

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

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

The July 13, 2011 minutes were corrected and approved.

The August 10, 2011 minutes were corrected and approved.

CORRESPONDENCE

- Pat Bernhard submitted her letter of resignation with the intent to retire, effective September 23, 2011.
- An acknowledgement was sent to Ms. Virginia Klun for her donation of a framed map of early Henrietta.
- A very nice letter was received from Dick Panz (former MCLS/RPL Director) congratulating Pat on her upcoming retirement.
- 18 Wheeler big truck sent a thank note with pictures taken the day of their program.
- The library's October calendar of events was distributed to the board.
- A thank you was sent to Ms. Betty Becker for her donation in memory of Mr. Arthur Bouchard.
- NYS Department of Taxation & Finance has asked that the number of forms ordered be reduced.
- The NYLA (New York Library Association) and Library Trustees Association Bulletins were received.
- A letter went to Mr. Paul Forcella from President Tina Thompson informing him that he no longer has the privilege of using the Community Room. Mr. Forcella sent a letter back to Tina.

DIRECTOR'S REPORT

August circulation statistics were reviewed.

Cost shares will continue to rise and should be considered when preparing future budgets.

NYLA (New York Library Association) is making a strong push for hiring a lobbyist to advocate for library systems.

Our collection agency UMS (Unique Management Services) will be in agreement with NY Bankruptcy law. All accounts will be purged after 7 years of non-collection. Accounts that UMS has now that are over 7 years old will be deleted.

We would like to purchase a new microform digital reader/printer. Our current one is over 18 years old and is no longer working well nor is it a good machine for the new technology that it needs to use. This last time having it repaired was almost impossible to get replacement parts.

Possibly, the interest on the board's certificate of deposits could be used to purchase this new computer based machine.

Surplus equipment

Motion: Virdell Robbins

To declare Inventory # 3614 HP deskjet printer as surplus equipment

Seconded: Jim Gaudet

Motion approved

The following item is tabled for future discussion:

- Purchasing something for use in the library with money donated from The Henrietta Quilt Club.

Raise the cost of computer and copier printing

Motion: Jim Gaudet

We raise the price of printing from the computers and the copier to \$0.20 once the coin-op can be reconfigured.

Seconded: Anna Jannes

Motion approved

The equipment, postage, and travel lines will need to be adjusted before year's end. We will check with the Town Finance Department to see if that is what they want us to do.

New pricing for patron faxing

Motion: Jim Gaudet

The new pricing for patron faxing will now be \$1.00 per page.

Seconded: Melanie Phillips

Motion approved

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #9, Vouchers numbered 165-189 for a total of \$26,950.52

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account for 7/12/11 – 8/8/11 reflects a total balance available of \$4,872.90 less restricted funds \$1,045.50, for net funds available of \$3,827.40.

The Friends bank account as of 8/4/11 has a balance of \$4,396.68.

Bags fundraiser

Motion: Jim Gaudet

Funds received from the sale of book bags will go into the library's revenue account.

Seconded: Virdell Robbins

Motion approved

COMMITTEE REPORTS

No committee reports at this time.

UNFINISHED BUSINESS

Director's effective retirement date

Motion: Tina Thompson

To amend the Director's retirement date listed in the June 8, 2011 board minutes from September 16, 2011 to September 23, 2011.

Seconded: Anna Jannes

Motion approved

NEW BUSINESS

A draft of the 2012 Holiday and Closed Days were submitted for approval.

Motion: Virdell Robbins

To adopt the proposed 2012 Holiday and Closed Days as submitted by the Director

Seconded: Melanie Phillips

Motion approved (Anna Jannes had stepped out when this vote was cast)

Patron Exclusion Policy

Motion: Tina Thompson

To adopt the Excluding Patron from Library Premises Policy as presented by the Director.

This will be added to the routine items to be reviewed at a later date.

Seconded: Anna Jannes

Motion approved

The Board thanked Pat for her exemplary service to the Henrietta Library, community, staff and the Board for her 22+ years as Director. Alicia Reinhardt, Local History/Reference Librarian was welcomed as the interim director.

The meeting was adjourned at 8:20 p.m. by board president Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary

HPL
Board of Trustees

**Meeting Agenda
September 14, 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – July 13, 2011 and August 10, 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

1. Draft Holidays/Close Days 2012
2. Banning Policy

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

Pat Bernhard's Retirement Party Friday, September 23, 2011 5:30 -7:30

NEXT MEETING – October 12, 2011

ADJOURN