

Town of Hamlin Public Library
Board of Trustees February Meeting
February 4, 2015

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

Motion to approve January's minutes made by J Brightly, seconded by M. Ballerstein. Carried.

Treasurers Report: C. Hungerford

- HVAC – reducing and receiving now completed. Carolyn is very pleased with the Bell Company and would like to pay him the \$1,500 for his due diligence and extra work. The unit needs to be insulated to cut down the noise as it has gotten worse. The re-sheathing and balancing was done today.
- We have received the state grant final payment of 46,000+. The \$100,000 Robach grants needs to be redone with added information and changing receivership to be the library instead of the Town of Hamlin as was first stated.
- Carolyn will contact Tom Legewski to get going on them. This will be per diem and the firm will bill us for work done. Estimate is \$3,000 to \$5,000

M. Ballerstein made a motion, seconded by L. Schultz to have J. O'connell and Associates complete the forms as specified. .

- Kay distributed January's library expense sheets. National Grid was billing the library taxes and late fees since the payment plan was changed. Hopefully we will get a refund or credit.

Motion by K. Keck, seconded by J. Brightly to accept the Treasurer's report, carried.

- Mark requested a comparison be done of electric used from last year to set up a review schedule to see exactly where we are with usage.

Director's Report: K. Hughes-Dennett

- Kay gave her director's report distributing the library's usage, fees etc.
- Distributed current programs and shared programing.
- MCLS is using ILS system.
- Kay reported that the Robach Community Room is being used more and feels we need a community room usage policy.
- Community Room policy: All activities need to be conducive with the atmosphere of the library.
- Cleaner for the Library -no news at this time. Vacuum and floor washer purchased out of construction funds by C. Hungerford. Kay needs to get a posting to the Town Clerk to advertise for a cleaner with a list of required duties per our liaison.

Motion to approve the Directors report, M. Ballerstein seconded by J. Brightly. Carried.

Report on the Bird Watching Grant: L. Schultz

- She will attend the Conservation Board meeting on Feb. 23, 2015 to get their input for this endeavor. It was suggested that Lowe's in Brockport may be a source in assisting with the building of birdhouses.
- The suggested date is June 6th which is also the town Wheel Fest.

Motion by C. Hungerford to amend the Ethics policy, the Whistle Blowers policy, the Conflict of Interest policy, and the Room Usage policy, seconded by K. Keck. Motion carried. Amendments will need to be done.

Three Year Strategic Plan: C. Hungerford

- Carolyn distributed a plan with detailed budgeting. Very helpful. It was suggested that the trustees review utility usage in June/July, checking expenses and meet with the town board with concerns about shortcomings if there are cost-over-runs.

Mark made a motion to accept the treasurer's detailed budget, K. Keck seconded, motion carried.

Susan Carlson: K Hughes-Dennett

- Susan has now earned the title of library assistant by passing the state Civil Service exam. At this time, we do not have that position. Susan is a Circulation clerk who should be changed, per Kay, to a Senior library clerk until the position at our library is created and posted. Her salary was also discussed by the board.

Motion made by M. Ballerstein to approve the addition of the library assistant to the Hamlin Library, J. Brightly seconded. Carried. Town liaison suggested establishing a range for Susan's pay be created and for all other clerks. D. Rose will speak with Norm about a change of classification and a pay increase.

Town Liaison: D. Rose

- There is an opening on both the Conservation and Recreation Boards. There will be a new cell tower on Moscow Road which should help with cell phone communication in the lake region. Also Frontier is looking at the Cook Road area for an additional tower.

Friends of the Library:

- Annual spaghetti dinner will be held at the VFW, Sunday, March 22, 2015. Help is always needed and appreciated.
- The Friends are also selling Spring Bulbs.

Motion to adjourn by J. Brightly, seconded by D. Emens. Carried at 8:55

Respectfully submitted

B. Beardsley
Secretary
February 28, 2015

Hamlin Public Library
 Director's Report
 February 4, 2014

| January 2015 | | | |
|------------------------|-------|-----------------|-----------------|
| | | YTD 2015 | YTD 2014 |
| Circulation | | | |
| Charges | 4,833 | 4,833 | 4,188 |
| Renewals | 1,049 | 1,049 | 170 |
| Total | 5,882 | 5,882 | 4,358 |
| New Cards | | | |
| Adults | 16 | 16 | 7 |
| Juv | 3 | 3 | 1 |
| Juv-I | 0 | 0 | 0 |
| Precip | 0 | 0 | 0 |
| Restricted | 1 | 1 | 0 |
| YA | 0 | 0 | 0 |
| Shut-in | 0 | 0 | 0 |
| Organizational | 0 | 0 | 0 |
| Temporary | 0 | 0 | 0 |
| Total | 20 | 20 | 8 |
| People Count | | | |
| | 2,081 | 2,081 | 1,517 |
| Books Purchased | | | |
| | 187 | 187 | 215 |

| | | | |
|-----------------------------|------------|------------|----------|
| Donations Added | 70 | 70 | 11 |
| | | | |
| Fines | \$442.16 | \$442.16 | \$397.55 |
| Fax | \$102.70 | \$102.70 | \$73.55 |
| Copier | \$102.35 | \$102.35 | \$96.00 |
| Holds | | | |
| Online Revenue | \$572.00 | \$572.00 | |
| Tape (or sheet)total | \$647.21 | \$647.21 | \$564.45 |
| Cash Register total | \$1,217.61 | \$1,217.61 | \$564.15 |

January Programs for Children

Lego Club

January 3

Mega Block

January 7

Winter Craft

January 10

Baby Story time

January 14, 28

Munchkin Monday

January 19, 26

Family Bingo

January 19

Thursday Night Story Time

January 22, 29

January Programs for Adults

Healthcare Navigators

January 13, 20

Tuesday's at 2 Book Club

January 20

February Programs for Children

Munchkin Monday

February 2, 9, 16, 23

Thursday Night Story Time

February 5, 12, 19, 26

Lego Club

February 7

Movie Day

February 16

Valentine Craft

February 14

Integrated Library System (ILS)-The Hamlin Library was featured on the first page of the "ILS Team Final Report. It was nice to be picked for the cover! At the end of 2016 a decision will be made to either migrate to a new ILS company or stay with TLC-CARL.

Constant Contact-Constant Contact is an email newsletter that MCLS was bought for use by the member libraries. Andrea has been working on our first newsletter and it should be ready to go out by the end of next week.

Website development-We are still looking into an easy/non computer expert website that we can learn to do ourselves. I'm calling SUNY Brockport next week to see if they have any suggestions.

Bird Watching Grant-Lara has submitted the bird watching grant and hopefully we may receive some money.

Robach's big grant- Information has been passed down to us indicating that we must reapply for the \$100,000 grant. NYS told us to have the Town apply for it and they finally decided to change their mind and have us apply for it. How do we go forward?

Take Your Child to the Library Day-This is February 7th and we will have a craft for every child to make and drawing for books and prizes. I think this will be a fun day!

Meeting Room-We have been seeing more people inquiring about the use of the meeting room. It has been used a couple times at night and it has worked out fine!



Respectfully submitted,
Kay Hughes-Dennett, Library Director