

Hamlin Public Library
Board of Trustees Meeting Minutes
December 2, 2015

Meeting called to order by D. Emens at 7:05 p.m.

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

Minutes were distributed to review November's trustees meeting.

Financial Report: C. Hungerford

- Carolyn no changes at this time.
- The \$15,000 Robach grant will be rolled into the budget fund balance and after the first of the year, we will have to request the town board to transfer it back to our account.
- Kay – no financial report, she will email them to us. From a donation of \$500.00, Kay has ordered a story book rug and puzzle bags.

Directors Report: K. Hughes-Dennett

- The director's report was distributed. The numbers are still looking good although December is generally a slow month.
- Staff Christmas party on Monday, December 12th from 4 to 6:00. Please bring a dish to pass.
- Suggested to decorate for the holidays outdoors, hopefully we will have the trees next year.
- Building heat is still an issue (to hot and not controllable) Kay going to look for the manual.
- Lighting and tile work completed.
- Parking lot will have to wait until spring.
- Revised policies will be done in the new year and more strategic plans to be reviewed in January.
- Staff hourly report, Kay will bring a new version of reporting and will present it to the board to get reactions.
- Website, the Board approved paying website developer out of a technology grant. Andy Ballerstein will do the work.

Friends of Library:

- They have had their elections and Wilma is President Linda, secretary and Betty will be treasurer.

Town Liaison: D. Rose

- It was reported that Liz Spenser has resigned her assessors position to work for the town of Clarkson. The job will be posted.

Motion to adjourn at 7:48 by M. Ballerstein and seconded by C. Hungerford. Carried

Respectfully submitted
B.Beardsley
Secretary

Hamlin Public Library
 Director's Report
 12/2/15

November 2015			
		YTD 2015	YTD 2014
Circulation			
Charges	4,159	50,855	45,187
Renewals	986	10,922	8,607
Total	5,145	61,777	53,794
People Count			
	2,358	58,990	22,121
New Cards			
Adults	9	156	141
Juv	3	49	48
Juv-I	0	0	0
Precip	0	0	2
Restricted	0	11	14
YA	0	6	3
Shut-in	0	0	0
Organizational	0	0	0
Temporary	0	2	0
Total	12	224	208
Books Purchased	213	1,771	1,860
Donations Added	26	188	131
Fines	\$273.30	\$4,202.59	\$3,557.95
Fax	\$133.00	\$1,491.55	\$1,495.96
Copier	\$98.65	\$1,538.10	\$862.97
Holds			
Online Revenue			
Tape (or sheet)total	\$510.75	\$7,254.31	\$6,734.46
Cash Register total	\$512.60	\$7,831.27	\$6,742.97

needs over

Christmas decorations-We have most of the interior of the library decorated but are still working on options for the outside of the building. We are considering wrapping the porch supports with red plastic ribbon. If anyone has any great ideas let us know.

Christmas party-Our Christmas party will be on December 12 from 4-? The Library Board and any Friends of the library are invited. We are asking everyone to bring a dish to pass. You can call the library if you want to know what has been signed up for.

Building heat-Since we turned off the air-conditioning, we have been having problems with too much heat. Betlem Heating and Air-conditioning came in today and couldn't do too much without a manual to work from. I will try to find the manual on lone and get it to the Betlem service Tech.

Digital projector-We are also having some issues with the digital projector. I had the account representative come out and check everything and it was a simple fix with no charge. He recommends installing a panel in the wall which will take some of the issues away by being idiot proof. It will cost about \$1000 which I should be able to find if we transfer money into our technology account.

Technology-We bought 3 new 2D scanners and 3 new thermal receipt printers. Our current scanners and receipt printers are quite old and we are starting to see issues creeping up. I used money from our technology line.

Budget-We are working on the end of our budget. I think we will be pretty close to using it all up.

Respectfully submitted,

Kay Hughes-Dennett, Library Director