

**Hamlin Public Library: Adventures Close to Home**  
**Board of Trustees Minutes**  
**November 4, 2009**

President George Bott called the Meeting of the Board to order at 7:00 PM.

Present: Bott, Evans, Miller, Parker, Plovanich and Terry.

Absent: Hungerford.

Others: Kay Hughes-Dennett, Nancy Jennejahn, Tom Breslawski and Ann Kramer.

1. **Minutes.** Miller moved, Evans seconded, to approve the Minutes of October 7, 2009 meeting as distributed and approve the motions therein. Passed.

2. **Treasurer's report** was given by Terry.

- a. Terry moved, Parker seconded, to approve vouchers as listed totaling \$3,251.34 plus two months rent. Passed.
- b. A report on the McGrath award and how money is invested was received from Terry.
- c. Plovanich presented letters of receipt and release for the McGrath bequest.
- d. Parker moved, Evans seconded, to approve the financial report. Passed

3. **Directors report** was presented by Hughes-Dennett and is attached.

- a. Hughes-Dennett reported that the Hamlin Public Library has been awarded a \$1000 grant from the Rochester Regional Library System to work with the Ad Council of Rochester for "Marketing and Communications Planning Support."
- b. Evans moved, Terry seconded, the approval, as recommended by Hughes-Dennett, for the purchase of the SonicWall Wireless system for wi-fi service at the Library as well as the 3-year support option. Passed.
- c. Miller moved, Terry seconded, to approve the 2010 closing dates as recommended in the Director's Report. Passed.

4. **Old Business:**

a. **Strategic Planning Objectives**

- i. Maintenance: Terry reported on work with Director on Signage.
- ii. Increasing Number of Library Cards: Parker & Evans reported that cards are being handed out in schools and to Senior Citizen gatherings. Director's Report indicates that through October we have 281 new cards as compared to 195 for same period in 2008.
- iii. Staff Training: Hughes-Dennett reported that the staff is planning on training in AED, Basic First Aid as well as basic introduction to Word.

**b. Personnel Committee:** Bott reported on meeting of committee as well as arrangements with Hughes-Dennett.

**c. 10<sup>th</sup> Anniversary Celebration:** Parker reported as well as Evans presented a number of ideas. There was general agreement that there should be

- multiple events,
- some tied in with Town Events.
- One event should recognize leaders who have helped the Library to grow since its founding.

**5. New Business:**

- a. Library Programs, Hughes-Dennett reported that programs have been planned through the end of the year.
- b. Staff Recognition: Instead of a dinner, it was decided to try a reception honoring staff at the Library on a designated late afternoon.
- c. 2010 Trustee Appointments was discussed.

**6. Town Board Liaison:** Tom Breslawski

The 2010 Town Budget has passed with a 0% tax increase.

A Resolution was approved by the Town Board designating October 18-24, 2009 as Friends of Library Week.

**7. Friends of Library:** Nancy Jennejahn

Jennejahn shared the Certificates of Recognition for the Friends from both the Town Council and County Legislature.

The Annual Tree lighting will be the first Saturday in December.

**8. Motion to adjourn** the Meeting was made by Miller, seconded by Parker, at 8:43 PM. Carried.

Respectfully submitted,

Duane R. Miller

## Hamlin Public Library Director's Report November 4, 2009

October 2009			
		YTD 2009	YTD 2008
<b>Circulation</b>			
Charges	5,965	64,035	61,484
Renewals	601	5,662	6,108
Total	6,566	69,697	67,592
<b>New Cards</b>			
Adults	62	191	124
Juv	12	57	44
Internal	0	0	0
Precip	1		
Restricted	0	15	18
Recip	1		
YA	0	8	6
Temporary	0	8	3
Total	76	281	195
<b>People Count</b>			
	2,922	31,823	30,293
<b>Books Purchased</b>			
	187	1,445	1,091
<b>Donations Added</b>			
	58	399	229
<b>Fines</b>			
	\$518.79	\$4,862.91	\$4,145.91
<b>Fax</b>			
	\$80.15	\$713.10	\$625.25
<b>Copier</b>			
	\$41.60	\$347.45	\$422.97

### **October Programs**

**Munchkin Mondays-** October 5, 12, 19, 26

**Thursday Evening Storytimes-**October 1, 8, 15, 22, 29

**Sign language-(Town Recreation Program)-**October 13, 20, 27

**Kid's Craft Saturday-**October 19

**Foster Parenting-**October 6

### **Upcoming Programs-**

**Munchkin Mondays**-November 2, 9, 16, 23, 30

**Thursday Evening Storytimes**- November 5, 12, 19

**Kid's Craft Saturday**-November 21

**Tax Talks with H & R Block**-Tuesday, November 3, 6:00-7:00 pm: Changes in Educational Credits 2009/10

**College Financial Aid Information**- Saturday, November 14 from 1-2:30pm

Join Nancy VanZetta (35 years of college financial aid experience at SUNY Brockport and Finger Lakes Community College) for information on how to deal with the financial aid system.

**Sign language-(Town Recreation Program)**-November 10, 17, 24

**Volunteer Fireman Training** (current members only)-November 7, 9am-12pm, November 16, 6:30-9pm. The Fire Department will use our computers for online training.

**Hamlin Public Library**- was awarded a \$1000 grant from the Rochester Regional Library System to work with the Ad Council of Rochester for "Marketing and Communications Planning Support."

**MCLS Records Retention Policy**-please see handout

**SonicWall Wireless**-please see handout

**2010 Closed Dates Recommendation-**

Friday, January 1 (New Year's Day)

Saturday, May 29, (Memorial Day weekend)

Monday, May 31, (Memorial Day -Observed)

Saturday, July 3, (4<sup>th</sup> of July weekend)

Monday, July 5, (4<sup>th</sup> of July-Observed)

Saturday, September 4 (Labor Day weekend)

Monday, September 6 (Labor Day Observed)

Thursday, November 25, (Thanksgiving)

Friday, November 26 (Day after Thanksgiving)

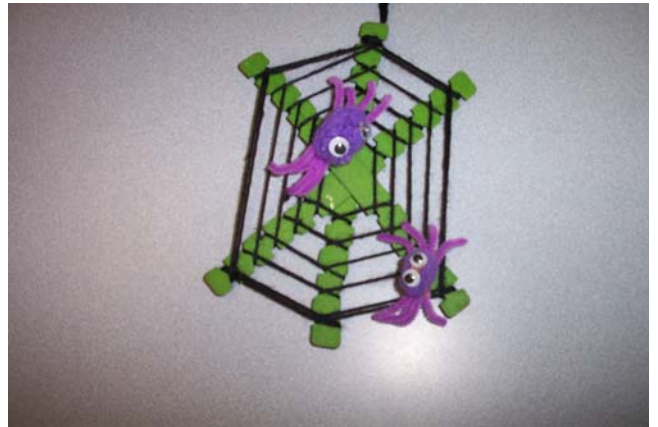
Friday, December 24 (Christmas Eve Day)

Saturday, December 25 (Christmas Day)

Friday, December 31 (New Year's Eve)

Saturday, August 7, 14, 21, 28

2010 additions over 2009



Respectfully submitted-

Kay Hughes-Dennett, Library Director