

**Hamlin Library Board of Trustees**  
**Wednesday, January 7, 2009**

**Trustees Present:** Bott, Hungerford, Miller, Parker & Terry.

**Trustee Excused:** Evans & Plovovich

**Also Present:** Adrienne Kirby (Acting Library Director), Tom Breslawski (Liaison from Town Board) & Nancy Jennejahn (Friends of the Library)

1. **Call to Order:** President Bott called the meeting to order at 7:00 PM.

2. **Minutes:** Miller moved, Evans seconded, that we approve the minutes of the December 3, 2008 meeting as presented. Passed

3. **Financial Report:** Kirby presented report.

Extra needed items were able to be purchased in December (e.g. CD & DVD cleaner).

Parker moved, Hungerford seconded, the approval of the Treasurer's Report including the appropriate vouchers. Passed.

4. **Acting Director's Report:** Kirby presented her report that is attached.

It was noted that the Circulation for 2008 was up 22% and People Count by 28% from previous year.

Parker moved, Hungerford seconded, the acceptance of the Library Director's Report. Passed

5. **Old Business:**

a. Community Center Committee:

Terry reported that the Committee would have its final meeting tomorrow.

b. Community Relations Program.

Results of the Questionnaire were presented and discussed. Terry moved, Parker seconded, that we accept the report and post the results on our website. Passed.

c. Long Range/Strategic Planning:

Miller recommended that we focus on Strategic Planning while not overlooking Maintenance Planning. It was agreed that there be a Strategic Planning Committee composed of Miller (convener), Bott, Kirby, Hungerford and Terry.

6. **New Business:**

a. MCLS contract:

Terry moved, Parker seconded, that we approve the MCLS Contract for January 1, 2009 thru December 31, 2011. Passed

b. Nominating Committee for 2009 Officers:

Bott stated that he and Parker would serve as a Nominating Committee and would present a slate of officers at the next meeting.

c. Library Districts:

Terry reported on a conference he attended concerning Library Districts. He recommended that the Hamlin Public Library develop a slogan and a logo.

7. **Town Board Liaison report:** Tom Breslawski reported.

Sue Evans has been reappointed to the Hamlin Public Library for another 5 year term.

8. **Friends of the Library Report:** Jennejahn reported

The Spaghetti Dinner will be on April 5.

9. **Adjournment:** Miller moved and Parker seconded that we adjourn at 8:43 PM. Passed.

Respectfully submitted,

Duane R. Miller

Hamlin Public Library  
Acting Director's Report  
January 7, 2009

**Statistics:**

December 2008			
		YTD	YTD 2007
<b>Circulation</b>			
Charges	5,020	71,695	62,292
Renewals	621	7,277	1,695
Total	5,641	78,972	63,987
<b>People Count</b>			
	2,447	35,329	27,501
<b>New Cards</b>			
Adults	7	133	132
Juv	3	46	51
Internal	0	0	1
Restricted	0	19	20
YA	0	6	6
Temporary	0	3	8
Total	10	217	218
<b>Books Added</b>			
	159	1,364	1,469
<b>Donations Added</b>			
	27	307	432
<b>Fines</b>			
	\$434.80	\$5,010.75	\$5,763.39
<b>Fax</b>			
	\$18.50	\$716.85	\$763.45
<b>Copier</b>			
	\$20.95	\$469.27	\$377.55

**Programs:**

*Munchkin Monday* – Dec. 1, 8, 15 & 22. 47 participants

*Thursday Evening Storytime* – Dec. 4, 11, & 18. 21 participants

*Knitting for Fun* – Dec. 16. 2 participants

*Bird Ornament Craft* – Dec. 20. 2 participants

Upcoming Programs

Jan. 17 – Marshmallow

Sculpture Contest

Jan. 20 – Reading Group – “For One More Day”

Jan. 24 – Knit a Baby Blanket

Feb. 3 – Tax Talk w/ H&R Block

The MOMs Club will host their Open House here on Feb. 9.

Most of the month of December was spent tidying up loose ends. I have developed a more efficient policy for dealing with delinquent patrons. Once their name comes up to be sent to the collection agency, I send a letter to them, allowing them two weeks to rectify the situation before they are actually sent to collection. This has noticeably increased the number of “lost” items, as well as fines paid.

In other financial news, New York State will be sending a postcard to New Yorkers telling them to get their tax forms at their local library. I spent over two hours on the phone in an effort to have NYS tax forms sent here. In the end, I contacted Sen. Maziarz’s office, and the matter was rectified in less than a week.

December is the month where I try to plan out the next full year in broad strokes. I am hoping to pull together some special program in honor of National Library Week in April, and dates are tentatively set for Summer Reading. Cheryl and I have also worked on organizing closets and condensing craft supplies.

The library closed at 1:00pm on Friday, December 19<sup>th</sup> due to the weather.

Respectfully submitted,

Adrienne Kirby