

HPL
Board of Trustees

**Meeting Agenda
July 13, 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – June 8, 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. Board adopt budget
2. Review Internet Safety Policy

NEW BUSINESS

1. Review Patron Comments
2. Review Patron Rules of Conduct
3. Include Civil Service Probationary requirement in Personnel Policy

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

1. Transmittal letter for 2012 Budget Request

NEXT MEETING – August 10, 2011

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of July 13, 2011
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Present: Anna Jannes, Pat Bernhard, Tina Thompson, Jim Gaudet, Janet Zinck and Lynn Neill.
Absent: Virdell Robbins and Melanie Phillips

The meeting was called to order at 6:23 p.m. by President Tina Thompson.

The minutes of June 8 and June 23, 2011 were approved as submitted.

CORRESPONDENCE

The quilters have given a restricted donation of \$250.00 that, along with their other donations, will be used to purchase a new laptop for the children's room for parents to use.

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

The NYLA (New York Library Association) Bulletin and the NYLA Annual Conference notice were received.

DIRECTOR'S REPORT

The June statistics were reviewed.

Janet Zinck arrived at this point (6:30 p.m.).

Policies that need a board vote will be available at the library in printed form if anyone from the public would like to view them. They will appear with a description on the agenda under New Business or Old Business. This is in accordance with a new law for public meetings that will take place upon the governor's signature, although that has not happened yet.

The museum passes we have received so far are for the Memorial Art Gallery (1) and Genesee Country Museum (2). Henrietta residents will have priority in borrowing the passes for reduced-cost admission. We are expecting passes from the RMSC and George Eastman House. Only one pass may be checked out per family at one time. The passes are good for one year ending 6/30/2012.

Overdue fines will be increased to \$0.35 per item per day effective September 1, 2011.

NYLA (New York Library Association) organizational membership dues need to be renewed:

Motion: Tina Thompson

To authorize the treasurer to pay the NYLA 2011-2012 dues in the amount of \$175.00 from the Unrestricted Trustee Gift Fund.

Seconded: Jim Gaudet

Motion carried

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends account as of 6/3/11 has a balance of \$7,706.44. They will be paying about 50% of the new front entrance project. The other 50% was funded by the Board of Trustees Gift Fund.

UMS (Unique Management Services – collection agency) accounts placed in June amounted to \$592.65, and we were billed \$209.25 for net revenue funds of \$383.40.

Claims:

Motion: Tina Thompson

To approve Abstract #7 Claims 125 –147 for total amount \$15,427.37.

Seconded: Jim Gaudet

Motion carried

The HSBC Checking Account for 5/10/11 – 6/8/11 reflects a total balance available of \$9,499.11 less restricted funds 295.50, for net funds available of \$9,203.61.

UNFINISHED BUSINESS

2012 Budget Request

Motion: Jim Gaudet

To adopt the 2012 Henrietta Public Library Budget Request Draft 14 presented to the board on July 13, 2011 in the amount of \$1,039,186.

Seconded: Anna Jannes

Motion carried

HPL Internet Safety Policy

Motion: Anna Jannes

The HPL Internet Safety Policy was reviewed and approved with the changes presented by the director.

Seconded: Jim Gaudet

Motion carried

NEW BUSINESS

Patron Comments form was reviewed with no changes made.

Patron Rules of Conduct was reviewed with no changes made.

Personnel Policy change

Motion: Tina Thompson

That we adopt the change to the Personnel Policy Page 13 under Conditions of Permanent Employment. The probationary or trial period will be for 52 weeks to agree with Monroe County Civil Service rules.

Seconded: Anna Jannes

Motion carried

Our supply of the library book/tote bags that we sell are almost gone. Pat presented a few different options to the board. The blue bag with READ imprint was decided to be the best for adults and Pat was directed to order 500. The backpack style for kids was chosen and Pat will get prices/order 100. She will ask for samples for a more sturdy type bag for possible sale at a higher price. The Board of Trustees pays for these bags for the library.

The board will have a retirement party for Pat Bernhard on Friday, September 23, 2011 from 5:30 – 7:30 in the Community Room. The reception will be by invitation only.

Reimburse Friends Account

Motion: Anna Jannes

To reimburse the Friends of the HPL Reimbursable Account in the amount of \$302.95 for purchases for the front entrance improvement project.

Seconded: Jim Gaudet

Motion carried

Motion: Jim Gaudet

To reimburse the Friends of the HPL Reimbursable Account in the amount of \$300.00 from Restricted Funds (Summer Reading Grant) used to purchase Legos for children's programs.

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

Respectfully submitted,

Anna Jannes
Secretary Pro Tem