

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

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

The president directed that the minutes of November 9, 2011 be filed as submitted.

### CORRESPONDENCE

- The library's January calendar of events was distributed to the board.
- The Library Trustees Association dues renewal notice arrived.
- Adair Jensen made a donation, which has been acknowledged by Alicia Reinhardt.
- Jim Gaudet submitted a letter indicating that he will not pursue another term of service on the Library Board of Trustees.

### DIRECTOR'S REPORT

November circulation statistics were reviewed.

[At this point, Janet Zinck joined the meeting (6:23 p.m.).]

#### MCLS System News:

- Kevin Loughran's vacated position will be filled by Brie Harrison.
- Patty Uttaro is setting up meetings with NYS legislators. She is urging library directors, board members and library supporters to attend these meetings to show support for library funding. When a meeting with Sean Hanna has been scheduled, Alicia will notify the board.
- The United Way's ROC the Day event generated \$8,200 for the Rundel Library Foundation.

#### HPL News:

- The Library Trustees Association dues renewal arrived in the mail. The board will pay this renewal fee during the finance portion of the meeting.
- The news of the hours change (closed on Sundays) has been disseminated to the public. It is available on the web and has been posted in the library as well as written on a bookmark that is being handed out to patrons. The change has been supported in general, with understanding of the financial constraints the library is facing. Those with concerns are being urged to write comment cards that will be addressed by the director.
- The library staff has suggested that a recent monetary donation by the Quilt Club be used for the purchase of an iPad. An iPad will allow staff to bring the reference database with them into the stacks, support patrons with iPad questions (especially e-readers), among other uses. The board indicated support of the purchase.

Motion: Jim Gaudet

The HPL Board of Trustees has authorized the director to purchase an Apple iPad and applicable accessories, in an amount not to exceed \$600, from the Trustee Gift Fund, Restricted

Seconded: Virdell Robbins

Motion approved.

- The town has been providing training classes to all town employees in the areas of work place violence and dealing with difficult patrons.
- In an effort to protect the carpet from the impending winter weather damage, plastic mats have been purchased and installed at patron computer stations. Alicia has also spoken with Tim Ochs about scheduling the next carpet cleaning. Scheduling should prove to be easier now that Sundays are available.
- Alicia has launched a new work flow project with the staff.
- Vicki Rusinko has designed a new quarterly publication for patrons. It has a newsletter feel and format and provides a calendar of events. The monthly calendars will still be produced.

## FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends Account has a balance of \$6,429.14 as of 11/4/11.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #12, Vouchers numbered 238-277 for a total of \$50,849.34.

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account statement for 10/12/11 – 11/08/2011 reflects a total balance available of \$4,595.15, less restricted funds of \$2,621.50, for net funds available of \$1,973.65.

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 purpose of a new microform printer. The next CD matures in February 2012 and money will also be withdrawn to be set aside to help pay for the microform printer.

Library Trustee Association membership fees renewal:

Motion: Anna Jannes

To pay the membership fees due to Library Trustee Association in the amount of \$175.00,  
from the Trustee Gift Fund, Unrestricted

Seconded: Jim Gaudet

Motion approved

### COMMITTEE REPORTS

None

### UNFINISHED BUSINESS

The board would like to conduct a user survey, as it has been some time since one has been completed. Melanie Phillips and Alicia Reinhardt will form a committee to design and administer the survey. Alicia will also ask for a volunteer from the staff to work on this project.

The process of long-range planning should be resumed in the early part of 2012. At the next board meeting the board will determine what the scope of the planning will be.

### NEW BUSINESS

The board thanks outgoing member Jim Gaudet for his many years of service on the Board of Trustees.

A past board member, David McNitt has agreed to return to the board. We welcome his experience.

Motion: Virdell Robbins

To request of the Town Board that they appoint David McNitt, of 222 Tumbleweed Drive,  
to serve as Henrietta Public Library Board of Trustee for a term beginning January 1,  
2012 and ending December 31, 2017

Seconded: Jim Gaudet

Motion approved

The meeting was adjourned at 6:59 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary

HPL  
Board of Trustees

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

APPROVAL OF MINUTES – November 9, 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

1. User survey committee
2. Long Range Planning next step

NEW BUSINESS

1. Board vacancy

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

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

NEXT MEETING – January 11, 2012

ADJOURN