

Present: Jim Gaudet, Tina Thompson, Virdell Robbins, Virginia Cooper, Alicia Reinhardt, and Lynn Neill. Absent: Melanie Phillips, Anna Jannes and Janet Zinck

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

As part of the staff's taking a turn to come to a board meeting for a quick overview of what they do at the library, Virginia Cooper, Adult Librarian, was present at tonight's meeting. She shared the following:

- She has been moving shelving around since most of the reference collection has been deleted or interfiled with the regular non-fiction collection.
- She is in the process of making more room for large print books.
- Hot books (high demand) are very popular and the number has been increasing.
- Added to the collection this year were 3,000 fiction and non-fiction books, 500 large print books, and 130 hot books.
- She has hosted a book club at the library for the past five years.
- She also does monthly updates to the library's web page.

A question was raised to Virginia on where the discarded books go. The answer is that they are given to the Book Shoppe for their sales and the leftover books that do not sell are given to The Association for the Blind and Visually Impaired (*ABVI*). Virginia said she still keeps a supply of the classics. Virginia was also asked how she determines which books to purchase. The answer was that she purchases books based on responses from reading lots of reviews. Virginia was thanked for her informative presentation.

At this point (6:30 p.m.), Virginia left the meeting.

The October 12, 2011 minutes were approved as submitted.

#### CORRESPONDENCE

- The library received a thank you note from the Town of Henrietta Youth Bureau and Recreation Department for the library's participation in Make a Difference Day.
- The library's December calendar of events was distributed to the board.
- Rebecca Hoff sent a very nice thank you to the staff for our service and kindness she received while having been a patron at our library. She is moving to Pennsylvania and wanted to let us know.
- Carol Desch of the NY State Library sent a copy of the response letter she sent to Mr. Paul Forcella.
- The Library Trustees Association Fall newsletter was received.
- The Henrietta Quilt Club donated \$56 and Alicia has sent a thank you.
- Mr. John Housel donated \$18 and a thank you has been sent.
- Ms. Helen Ganotis made a \$50 donation and a thank you has been sent.

### DIRECTOR'S REPORT

October circulation statistics were reviewed.

Tim Horton's has opened in the Central Library.

The E-books circulation is increasing as more and more people are getting E-book readers. Titles are being purchased in children's, audio visual, young adult, and adult collections.

The director would like to amend the petty cash amount for 2012 from \$387 to \$385. There had been a surplus of \$2 worth of nickels that is no longer needed.

Motion: Jim Gaudet

To amend the amount of petty cash from \$387 to \$385 for 2012.

Seconded: Virdell Robbins

Motion approved

The QR code is a new technology that is used with smart phones. The codes can direct you to a location within a website or otherwise direct patrons to specific information online. We will start to put our own QR code on the library's publications.

The Computer Use & Patron Rules of Conduct have been made into a brochure to limit the amount of papers that are given to patrons. The content has not been changed.

DVDs are now being put in locked cases and shelved. This alleviates the problem of having to store them behind the circulation desk in drawers. Alicia will check the record of theft from having these cases available to the public.

The framed 1902 Plat Map of Henrietta is in Local History.

The board's safe deposit box has been updated with Tina, Virdell, and Lynn's now having access.

### FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends Account has a balance of \$4,557.49 as of October 4, 2011.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #10, Vouchers numbered 213-237 for a total of \$25,909.25

Seconded: Jim Gaudet

Motion approved

The HSBC Checking Account statement for 9/10/11 – 10/11/2011 reflects a total balance available of \$5,213.15, less restricted funds \$2,565.50, for net funds available of \$2,647.65.

The Endowment Fund will mature on 12/27/2011 with an amount of deposit of \$16,777.06. When this comes due, \$4,000 will be withdrawn and put in the restricted checking account for the purchase of a new microform computer. The next CD matures in February 2012 and money will also be withdrawn to be set aside to help pay for the microform computer.

#### COMMITTEE REPORTS

None

#### UNFINISHED BUSINESS

Budget proposal changes for 2012 will cut Sunday hours completely. We are already closed Sundays in the summer. We will reduce the sub librarian hours on Saturdays by two hours and will now staff from 12 noon to 5 p.m. The permanent librarian will be on staff from 10 a.m. to 5 p.m. During the week, Tuesday through Thursday, the sub librarian will now leave at 8 p.m. instead of 9 p.m. We will also cut \$9,000 from the Reference Budget.

New amended 2012 Budget

Motion: Virdell Robbins

That we adopt and send to the Town Board the amended 2012 Library Budget in the amount of \$1,019,186.

Seconded: Jim Gaudet

Motion approved

#### NEW BUSINESS

Jim Gaudet has decided that he will not be able to commit to another term on the library board.

It has been a long time since we did a survey of library services. A committee will be formed to develop survey questions that can be used on the website and “in house”.

The meeting was adjourned at 7:35 p.m. by President Tina Thompson.

Respectfully submitted,

Tina Thompson, Secretary, protem

HPL  
Board of Trustees

**Meeting Agenda  
November 9, 2011  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – October 12, 2011

CORRESPONDENCE

DIRECTOR'S REPORT

1. Virginia Cooper, Adult Services Librarian

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. Recommend a Trustee Replacement Appointment to Town Board

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

1. Staff Holiday Party, Friday, January 27, 2012

NEXT MEETING – December 14, 2011

ADJOURN