

Hamlin Public Library: Adventures Close to Home
Board of Trustees Minutes
December 7, 2011

Trustees Present: Beardsley, Brightly, Evans, Hungerford, Parker, Plovanich
Also Present: Kay Hughes-Dennett (Director), Tom Breslawski (Town Board Liaison)

Call to Order: President Evans brought the meeting to order at 7:03 pm.

1. **Minutes:** It was moved by Parker and seconded by Hungerford to accept and approve the November meeting minutes, as written. Passed.

2. **Financial Reports:** As Treasurer, Hungerford reported the account balances are active and in good standing. It was moved by Hungerford, seconded by Brightly, to retain \$5,000 from the balance of the next CD that matures, to pay the expenses for the Construction Evaluation. Passed.

For the Financial Report, Hughes-Dennett distributed a Statement of Expenditures for 2011. There will be favorable balances in some categories, so there are some year-end choices to make to consume the extra funds, where appropriate. The Register List was also reviewed. Hungerford moved, Parker seconded to pay the vouchers, as written. Passed. Parker moved and Hungerford seconded to accept the Financial Report as written. Passed.

3. **Director's Report:** Hughes-Dennett distributed the Director's Report. The circulation and patron numbers continue to be down, which is a trend across Monroe County, where many libraries are seeing large decreases.

An additional Library employee is being sought.

Parker moved and Beardsley seconded to accept the Director's report. Passed.

4. **Old Business:**

Strategic Plan An estimate for construction of a new library was received from Clark Patterson Lee (CPL), at a \$2.179M price point, excluding site preparation, which might be performed by the Town's highway department. After discussion, it was agreed that the essential features of the estimate must be identified and options need to be offered by CPL for decreasing the estimate, including the option of pre-fabricated buildings or pole-type structures.

Hughes-Dennett will set up the meeting with CPL. Evans and Hughes-Dennett will also visit the new Oakfield Library, which is a pole building.

Hughes-Dennett will also contact the directors of the Oakfield and Scio Libraries to determine what other

expenses were incurred during the construction phase.

Lease Information A revised lease proposal was received and includes no increases in 2012, however increases in each of the subsequent 4 years. After discussion, it was agreed that the Town Supervisor would propose an increase of about 2% in the subsequent years, to align with the State Mandate. It was also suggested to add a provision in the event that a new library is built before the end of the 5 year lease.

Evaluation Tool for Library Director: Tabled

New Employee Hiring: Including the Trustees in the interviewing process is ongoing and deemed successful.

Development of Problem Resolution: Beardsley passed out tentative grievance form. Comments are requested at the next meeting.

5. New Business:

None

6. Liaison to Town Board: Tom Breslawski reported the Town is undergoing a State mandated review of Supervisor's Records, which is customary when a new Supervisor is elected.

An organizational meeting is set for January 3, 2012.

Breslawski, as Liaison, praised the Library Board for working well together and keeping their focus on moving forward to provide excellent library services to the Town of Hamlin residents.

7. Friends of Library: Moses sent the roster of new officers for the Friends.

8. Adjournment: It was moved by Hungerford and seconded by Parker to adjourn the meeting. Meeting was adjourned at 8:50 pm.

Respectfully submitted,

Jeanne Brightly

Hamlin Public Library
Director's Report
December 7, 2011

| November 2011 | | | |
|-----------------------------|----------|---------------------|---------------------|
| | | YTD 2011 | YTD 2010 |
| Circulation | | | |
| Charges | 4,692 | 59,098 | 64,037 |
| Renewals | 886 | 11,749 | 12,915 |
| Total | 5,578 | 70,847 | 76,952 |
| People Count | | | |
| | 2,696 | 28,766 | 34,158 |
| New Cards | | | |
| Adults | 5 | 97 | 123 |
| Juv | 1 | 43 | 47 |
| Precip | 0 | 1 | 1 |
| Rest | 1 | 10 | 15 |
| YA | 0 | 3 | 11 |
| Temporary | 0 | 0 | 0 |
| Total | 7 | 153 | 197 |
| Books Purchased | | | |
| | 156 | 2,120 | 2,050 |
| Donations Added | | | |
| | 19 | 211 | 374 |
| Fines | | | |
| | \$640.98 | \$6,562.88 | \$5,819.15 |
| Fax | | | |
| | \$95.00 | \$1,016.41 | \$960.29 |
| Copier | | | |
| | \$96.10 | \$819.32 | \$857.85 |
| Tape (or sheet)total | | | |
| | \$832.08 | \$8,398.61 | \$7,637.29 |
| Cash Register total | | | |
| | \$835.03 | \$8,420.20 | \$8,256.25 |

November Programs

Programs for Children

Munchkin Monday

November 7, 14, 21, 28,

Thursday Night Story Time

November 3, 10, 17

Presents for Parents Craft

Friday, November 11 from 1-2pm

Thanksgiving Craft

Saturday, November 19 from 2-3pm

Programs for Adults

Knit/Crochet Group

Saturday, November 12 at 1pm

Tuesday, November 22 at 6:30pm

Card Making with Linda Talbott

Tuesday, November 15

Dye a Silk Scarf

Tuesday, November 8 at 6:30p

December Programs

Programs for Children

Munchkin Monday

December 5, 12

Thursday Night Story Time

December 1, 8, 15

Movie Day

Wednesday, December 28

Programs for Adults

Knit/Crochet Group

Saturday, December 10

Tuesday, December 27

Card making with Linda Talbott

December 13

Programs for January – The winter copy of the Hamlin Express will list our January through May programs.

New programs-We are starting a book discussion group called Tuesdays at 2. We hope to start a baby/toddler lap time story time starting in January. I am still in the planning stages for this program.

New staff-We have hired Hamlin resident, Linda Hueser for our 4 hour a week Saturday spot. She is an active patron of the Hamlin Library and works a full time job at Lakeside Hospital as a medical transcriptionist.

Electronic Staff meetings-Cheryl and I have tried to find a way to have staff meeting and I have come to the conclusion that I will have to start a blog or an email list of housekeeping or important issues.

Respectfully submitted,
Kay Hughes-Dennett, Director



