

HPL
Board of Trustees

**Meeting Agenda
January 11, 2012
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – December 14, 2011

CORRESPONDENCE

DIRECTOR'S REPORT

1. Anne Hicks, Children's 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

1. Community Survey
2. Director's Search
3. Long Range Planning

NEW BUSINESS

1. Election of Officers
2. Review Board By-Laws and Statement of Policy
3. Banning Policy

FUTURE AGENDA ITEMS

1. Goals-Discuss for coming year
2. Minerva Campbell Literary Contest
3. Review ADA Compliance
4. Review Incident/Injury Procedure

FUTURE ACTIVITIES

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

NEXT MEETING – February 8, 2012

ADJOURN

Present: Anne Hicks, Melanie Phillips, Tina Thompson, Virdell Robbins, Anna Jannes, Alicia Reinhardt and Lynn Neill

Absent: David McNitt and Janet Zinck

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

Anne Hicks, Children's Librarian, was present at the meeting. She shared the following:

- She is doing some new programming: Lego Club, Fancy Nancy, Toddler Dance Party, Build a Snowman, and a Potty Party. This is all in addition to regular storytimes. She is considering having another toddler storytime, which has become quite popular.
- She has started to display new books facing out on the shelves making them easier to see.
- She will be changing the existing couch for two small ones instead, to inspire more reading.
- She has purchased a train table for the children to use.
- She would like to create a puppet theater for children to offer an opportunity for imaginative play.
- She is going to create a reading lounge for tweens.
- She will be purchasing 'chapter' and picture eBooks to add to the collection.

At this point (6:25 p.m.) Anne Hicks left the meeting.

The minutes of December 14, 2011 were approved as corrected.

CORRESPONDENCE

The library's February calendar of events was distributed to the board.

We received a thank you from the Rush-Henrietta Area Food Terminal (RHAFT) for all of our donations from staff and patrons.

Alicia shared a Time magazine article discovered by Virginia Cooper that listed librarians as trusted authorities.

DIRECTOR'S REPORT

The December statistics were reviewed.

The year-end 2011 statistics were reviewed.

The director will check with other library systems to see what their circulation statistics look like.

There will be an increase in eBook purchasing as the requests keep rising.

Our current scanners will not read QR codes. Some libraries are testing new scanners that do so.

The 2010-2011 HPL Board Books are ready to be microfilmed. We will check with HOV Services to see how many books go on a roll.

FINANCES

The unofficial year-end Expense Control Report for 2011 was reviewed.

The 2012 Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #1 Claims 1 – 11 for a total amount of \$19,446.71.

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account statement for 11/9/11 – 12/8/11 shows a total balance available of \$3,230.15, less restricted funds of \$1,251.50, for net funds available of \$1,978.65.

Upon the request of the HPL Board of Trustees, \$4,000 was withdrawn from the Endowment Fund CD (upon its maturation in December 2011) and deposited in the HPL Board of Trustees HSBC Checking Account as restricted funds. This money is earmarked for a new microform reader/printer. A new Endowment Fund CD was opened at Five Star Bank on 12/27/11 for a term of 13 months. The deposit amount was \$13,326.38 with a maturity date of 1/27/13.

HPL Winter Party

Motion: Anna Jannes

To authorize the expenditure of \$75.00 for desserts for the HPL Winter Party on January 27, 2012.

Seconded: Melanie Phillips

Motion approved

The Bon-Ton Community Day will be Friday, April 27 and Saturday, April 28. If anyone could sell coupon books on those days please let Tina know. Tina will sell coupon books the required time of 2 hours in March to qualify for receiving a portion of Bon-Ton's sales.

Former HPL board members Jim Gaudet and David Pogue will have their names added to the volunteer plaque. A new plaque will need to be purchased as this one will be full after that.

Books in honor of Jim Gaudet's service to the library

Motion: Virdell Robbins

To authorize the expenditure in the amount up to \$75.00 to bookplate materials for the collection in recognition of Jim Gaudet's service to the HPL Board of Trustees.

Seconded: Anna Jannes

Motion carried

UNFINISHED BUSINESS

An open-competitive civil service examination for Library Director III is scheduled for March 1, 2012. We will need to get back to Civil Service with a salary range. Tina will check her research notes and email the board so we can respond by the required date.

Alicia will ask at the staff meeting on January 13 for volunteers to help coordinate with board members on a library patron survey.

Tina has a copy of the strategic plan from the Monroe County Library System. She will put together a packet to be handed out at the February meeting. We will meet at 5:00 p.m. before the March board meeting to go over our long-range plan.

NEW BUSINESS

Election of Officers

Motion: Anna Jannes

Pursuant to board by-law 13, temporarily suspend board by-law 4 (tenure of president of the board) and extend the tenure of the president of the board for one year.

Seconded: Virdell Robbins

Anna Jannes	Voting	Aye
Melanie Phillips	Voting	Aye
Virdell Robbins	Voting	Aye
Tina Thompson	Voting	Aye
David McNitt	Voting	Absent

Motion carried

President Tina Thompson directed the secretary to cast a single ballot for the Slate of Officers for 2012 as presented.

Tina Thompson – President
David McNitt – Vice President
Virdell Robbins – Treasurer
Melanie Phillips – Secretary

The Board By-Laws were reviewed with no changes made.

The Statement of Policy was reviewed with no changes made.

The Banning Policy was reviewed with no changes made.

FUTURE ACTIVITIES

The Winter Party is Friday, January 27, 2012 at the library.

The meeting was adjourned at 7:45 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary