

## Hamlin Public Library: Adventures Close to Home

### Board of Trustees Minutes Wednesday, January 6, 2010

**Trustees Present:** Bott, Evans, Hungerford, Miller and Parker.

**Trustee Excused:** Plovanich.

**Also Present:** Kay Hughes-Dennett (Library Director), Nancy Jennejahn (Friends of the Library) & Tom Breslawski (Liaison from Town Board)

1. Call to Order: President Bott called the meeting to order at 7:05 PM.
2. **Minutes:** Miller moved, Parker seconded, that we approve the minutes of the December 2, 2009 meeting as distributed. Passed
3. **Financial Report:** Hughes-Dennett reported
  - a. We expect to finish 2009 with about \$1,400 left in Town Library Account.
  - b. Bott announced that Hungerford has agreed to take over Terry's Treasurer position.
  - c. Parker moved, Evans seconded, to approve vouchers as submitted. Passed.
4. **Acting Director's Report:** Hughes-Dennett presented her report (see attached)
  - a. Evans moved, Hungerford seconded, to accept the report. Passed
  - b. The use of the Library Meeting Room by the Recreation Department was discussed. The Meeting Room Policy was referenced. Concern was expressed that there be appropriate supervision for use of the room when the Library is not open.
5. **Old Business:**
  - a. Strategic Objective: Maintenance Schedule was reviewed
  - b. Strategic Objective: Library Cards were increased by 40 in 2009.
  - c. Strategic Objective: Staff Training – Computer and AED Training are taking place this month.
  - d. Ten Year Celebration discussed by Parker and Bott.
6. **New Business:**
  - a. The first meeting with Ad Council on Public Relations (Grant to support) will take place on Jan. 11. Hughes-Dennett asked for Board Members to participate.
  - b. The deadline for those interested in being a Library Trustee is Jan. 7. Bott will decide on next steps.
  - c. Nominating Committee for 2010 Officers will be headed by Parker.
7. **Town Board Liaison report:** Tom Breslawski reported.
  - a. There has been an easy transition to new Town Supervisor.
  - b. Rose will be the Deputy Town Supervisor.
8. **Friends of the Library Report:** Nancy Jennejahn reported.

The Spaghetti Dinner will be on March 28 from noon until 6 PM at VFW Hall.

9. **Adjournment:** Parker moved and Evans seconded that we adjourn at 8:15 PM. Passed.

Respectfully submitted,

Duane R. Miller

**Hamlin Public Library  
January Director's Report  
1/6/2010**

<b>December 2009</b>				
		<b>YTD 2009</b>	<b>YTD 2008</b>	<b>% change</b>
<b>Circulation</b>				
Charges	5,281	75,257	71,695	4.97%
Renewals	680	6,970	7,277	-4.22%
Total	5,961	82,227	78,972	4.12%
<b>People Count</b>	2,613	37,331	35,329	5.67%
<b>New Cards</b>				
Adults	15	173	133	30.08%
Juv	0	52	46	13.04%
Internal	0	0	0	
Restricted	1	17	19	-10.53%
YA	0	10	6	66.67%
Recip	0	1	0	
Precip	0	1	0	
Temporary	0	9	3	200.00%
Total	16	261	217	20.28%
<b>Books Purchased</b>	185	1,790	1,364	31.23%
<b>Donations Added</b>	35	464	307	51.14%
<b>Fines</b>	\$405.28	\$5,669.64	\$5,010.75	13.15%
<b>Fax</b>	\$77.50	\$879.60	\$716.85	22.70%
<b>Copier</b>	\$94.50	\$464.35	\$469.27	-1.05%

**December Programs-**

- Munchkin Mondays**-December 7, 14, 21, 28
- Thursday Evening Storytimes**-December 3, 10, 17
- Kid's Saturday Craft**-December 19
- Home Alone Safety**-cancelled
- Crochet and Knit Club**-December 8

## **January Programs**

**Munchkin Mondays**-January 4, 11, 18, 25

**Thursday Evening Storytime**-January 7, 14, 21, 28

**College Financial Aid Planning**-Cancelled

**Emailing for Seniors**-January 14

**Kid's Saturday Craft**-January 16

**Babysitter Training**-January 18

**Knitting and Crocheting**-January 19

**Reading Area**-Chairs for the reading area have been ordered. We are getting 2 club chairs and 4 chairs for the table. The plan is to move the magazines to that corner and have that computer be a full service computer (internet and Office Suite.)

**Microsoft Office Suite 2007**- We will be having LAS upgrade 10 computers to Office 2007. This will be done for free.

**Additional Purchases**- Extra money from the end of the year was expended in Large Print (\$500), Books on CD (\$1000) and DVDs(\$1000).

**New Rugs**- Our new rugs have arrived and the old contract with Aramark ended.

**DVD's** –We will be making all DVD's without reserves renewable starting January 9.

Respectfully submitted,

Kay Hughes-Dennett  
Library Director