

Henrietta Public Library  
Board of Trustees  
Minutes of August 10, 2011  
Page One

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

The meeting was called to order by President Tina Thompson at 6:15 p.m.

Patron Paul Forcella was present to make a statement to the board. Mr. Forcella has run a chess club at the Henrietta Public Library for the past two years. On July 19 there was a confrontation that developed between Mr. Forcella and another chess club member, which required the intervention of the library staff. Mr. Forcella requested to speak before the board on the subject. The board heard Mr. Forcella's statement and had reviewed documentation received prior to the meeting. After listening to Mr. Forcella's remarks, the board determined that it was in the best interests of the library patrons and staff that Mr. Forcella no longer has the privilege of reserving the Community Room for his chess club. Mr. Forcella may not participate in any activity that occurs in the Community Room.

Mr. Forcella exited the meeting after receiving the board's decision.

Meeting minutes from the July board meeting were not distributed to the board members in advance and could not be approved this evening. Minutes will be tabled for approval until the September board meeting.

The invitation to Pat Bernhard's retirement party was distributed.

#### DIRECTOR'S REPORT

Circulation statistics were reviewed. Numbers are down across the county although MCLS does not have an explanation for this and continues to assert that these are correct numbers.

The board discussed the general lack of community awareness about e-books and their availability through the library system. The suggestion was presented to the director that perhaps an article could be included about this in the town supervisor's newsletter.

The VIP (local museums and attractions pass for reduced entrance fees) pass list was introduced and distributed.

The Central Library was not able to reduce hours as a cost saving measure. The library would lose \$120,000 in state funding if hours of operation were reduced. Therefore they are adding hours back in to meet the minimum requirement for funding.

A note from the MCLS director on the Open Meetings Law was distributed to the board.

Holds fees and overdue fines are being increased across the system.

Children's programming is going really well.

#### Endorsement of Document of Understanding Between MCLS and Member Libraries

Motion: Jim Gaudet

To endorse the August 5<sup>th</sup> draft of the document of understanding between the MCLS and its member libraries.

Seconded: Anna Jannes

Motion carried.

Pat had a sample of the drawstring bags that are now available for purchase at the circulation desk. Pat also had a sample of the denier polyester tote bag that could be ordered to add to the inventory. The board made a decision on the bag for the director to order. The board will purchase these tote bags with the Board of Trustees Gift Fund.

At 7:15, Janet Zinck exited the meeting.

#### FINANCES

The Expense Control Report was reviewed. Expenditures are on target for this time of year. Line transfers may be needed to purchase a new local history shelf unit, the phone system, and new books.

#### Payment of Library Bills

Motion: Tina Thompson

To approve Abstract #8, Vouchers numbered 148-164 for a total of \$10,032.50

Seconded: Melanie Phillips

Motion carried

The HSBC Checking Account for 6/9/11 – 7/11/11 reflects a total balance available of \$8,154.85 less restricted funds \$1,345.50, for net funds available of \$6,809.35.

The digital microform reader/printer needs to be replaced. Pat estimates the machine will cost approximately \$8,500. Planning for this purchase should be on everyone's radar.

The Friends checking account statement was reviewed. The balance reflects a withdrawal to pay for the front entrance improvement project.

### COMMITTEE REPORTS

No committee reports at this time.

### NEW BUSINESS

No new business this month. Future discussion topics will include:

- Policies on disruptive patron behavior and its relation to permanent revocation of library use privilege
- Transfer of funds between lines to cover the costs detailed above
- Seeking sponsorships for book purchases or magazine subscriptions, as well as presenting this idea to the Henrietta Chamber of Commerce

### EXECUTIVE SESSION

Motion: Jim Gaudet

To enter executive session to discuss the options regarding the replacement of the library director after Pat Bernhard's September retirement.

Seconded Anna Jannes

Motion: Anna Jannes

To exit executive session.

Seconded: Melanie Phillips

Motion: Anna Jannes

That the board authorize the board president to sign a letter of agreement with Alicia Reinhardt for the position of Acting Director, effective Saturday, September 24, 2011 and to continue until a new director begins or until Friday, June 1, 2012, whichever occurs first. The letter will also note the option to extend this agreement if needed. An additional ten dollars per hour will be added to Mrs. Reinhardt's salary as compensation for additional duties and adjustments will be made to her current duties to allow time for the additional responsibilities of Acting Director.

Seconded: Melanie Phillips

Motion approved

The meeting was adjourned at 7:55 p.m. by board president Tina Thompson.

Respectfully submitted,

Melanie Phillips  
Secretary

HPL  
Board of Trustees

**Meeting Agenda  
August 10, 2011  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – July 13, 2011

CORRESPONDENCE

DIRECTOR’S REPORT

FINANCES

1. Expense Control 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

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

Pat Bernhard’s Retirement Party Friday, September 23, 2011 from 5:30 – 7:30p.m.  
Presentation at 6:15 p.m.

NEXT MEETING – September 14, 2011

ADJOURN