

HPL
Board of Trustees

**Meeting Agenda
March 10, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – February 10, 2010

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. Update on new computer installation
2. Review Personnel Policy

FUTURE AGENDA ITEMS

1. Annual report to Community – presentation to Board
2. Review Body Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Trustee Certification Update
5. CD #2 maturing 4/24/10

FUTURE ACTIVITIES

NEXT MEETING – April 14, 2010

ADJOURN

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

The meeting was called to order at 6:20 p.m. by President, Tina Thompson.

The minutes of February 10, 2010 were approved as submitted.

CORRESPONDENCE

Local History Librarian, Alicia Reinhardt, has created a pamphlet titled History of Henrietta. She also included an article from a December 1961 newspaper, which stated that the Board of Trustees of the Henrietta Public Library is considering building a new library.

We received a thank you from the Friends for the party and gifts the staff gave them on completion of the remodeling of the Book Shoppe.

Pat has invited Five-Star Bank to our Annual Community Party to see the early literacy station that part of their donation provided.

The April 2010 Henrietta Public Library calendar of events was in each folder.

A letter from Michael Bates, Field Operations Supervisor with the Rochester Local Census Office, was received. The Census Bureau will have a representative at the library for a four-hour block each day for one month to answer questions about and help people fill out the census forms.

A Brockport student will be sitting by the tax forms to direct low income residents for free help in filling out their income tax forms at Pathstone.

DIRECTOR'S REPORT

February statistics were reviewed.

NYLA.org (New York Library Assn.) sponsored a library advocacy effort called Snapshot Day. Libraries in NY were asked to pick one day and get a "snapshot" of library activity. We used Saturday, Feb. 20th and submitted pictures of activity in the library and our day's statistics online for use in an interactive presentation to State Legislators.

The Early Literacy Station has been set up with the other children's computers in the Children's Room. This is for children ages 2-10. There are 61 programs covering multiple fields such as reading, math, science, art, music, etc. for active use by a parent and child or a child alone. It has a touch screen for the younger kids and a mini-mouse for those a bit older. There are jacks for two headphones so the sound will not disturb others.

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Motion: Jim Gaudet

Move that the Town Board declare the following five items surplus:

Inventory

2473 Citizen receipt printer 1994 inoperable

2479 Citizen receipt printer 1995 inoperable

2496 Scanner obsolete 1995

2497 Scanner obsolete 1995

3619 CPU inoperable 2003

Seconded: Virdell Robbins

Motion carried unanimously

The New York State Annual Report is done and has been filed online.

John Colagrasso, a library patron who is a master gardener at Highland Park, will be coming with two other master gardeners and designing and planting new flower beds at the library.

Two panic buttons will be installed in the library. One will be at the Circulation Desk and one will be in the work room.

2010 Trustee Institute is in Melville (Long Island) on April 30 and May 1, 2010.

The Director will order the stainless steel sign for the Book Shoppe door. This will be a “thank-you” and “housewarming” gift from the Board of Trustees to the Friends of Henrietta Public Library. The occasion is the renovation of the Book Shoppe for which the Friends paid the entire bill.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims:

Motion: Virdell Robbins

To approve Abstract # 3 Claims 33-53 for a total amount of \$21,549.95.

Seconded: Melanie Phillips

Motion carried unanimously

Budget Transfer

Motion: Virdell Robbins

To move \$1,800.00 from 470 to line 453.

Seconded: Jim Gaudet

Motion carried unanimously

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HSBC Checking Account 1/12 – 2/8/10 net funds \$9,223.03 less restricted funds \$1,391.21 for net funds available \$7,831.82.

Friends Account as of 2/4/10 has a balance of \$8,136.10.

NEW BUSINESS

Lynn gave an update on the new computer installation.

The Personnel Policy was reviewed with some minor changes made. The Attachment G (Acceptable use and Conditions Procedure for Internet Access) has been added to the Personnel Policy.

Workplace violence zero tolerance policy will be brought back to the April meeting for a vote.

The Board of Trustees asked about the “Hold harmless” resolution for Public Officials. The only copy we have is from 1985 and the Board expressed concern that there might be newer wording and information. Pat will check with Paul Liess to verify the continued coverage of that 1985 Resolution and ask if there has been any change.

We will ask the town for an updated Boards of the Town list.

The meeting was adjourned at 7:45 p.m. by President, Martina Thompson.

Respectfully submitted,

Melanie Phillips