

Hamlin Public Library
Board of Trustees Meeting
January 7, 2015

Members in attendance: D. Emens, C. Hungerford, L. Schuler, M. Ballerstein, K. Keck, J. Brightly, B. Beardsley, Town Liason – D. Rose, C.O.W. – C. Hungerford, Librarian – K. Hughes-Dennett

Meeting called to order by President Dane Emens

Motion to approve the December 2014 minutes, L. Schuler, seconded by K. Keck. Carried

Financial Reports:

- Final payment from the state grant should be coming soon. Carolyn has sent in all the forms for processing. Carolyn distributed the financial report for review.
- Construction account has been closed due to a \$20.00 per month maintenance fee when the account amount is under \$5,000

Motion to accept treasurer's report, J. Brightly, seconded by L. Schuler, Carried.

Librarian's Report:

- 2014 Voucher abstracts- Kay and Carolyn will meet with Norm on Thursday to go over the books for 2014.
- The surplus should be \$10,046.46.

Motion to approve Librarian's financial report: C. Hungerford, seconded by J. Brightly, Carried.

Grants:

- We still have the \$15,000 grant on hand.
- The \$100,000 grant from the state is still in the works.

Lighting for the building sign:

- Will be postponed until the spring.

URL Website:

- Is still in the works, Kay will contact the University to see if they can have someone assist us in setting one up and keeping it current.

Update the last page of the Trustee Handbook: Kay will meet with Bonnie next week.

HVAC:

- A motion to allow Charles Hungerford (COW) and Mark Ballerstein to use their discretion to complete the HVAC.
- Also, a motion for Carolyn to pay those doing the current work and holding back on CPL. Motion made by K. Keck, seconded by J. Brightly. Carried.

Motion to accept the MCLS contract, C. Hungerford, seconded by K. Keck. Motion carried.

Whistle Blower Policy:

- Kay distributed and we will look at and vote on it next month.
- We will vote on the 4 separate segments.

Director's Report:

- Circulation 26% above last year.
- Kay distributed her report on the monthly stats and expenses along with programs in progress.
- Planning tables: motion to purchase the planning tables, seconded by L. Schuler. Carried.

Hold Fees:

- A discussion was held regarding the fees at libraries near Hamlin and it was agreed that at this time we will not charge a fee. Kay does charge \$1.00 if the hold is not picked up.

Motion by B. Beardsley to approve the policy at this time, seconded by C. Hungerford. Carried.

New Business:

- Sue would like a template for the newsletter per Dane.

L. Shuler:

- Carrie Whipple from the Town of Hamlin Conservation Board and Lara Schuler would like to apply for an Ornithological grant from Cornell. They would appreciate support from the board. Motion to participate, K. Keck, seconded by M. Ballerstein. Carried.

Town Liaison D. Rose:

- There have been 4 applicants for the Planning Board; interviews to fill that open position will be coming soon.

Friends of the Library:

- No book sale in February,
- Getting ready for the spaghetti dinner, usually held on the 4th Sunday of March.

Motion to adjourn at 8:16, J. Brightly, seconded by M. Ballerstein. Carried.

**Hamlin Public Library
Director's Report
January 7, 2015**

December 2014			
		YTD 2014	YTD 2013
Circulation			
Charges	4,338	49,525	54,128
Renewals	1,132	9,739	12,431
Total	5,470	59,264	66,559
People Count			
	2,909	25,030	25,885
New Cards			
Adults	13	154	111
Juv	3	51	26
Juv-I			
Precip		2	1
Restricted		14	10
YA		3	3
Shut-in			
Organization	1	1	0
Temporary	1		
Total	18	206	151
Books Purchased			
	363	2,117	1,903
Donations Added			
	20	280	140
Fines			
	\$437.20	\$3,995.15	\$6,426.84
Fax			
	\$141.00	\$1,636.96	\$1,345.00
Copier			
	\$73.45	\$936.42	\$797.36
Hold			
	\$0.00		
Online Revenue			
	\$572.00		
Tape (or sheet)total			
	\$1,223.65	\$7,958.11	\$8,667.92
Cash Register total			
	\$651.95	\$7,394.92	\$9,819.78

December Children's Programs

Munchkin Monday

December 1,8

Duplo Club

December 3_

Thursday Nite Story time

December 4, 11

January Programs for Children

Lego Club

Mega Block

January 7

Winter Craft

January 10

Baby Story Time

January 14, 28

Munchkin Monday

January 19, 20

Presents for Parents

December 13

December Programs for Adults

Healthcare Navigator

December 9, 16

Family Bingo

January 19

Thursday Nite Story Hour

Januarys 22, 29

January Programs for Adults

Healthcare Navigators

January 13, 20

Tuesday's at 1 Book Club

January 20

New Building-We are continuing to settle in to the new building. There are a few HVAC issues to work out starting with the air handler in the work room. When work starts it will be in the early morning before we open and possibly into late morning. We will work to make patrons as comfortable as we can during this time.

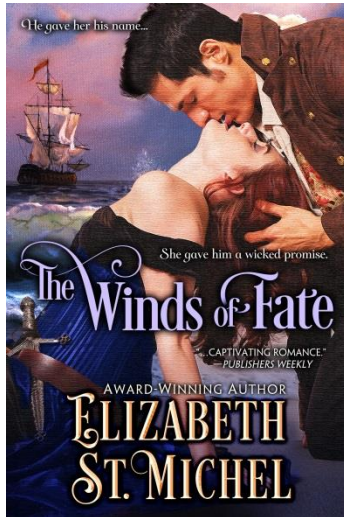
Meetings at the Library- So far we have had the Seniors Card group meeting at the library and we may have Project New Hope meeting after hours starting Wednesday, January 21. They are a local group working to provide veterans " get away" packages. Marvin Hankinson is the contact.

Web site- Our famous web site idea needs help from someone more experienced than Susan and myself. We are looking into other options.

Policy Updates-I have handed out Ethics, Whistle Blower, Conflict of Interest, Donations and Meeting room policies. These are either from modified from the ALA website or other libraries. Please read over and let me know what you think.

Book Signing-On December 6, Elizabeth Dollard Bysiek (St. Michel) came and did a book signing and bookstalk at the library. We had 248 people in the library on a Saturday of which at least 125 were here for the book signing. It was a fun time with food and door prizes. We are looking into doing one with Josie Waverly at the end of January or beginning of February.

Thank you notes-Marcia Mosele and I worked on new library than you notes. Check out the one I am passing around



Respectfully submitted,

Kay Hughes-Dennett, Library Director