

HPL
Board of Trustees

**Meeting Agenda
February 9, 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 12, 2011

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. Schedule a meeting to discuss Long Range Plan

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Review Personnel Policy

FUTURE ACTIVITIES

NEXT MEETING – March 9, 2011

ADJOURN

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

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

The minutes of January 12, 2011 were approved as amended.

CORRESPONDENCE

The town received a grant to upgrade the lighting inside the library and work should begin very soon.

The Winter 2010-11 Trustee Bulletin LTA (Library Trustees Association) has been received.

The NYLA Bulletin for fall of 2010 was received.

MCLS will be advertising on its website as a way to generate revenue.

DIRECTORS'S REPORT

The statistics were reviewed.

New York State Aid for 2010 arrived in late January in the amount of \$10,882 and has been given to the town as part of our revenue.

Staff Day is Friday, May 13 and the library will be closed to the public. Greg Benoit, Webster Technology Librarian, will speak on emerging technology.

Surplus items:

Motion: Virdell Robbins

To declare the three wood and Plexiglas paperback racks from the children's room as surplus.

Seconded: Melanie Phillips

Motion carried

Tax forms have become quite a job and involve a large amount of storage and staff time. Pat and Tina will work on a letter to Senator Schumer explaining the burden this has become for libraries.

FINANCES

The Budget Report was reviewed. This report is in the new format from the KVS finance software that is now being used by the town.

The Revenue Report was reviewed.

Claims:

Motion: Virdell Robbins

To accept Abstract #2 Claims 9 – 36 for a total amount of \$22,178.02.

Seconded: Jim Gaudet

Motion carried

The HSBC Checking Account for 12/9/10 – 1/10/11 total balance available \$8,284.87 less restricted funds 548.56 for net funds available \$7,736.31.

The 2010 Friends Annual Report, 2010 Book Shoppe Annual Sales and their account balance of \$7,018.59 as of 1/4/11 were reviewed.

The 2010 UMS (Unique Management Services) collection agency billed to patrons was \$5,646.77 less \$1,324.60 what we paid for the service, with a difference of \$4,322.17 as revenue.

COMMITTEE REPORTS

The Minerva Campbell Literary Contest will run from February 14, 2011 – March 14, 2011.

UNFINISHED BUSINESS

A Long Range Plan discussion will start at 5:15 – 6:00 on March 9 before the regularly scheduled board meeting. A light dinner will be purchased from Lovin' Cup.

NEW BUSINESS

Pat presented ideas for improving the appearance of the front entrance to the library. She would like to incorporate benches, planting areas, and concrete planters. The funding would come from the Library Board's unrestricted funds and from the Friends of Henrietta Public Library. The board looked at pictures and examples and approved going forward with the plan. Pat will speak to the Friends and the Town Supervisor for input.

The Director's Expectations for 2010 and Goals for 2011 were reviewed.

The ADA Compliance was reviewed with no changes made.

The Incident/Injury Procedure was reviewed with no changes made.

The meeting was adjourned at 8:15 p.m. by President, Tina Thompson

Respectfully submitted,

Melanie Phillips
Secretary