

HPL
Board of Trustees

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

APPROVAL OF MINUTES – September 8, 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

1. Short term disability discussion/change to the Personnel Policy

NEW BUSINESS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement Appointment to Town Board

FUTURE AGENDA ITEMS

1. New York State Open Meetings Law

FUTURE ACTIVITIES

NEXT MEETING – November 10, 2010

ADJOURN

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

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

The minutes of September 8, 2010 were corrected and approved.

The minutes of September 23, 2010 budget meeting were corrected and approved.

CORRESPONDENCE

The November 2010 Henrietta Public Library calendar of events was in everyone's board packet.

The Greater Rochester Teen Read October 2010 flyer has author Terry Trueman visiting the Rochester area.

Lothrop Associates has sent a letter to Pat introducing their company. They are a full service architectural and interior design firm with experience in Library feasibility studies, master planning, all phases of design, and construction administration.

Cape Vincent Correctional Facility sent a thank you for the 2011 Rochester yellow pages we sent them for their inmate transition back into the community program.

Vicki Rusinko, Publicity Contact, was recognized by Debra Ross as an Asset Builder for youth in leading positive healthy lives.

Eileen Kovel, Children's Services Clerk, has sent letters to Henrietta daycare centers offering to provide outreach in the form of story hour visits.

DIRECTOR'S REPORT

We will check into getting replacement benches for the ones in front of the library that are deteriorating.

Microfilm project:

Motion: Jim Gaudet

To approve the amount of \$991.98 from Unrestricted Trustee Gift Fund for the microfilming of 28 HPL Board meeting minute books covering the years 1957 – 2009. All the books were put on eleven microfilm rolls and two pdf DVDs.

Seconded: Virdell Robbins

Motion carried unanimously

The HPL Board of Trustees meeting minute books (hard copy) will be kept for two years. After that time, they will be filmed and a pdf.file created for a DVD.

Pat will check with the Town Hall about where they keep their records offsite.

Virdell should keep the library's tax returns for seven years.

As of November 1st a new screen will appear on the monitors for patrons who log onto the computers with expired cards. It will tell them to “Please go to the circulation desk for renewal and reactivation of your library card if you cannot sign on to the computer”. We are trying to get a more accurate picture of our statistics on computer usage at HPL.

A \$2.00 session fee will be charged to patrons who live outside the county or who do not have a paid Monroe County library card and wish to use our computers. Our webmaster is also working to include a required field for the patron’s library card number when anyone is registering for library programs.

Tina, Melanie and Jim attended the budget hearing. Supervisor Yudelson and the Town Board supported the library’s 2011 budget proposal.

A very nice comment was received from a person who had attended a program on autism at the library and was practicing the techniques and skills presented and seeing improvements in her child’s behavior.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends made \$1,577.40 at the fall book sale. They have a balance of \$5,374.62 in their account.

So far this year, using the UMS agency, we have collected \$3,400 on lost books and overdue fines. We have paid bills to UMS in the amount of \$868. The \$3,400 goes into revenue as it is received, and the bills are paid out of the current contingency fund since we cannot anticipate the expenditure from year-to-year.

Claims:

Motion: Virdell

To approve Abstract # 10 Claims 202 – 234 for a total amount of \$45,201.09.

Seconded: Anna Jannes

Motion carried unanimously

HSBC Checking Account for the period 8/10/10 – 9/9/10: The total balance available of \$12,117.61 less restricted funds \$1,692.53 for net funds available \$10,425.08.

UNFINISHED BUSINESS

We will move the Short-Term Disability (STD) discussion to November’s meeting.

NEW BUSINESS

Anna Jannes and Tina Thompson volunteered to be the Minerva Campbell Literary Contest Committee.

Virdell Robbin’s term on the Board expires on December 31, 2010. The Library Board requested that Virdell remain for another term and she agreed.

Motion: Tina Thompson

To recommend that the Town Board appoint Virdell Robbins as the new Library Board Trustee for a 5-year term beginning on January 1, 2011 – and ending on December 31, 2015.

Seconded: Anna Jannes

Motion carried unanimously.

The meeting was adjourned at 7:30 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary