

Henrietta Public Library
Board of Trustees
Minutes of June 8, 2011
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Present: Virdell Robbins, Jim Gaudet, Tina Thompson, Melanie Phillips, Pat Bernhard, and Lynn Neill.
Absent: Anna Jannes and Janet Zinck.

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

The minutes of May 11, 2011 were approved as submitted.

CORRESPONDENCE

The director received a State of New York Legislative Resolution from Senator Alesi congratulating the Henrietta Public Library as the recipient of the Rochester Regional Library Council 2011 Public Library of the Year Award.

The library received a \$100 gift card for the 2011 Public Library of the Year Award from the RRLC (Rochester Regional Library Council) Board.

The board received a thank you note from Ellen Glana, Teen Services Librarian, for the financial support the board has given for the Teen Book Festival.

The director received a letter from Maggie Brooks, Monroe County Executive, congratulating the Henrietta Library on receiving the 2011 Culture and Arts Award from the Henrietta Chamber of Commerce at the 25th Annual Community of Excellence Awards.

The director received a note from the local Five Star Bank on recognition of the library's award from the Henrietta Chamber of Commerce.

The library received the June 2011 RRLC (Rochester Regional Library Council) newsletter.

The library's July calendar of events is in the packets.

DIRECTOR'S REPORT

The May statistics were reviewed. Circulation is down because of closed days for the new software upgrade.

The next time we look at the Collection Development Policy, we will need to address the NYLA Digital Literary Standard for New Yorkers.

LS2 is the new catalog searching software called Book River which shows a display of books running across the computer screen.

The museum passes should be in by the end of June. (Memorial Art Gallery [1] George Eastman House [1], Rochester Museum Science Center [2], and the Genesee Country Village and Museum [2].) We will begin to circulate the passes ASAP. They will go out for 6 days with \$5/day overdue fines and full replacement value charged if they are lost. We will make them as secure and easy to handle as possible.

The front entrance project is underway. The benches and the bike racks are in. The expected arrival date of the plants and containers will be June 20. Tim and his crew will be available on the 20th and will work on the project until it is complete.

The open seams of the building are of concern and the director has sent pictures to the supervisor and to the Building Dept.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims:

Motion: Virdell Robbins

To approve Abstract #5 Revised Claims 83-105 for the new (lower) amount of \$11,517.77. One bill for copier lease was pulled out at the request of the vendor.

Seconded: Jim Gaudet

Motion carried

Claims:

Motion: Virdell Robbins

To approve Abstract #6 Claims 106-124 for total amount \$37,956.02.

Seconded: Melanie Phillips

Motion carried

The HSBC Checking Account for 3/9/11 – 4/8/11 reflects a total balance available of \$10,258.67, less restricted funds 295.50, for net funds available \$9,963.17.

The HSBC Checking Account for 4/9/11 – 5/9/11 reflects a total balance available of \$9,929.24, less restricted funds 295.50, for net funds available \$9,633.74.

The Friends Account has a balance of \$8,148.59.

COMMITTEE REPORTS

The Minerva Campbell Awards were presented at the ceremonies.

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UNFINISHED BUSINESS

Annual Report to the Community

Motion: Melanie Phillips

The board adopt the 2010 Annual Report to the Community. It will be published and distributed.

Seconded: Jim Gaudet

Motion carried

The Community Room Policy was reviewed with no changes made.

The Internet Safety Policy was tabled until the July meeting.

NEW BUSINESS

Pat Bernhard's retirement

Motion: Tina Thompson

The board accepts Pat Bernhard's notification of retirement on September 16, 2011 with regret but with heartfelt thanks of 22 years of service to the community and of service and help to this board.

Seconded: Jim Gaudet

Motion carried

A librarian and a support staff person will be asked to be on the interviewing process. Tina will ask for questions from the staff.

There was a discussion on the preliminary 2012 Budget.

The Emergency Exit Procedure was reviewed with no changes made.

The Exhibits/Display Policy was reviewed with no changes made.

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

Respectfully submitted,

Melanie Phillips
Secretary

Henrietta Public Library
Board of Trustees
Minutes of Budget Meeting
June 23, 2011

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

The meeting was called to order at 5:15 p.m. by President Tina Thompson.

The supervisor shared that of the \$3 million generated from Henrietta property taxes, 1/3 goes to the library and 2/3 goes to the highway department.

The Rochester Public Library will be cutting their hours open to 51 per week effective July 1, 2011.

The group engaged in a discussion on reaching out to the community for resources:

- Ask patrons what services are most important to them via survey.
- Find creative ways to ask patrons for help in the form of buying books or magazines for the library.
- The library could attend a Chamber of Commerce meeting to ask businesses to buy magazines or DVDs to donate to the library.
- Make a Difference Day might provide an opportunity to take a different approach from what we have done in the past: We could ask for donations to the library of items such as books, magazines, or DVDs to supplement the library's budget.

At 6:15 p.m., Supervisor Yudelson left the meeting.

A suggestion was made to check with Debbie Standardi from RIT (Rochester Institute of Technology) if there are any opportunities that could benefit the HPL.

The long-range plan was handed out in preparation for the July board meeting.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Melanie Phillips
Secretary

HPL
Board of Trustees

**Meeting Agenda
June 8, 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – May 11, 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. Adoption of the annual report to the community
2. Review Community Room Policy
3. Review Internet Safety Policy

NEW BUSINESS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy

FUTURE AGENDA ITEMS

1. Board adopt budget
2. Review Patron Comments
3. Review Patron Rules of Conduct

FUTURE ACTIVITIES

1. Budget meeting, Thursday, June 23 at 5:00 p.m. (light dinner provided)

NEXT MEETING – July 13, 2011

ADJOURN