

Present: Anna Jannes, Tina Thompson, Melanie Phillips, Alicia Reinhardt and Lynn Neill
Absent: Jim Gaudet and Janet Zinck

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

The September 14, 2011 minutes were approved as submitted.

CORRESPONDENCE

- The library's November calendar of events was distributed to the board.
- John Funt sent a thank you note for being invited to Pat Bernhard's retirement party.
- Rochester Woman Magazine October 2011 had a feature article on Pat Bernhard.
- Cathy McCabe has resigned from the Town Board.
- Mr. Paul Forcella sent a letter to the Commissioner of Education expressing his concerns about this library board's decision to ban him from having his chess club in our community room.

DIRECTOR'S REPORT

August circulation statistics were reviewed again with the addition of the summer reading numbers.

September circulation statistics were reviewed. Alicia will check about getting the library's web statistics.

The Espresso Book Machine deal has been finalized. It will be available December 1, 2011 at the Rochester Public Library and will be on lease for one year.

Surplus equipment

Motion: Melanie Phillips

To declare the following inventory as surplus equipment:

1045 – 3 Drawer file (broken drawer)

3081 – Backpack CD Rom (obsolete 1998)

3092 – HP 895 Deskjet Printer (prints blurry/unacceptable)

3620 – Gateway 2003 computer (CPU only)

3628 – Soyata 2004 computer (CPU only)

3629 – Soyata 2004 computer (CPU only)

Seconded: Virdell Robbins

Motion carried

We have three people from other Monroe County libraries who are visiting the Henrietta Library as part of the Staff Exchange Program.

The PLA (Public Library Association) conference for 2012 will be held in Philadelphia, PA. We have two librarians attending and the library board will pay for the rooms and other expenses with an amount not to exceed \$1,000.

Clarification for budget transfers:

- Line 100 Personnel always requires Town Board approval to move money in this line.
- Budget transfers between Line 200 and Line 400 require library board action.
- Line 400 bookkeeping adjustments done with director's approval with amounts less than \$500 require no board action.
- Line 400 budget transfers over \$500 require board action.

Lynn will check with Five Star Bank to see who is on the safe deposit box lease in order to take off Pat Bernhard.

Motion: Tina Thompson

Move that Melanie Phillips and Lynn Neill's signature be on the safe deposit box lease at Five Star Bank.

Seconded: Anna Jannes

Motion carried

Alicia met with Pizzeria Uno about a fundraising idea with the library where a portion of the customer's bill would go to the library. She will continue to talk with them.

The museum passes have been well received and are being used.

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Budget Transfer

Motion: Melanie Phillips

To transfer \$225.42 from Local History line .488 to Library Equipment .200.

Seconded: Anna Jannes

Motion carried

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #10, Vouchers numbered 190-212 for a total of \$30,049.56

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account statement for 8/9/11 – 9/9/11 reflects a total balance available of \$4,589.34, less restricted funds \$1,545.50, for net funds available of \$3,043.84.

The Friends account has a balance of \$4,229.32. The Friends Fall Book Sale made \$1411.15.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Long Range Plan – The board will set a time in January to review this.

The Patron Exclusion Policy has been revised to read under #10 that the individual would be banned for an additional year.

NEW BUSINESS

Anna and Tina will once again chair the Minerva Campbell Literary Contest.

FUTURE AGENDA ITEMS

Jim Gaudet's term will expire 12/31/11. The board will ask him at the November meeting if he would consider another 5-year term.

The meeting was adjourned at 7:25 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary