of the Library.  
C. Hungerford moved, M. Ballerstein seconded, to accept Director's Report. Carried.

**Old Business:**

- Ceiling Tile Issue. Resolved
- Status of Grants. No change
- Status of Website. No change
- Look at Policies. In process
- Birdhouse Project. No change
- Managing Staffing Level. In process

**New Business:**

- Lighting in Front of Library. In process
- Examples of Strategic Plans: No change
- More Parking Spaces: As time permits in Highway Department schedule

**Friends of the Library Report:**

- Apple Sales Fundraiser planned.  
J. Brightly moved, M. Ballerstein seconded, to adjourn the meeting.

Meeting adjourned at 9:20.

Respectfully submitted,  
Jeanne Brightly

Hamlin Public Library  
 Director's Report  
 8/5/15

<b>July 2015</b>				
		YTD 2015	YTD 2014	
<b>Circulation</b>				
Charges	5,841	33,493	28,811	
Renewals	913	7,026	5,399	
Total	6,754	40,519	34,210	6,309
<b>New Cards</b>				
Adults	18	105	43	
Juv	14	22	11	
Juv-I	0	0	0	
Precip	0	0	1	
Restricted	2	10	0	
YA	3	6	2	
Shut-in	0	0	0	
Organizational	0	0	0	
Temporary	1	2	0	
Total	38	188	57	131
<b>People Count</b>				
	4,056	19,332	12,332	7,000
<b>Books Purchased</b>				
	98	892	1,212	
<b>Donations Added</b>				
	5	140	59	
<b>Fines</b>				
	\$476.22	\$2,857.62	\$2,047.31	
<b>Fax</b>				
	\$120.95	\$787.65	\$1,075.11	
<b>Copier</b>				
	\$146.75	\$938.60	\$563.67	
<b>Holds</b>				
			\$765.05	
<b>Online Revenue</b>				
<b>Tape (or sheet)total</b>				
	\$740.72	\$4,600.16	\$5,081.23	
<b>Cash Register total</b>				
	\$741.87	\$5,172.81	\$5,087.69	

**Vacation and sick tracker-**I have borrowed a friend's vacation/time off tracker which I think will translate for use at the library. It is easy to use and I think the staff will like it. Please see the example.

**Color copier purchase-**I have received 2 quotes for a color copier. Our old color printer is useable but is difficult to used and challenging to use. Patrons ask for color copies or prints and our old color printer not up to the wear the use.

**School of Screams**-The Hamlin Recreation is asking if we would be interested in being a stop on the School of Screams tour. Please see the letter being passed around.

**Periodical shelving**-I have been looking at 3 sections of periodical shelving. I need to refine the quotes I have received and get a third quote. What we are using right now is not working.

**Policies**-I am working on revising the internet use policy on the webpage. It is 15 years old and doesn't reflect our current library and today's patron. I am also starting to work on a policy for challenging a book in the collection.

**Circulation statistics**- Check out the July circulation statistics. We are having a great summer and should be very proud of the staff. They have all worked very hard.

**Summer reading**-Susan gave me the summer reading statistics and we are doing really well. We have had 32 programs with 1143 children, teens and adults come through. We have 6 more programs to go. We finish on August 14.

**1 year anniversary party**-Susan has suggested a one year anniversary party. I think it sounds like a great idea although I wish we had the new shelving!

Respectfully submitted,

Kay Hughes-Dennett, Library Director