

HPL
Board of Trustees

**Meeting Agenda
February 8, 2012
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 11, 2012

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. Community Survey
2. Long Range Planning

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Review Personnel Policy

FUTURE ACTIVITIES

1. Long Range Plan meeting March 14, 2012 at 5:00 pm (before regular March Board Meeting)

NEXT MEETING – March 14, 2012

ADJOURN

Present: Alicia Reinhardt, Rosanne Rosella, Anna Jannes, Tina Thompson, David McNitt, Janet Zinck, Melanie Phillips and Lynn Neill. Absent: Virdell Robbins.

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

The January 11, 2012 minutes were approved as submitted.

Rosanne Rosella, Adult Programmer, was present at the meeting. She shared the following:

- Adult programming started in 2003 with the grant-funded "Click on Health" initiative.
- In 2004, Rosanne started doing adult programs.
- Programming is done from January to June and September through the first week of December.
- Examples of programs offered are: lectures, crafts, gardening, chocolate, and bagpipes. Rosanne partners often with Wegmans. And board member Anna Jannes teaches jewelry making.
- Quilting lessons are offered Wednesday evenings.
- Rosanne partners with The Legacy on Erie Station Road to offer floral arranging in the spring and fall.
- She partners with ARC for a college experience at RIT in providing craft classes as part of the enrichment.
- She has done programs with Read's Ice Cream and Great Northern Pizza.
- The UFO program, the Banjo concert, and the dance series have been very popular programs.
- Along with the Town's summer concert series, Rosanne has two outdoor concerts here at the library.
- The Friends of the HPL have been very generous in helping to pay for some of her programs.

At this point (6:35 p.m.) Rosanne Rosella left the meeting.

CORRESPONDENCE

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

The LTA (Library Trustees Association) Winter 2012 newsletter was received.

We received the open-competitive civil service examination for Library Director III scheduled for March 1, 2012.

DIRECTOR'S REPORT

The January statistics were reviewed.

Alicia attended a Directors' retreat held at the Pittsford Library on January 19, 2012.

No longer will paper mailers go out for holds and overdues. Postcards will be mailed for lost items only.

NYS Construction Grant money will be available again this year. Any library interested should get in contact with Sally Snow at the Rochester Public Library.

Budget Transfers:

Motion: David McNitt

To transfer the entire Conversion Line (485) \$1,700.00 to Library Supplies Line (410).

Seconded: Melanie Phillips

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

Motion carried

Motion: Anna Jannes

To transfer \$5,000.00 from Contingency (482) to Material lines (Adult, YA, J, AV) for the purpose of buying Overdrive materials. The money will be divided proportionally among the lines.

Seconded: David McNitt

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

Motion carried

Motion: Melanie Phillips

To transfer \$5,900.00 from Contingency (482) to Contracted Services (418); to correct the amount needed for 2012 contracts.

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

Motion carried

Surplus Equipment

Motion: David McNitt

That the Town Board declare Inventory #3616 videocassette desensitizer (no longer needed) and #338 two-door supply cabinet (unused and breaking) as surplus equipment.

Seconded: Anna Jannes

Motion carried

February is Love Your Library month. We are giving paper hearts to new card patrons and those who have their registration updated and are placing these hearts on the glass for display. They also receive a chocolate kiss. It is also time for the RRLC Library of the Year competition and we are encouraging our patrons to vote so that we could have a repeat win from last year.

MCLS Document of Understanding

Motion: Melanie Phillips

Authorize the President to sign the Document of Understanding between the Monroe County Library System and its Member Libraries January 1, 2012 – December 31, 2012.

Seconded: Anna Jannes

Motion Carried

There is a class at RRLC (Rochester Regional Library Council) Tuesday, April 3, 2012 from 9 a.m. to 12 p.m. The title is The ABC's of Building a Great Board. If any board member would like to attend, please register online.

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: David McNitt

To approve Abstract #2 Claims 12 – 34 for a total amount of \$21,677.45.

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account statement for 12/9/11 – 1/10/12 shows a total balance available of \$7,804.40, less restricted funds of \$1,023.50, for net funds available of \$6,780.90.

As requested by the board, the CD with the renewal date of 1/3/2011 had \$4,500.00 withdrawn to be used in purchasing the new microform digital reader/printer. The remainder was reinvested into a new CD with a maturity date of 3/7/2013.

The Friends 2011 Financial Report and Volunteer Hours and their 2011 Book Shoppe Sales were reviewed. They gave \$11,562.74 in 2011 to the library for programming, contest money, a plaque, staff recognition, photo contest prizes, the upgrade to the front entrance, and much more. As of 1/4/12, their account balance is \$5,516.44. Melanie will send them a thank you for all they do.

COMMITTEE REPORTS

The Minerva Campbell Literary Contest begins on February 13, 2012 and ends on March 12, 2012. The information has been delivered to the schools and posted on our website.

UNFINISHED BUSINESS

The Community Survey Committee has been formed with staff and a trustee and will be meeting to come up with ideas for the survey.

The Long Range Plan reviewing has been tabled for now. Alicia thought it might be better to wait for the new director. The Director search and drafting the new 2013 budget will require time right now.

NEW BUSINESS

Alicia's goals for 2012 were reviewed.

The ADA Compliance policy review has been tabled this month to allow for further research.

The Incident/Injury Procedure was reviewed with no changes made.

FUTURE ACTIVITIES

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

Respectfully submitted,

Melanie Phillips, Secretary