

HPL
Board of Trustees

**Meeting Agenda
January 13, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – December 9, 2009

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Book Sale

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Election of Officers
2. Review Board By-Laws and Statement of Policy

FUTURE AGENDA ITEMS

1. Goals-Discuss for coming year
2. Minerva Campbell Literary Contest
3. Review ADA Compliance
4. Review Incident/Injury Procedure

FUTURE ACTIVITIES

1. Holiday Party Friday, January 22, 2010 at 6:00 p.m.

NEXT MEETING – February 10, 2010

ADJOURN

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Present: Tina Thompson, Jim Gaudet, Melanie Phillips, Pat Bernhard, Virdell Robbins, Anna Jannes and Lynn Neill. Absent: Janet Zinck

The meeting was called to order at 6:25 p.m. by President, Tina Thompson.

The minutes of December 9, 2009 were approved as submitted.

The minutes of the special meeting on December 17, 2009 were approved with a minor change made.

CORRESPONDENCE

Tuesday Topics 2010 Thursday Thinkers presented by Friends of the Rochester Public Library are free 40 minute lunchtime programs.

The February 2010 Henrietta Public Library calendar of events.

On January 8, 2010 a letter from Tina Thompson was sent to Melanie Phillips on her appointment from the Town Board to serve as a Library Trustee from January 2010 to December 31, 2014. Tina also sent a letter to Anna Jannes to confirm her appointment to the Henrietta Public Library Board of Trustees filling an unexpired term which will end December 31, 2013.

DIRECTOR'S REPORT

The statistics were reviewed.

Ellen Glana, Teen Services Librarian, entered a PBS NOVA photo contest and won a \$100.00 gift card for the library.

Overdrive (downloadable audiobooks) is doing very well. MCLS (Monroe County Library System) is looking into offering the capability of downloading ebooks and music for the patrons. We will look into the circulation statistics on cds. RPL (Rochester Public Library) has found that they are not circulating as much. With downloadable books and music there is no damage or theft.

The 'Big Read' Call of the Wild is underway. The kick-off started at the Seneca Park Zoo.

The Federal and New York State tax forms are available at the library.

FINANCES

The Budget Report was reviewed.

The Revenue report was reviewed.

Motion: Virdell Robbins

To approve Abstract #1 Claims 1 – 16 for total amount \$6,080.17.

Seconded: Jim Gaudet

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Motion carried unanimously.

HSBC Checking Account 11/10/09 – 12/8/09 total balance available \$7,892.56 less restricted funds \$1,312.34 for net funds available \$6,580.22.

Virdell received a letter from the State Comptroller's office about filing a tax AUD form which is already being done by the Town of Henrietta.

The Friends Account has a balance of \$8,763.65. Their 2009 Financial Report and Volunteer hours and Book Shoppe Annual Sales were reviewed. The Friends have paid \$12,868.81 for remodeling of the Book Shoppe.

The year-end amount for UMS (Unique Management Services) reflected \$4,639.26 payments received less UMS bills totaling \$1,646.80 for a balance of \$2,992.46 which went into HPL's 2009 revenue.

COMMITTEE REPORTS

Anna Jannes will co-chair the Minerva Campbell Literary Contest with Tina Thompson.

NEW BUSINESS

President, Tina Thompson, directed the secretary to cast a single ballot for the Slate of Officers for 2010 Tina Thompson-President, Jim Gaudet-Vice President, Virdell Robbins-Treasurer and Melanie Phillips-Secretary.

Reviewed Board By-Laws with no changes made.

Reviewed Statement of Policy with no changes made.

The Board has agreed to participate in the Community Day Fundraiser with Bon Ton on February 27, 2010.

The meeting was adjourned at 8:30 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary