

Town of Hamlin Public Library
Board of Trustees Meeting
March 5, 2015

Meeting called to order at 7:00 pm by D. Emens

Members attending: C Hungerford, D. Emens, K. Keck, J. Brightly, M. Ballerstein, B. Beardsley, M. Maier – Town Board member, Librarian – K. Hughes-Dennett

February minutes – motion made to approve C. Hungerford, seconded by J. Brightly. Carried

Financial Report: C. Hungerford

- Carolyn distributed expenditures to the board, see sheets. We have \$83,885.91 remaining.
- Carolyn also reported on work in progress at the library. Work room ceiling will be repaired. The extra insulation will be put in at our cost, when the ceiling is lowered.
- When the lighting is installed on the building sign it will run (with no charge for the lift) \$2,000 - \$2,800. The estimate for the mechanized library sign is \$35,000 with another \$35,000 for parking.

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

Librarian's Report: K Hughes-Dennett

- Kay distributed monthly expense sheets.
- C. Hungerford wanted to know the amount credited by National Grid. Kay will let her know.

Motion to approve library expenses, J. Brightly, seconded by K. Keck. Carried

Director's Report: K Hughes-Dennett

- Kay informed board that the library has a patron increase of 12% over last year, the only library in Monroe County with an increase.
- Kay distributed the monthly library stats and she starts the New York State report tomorrow. She will also look into a solar block grant from the county/state.
- Summer reading program: we can't have large numbers of participants due to Fire Marshall's regulations.
- Kay requested a sign displaying "Open" in a library window.

Motion made to approve by M Ballerstein, seconded by J. Brightly.

Motion to approve the Director's report made by K. Keck, seconded by M. Ballerstein. Carried

Old Business

- Grant status: per C. Hungerford we have paid the grant writer \$1,000 for redoing the document. Estimate - \$2500.00
- No news on the Website.
- CPL sign-off: we have had no communication from them in 3 months.
- Update last page of trustee handbook. Bunnie has gathered the information and it is now available.
- Update on Cleaner. A posting position add went out in the Hamlin Herald with applications to be received by March 13, 2015.
- Managing staffing levels and hours: the board has requested that Kay chart staffing and hours each day, with totals, from March through June so the board can follow the staffing process.

New Business:

- Lara went to the Conservation Board meeting. The Conservation Board may supply some mature trees for landscaping. At this time the library has received donations from the Hamlin Seniors to the amount of \$250.00 and from the Topper Bott family for \$1,000.00.
- We will need to talk to the Highway Supervisor about planting trees donated. B. Beardsley will contact a landscape architect to do a site plan suggesting selections of plantings for the grounds.
- It was decided to table the three year strategic plan at this time.

Birdhouse grant:

- Dane has contacted Lowes; the management is very interested in participating in the project which is a few months off. Dane explained what type of kits we are looking for and the ages of children we hope to get involved. More to follow.

Town Liaison: M. Maier

- Dave Rose was out of town; Councilman Marty Maier updated the trustees on recent public hearings, Conservation board openings and side setbacks for shoreline properties.
- Town policy on the definition of a dwelling and a change in policy on harboring of dogs.

Friends of the Library: K. Keck

- Announced that the annual spaghetti supper fundraiser is scheduled on March 22nd at the VFW.
- Volunteers are needed.
- Again there will be music provided by Ed and Sue Evans with door prizes announced every half hour.

Kay has asked that when our evening meeting is adjourned could a trustee stay with her as she closes up the library and exits the building. During the winter it sometimes takes a long time for her as she cleans off her vehicle and the parking lot is empty. The response was of course we will.

Motion to adjourn by J. Brightly, seconded by D. Emens at 8:33.

Hamlin Public Library

Director's Report

March 4, 2015

February 2015			
		YTD 2015	YTD 2014
Circulation			
Charges	4,311	9,144	7,998
Renewals	1,091	2,140	1,166
Total	5,402	11,284	9,164
		0	
New Cards			
Adults	17	33	13
Juv	0	3	2
Juv-I	0	0	0
Precip	0	0	0
Restricted	3	4	1
YA	0	0	0
Shut-in	0	0	0
Organizational	0	0	0
Temporary	0	0	0
Total	20	40	16
		0	
People Count			
	5,402	7,483	3,228
		0	
Books Purchased			
	224	411	387
Donations Added			
	27	97	14
		0	
Fines			
	\$452.23	894	\$655.50
Fax			
	\$127.00	230	\$215.66
Copier			
	\$230.15	333	\$164.55
Holds			
		0	
Online Revenue			
		572	
Tape (or sheet)total			
	\$809.73	1,457	\$1,114.06
Cash Register total			
	\$810.38	2,028	\$1,114.38

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

March Programs for Children

Munchkin Monday

March 2, 9, 16, 23, 30

Thursday Night Story Time

March 5, 12, 19, 26

Lego Club

March 7

Mega Block/Duplo

March 4

St. Patrick's Day Craft

March 14

Tuesday at 2 Book Discussion Group

March 17

Craft Saturday for Teens and Adults

March 21

Constant Contact Email Newsletter- We sent out our first Email newsletter yesterday. As with all new endeavors, we will need to tweak presentation and figure out how to improve the product. We sent our email to 1335 patron and had 545 open, 13 unsubscribe and 154 bounce. We had compliments from 5 patrons who wrote to me. I feel that is a wonderful outcome for the very first day. Our next newsletter will come out the very end of March.

Solar Power Block Grant-There is a solar power block grant from either NYS or Monroe County. This would be super if we applied and received the grant. It could be a big impact on our heating bills.

NYS State Annual Report for Libraries-I am starting the report tomorrow. You should be able to sign off on it at the April meeting.

Computer Training-I am looking into starting some computer training. Bunnie has given me a lead and I have found a source we could use call diglitny.org and there is the possibility of being reimbursed for our costs with this program.

Summer Reading- Our Summer reading programs are almost set. We have decided to have our big programs in the library if you ok opening late or closing early for the kick-off and end programs. I would really like this to happen as it would bring people to the library that might not normally come.

Internet speed-We will be receiving new fiber (15 MEG) to replace our brand new copper (10MEG) sometime in July. This is due to the contract change with MCLS and will happen at no extra cost to us.

Open and Closed sign- If the cost is not too much could we buy an open/closed sign that is fluorescent to hang in one of windows? We are getting complaint that people don't know when we are open or closed.

Respectfully submitted,

Kay Hughes-Dennett, Library Director