

HPL
Board of Trustees

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

APPROVAL OF MINUTES – March 14, 2012

CORRESPONDENCE

DIRECTOR'S REPORT

1. State Annual Report
2. Local History/Reference 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

1. Community Survey
2. Minerva Campbell

UNFINISHED BUSINESS

1. Review ADA Compliance
2. Review Personnel Policy

NEW BUSINESS

1. Annual Report to Community
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy

FUTURE AGENDA ITEMS

1. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. Review Internet Safety Policy
5. Long Range Plan
6. CD Maturity 4/30/12

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 20, 2012

NEXT MEETING – May 9, 2012

ADJOURN

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

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

The March 14, 2012 minutes were approved as submitted.

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

Director's Report was reviewed.

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #4 Claims 56 – 77 for a total amount of \$18,791.34.

Seconded: David McNitt

Motion approved

The HSBC Checking Account corrected statement for 12/9/11 – 1/10/12 shows a total balance available of \$7,804.40, less restricted funds of \$4,808.50, for net funds available of \$2,995.90. The corrected statement for 1/11/2012 – 2/8/12 has a total balance available of \$12,047.42, less restricted funds of \$9,121.50, for net funds available of \$2,925.92. Statement 2/9/12 – 3/8/12 shows a total balance available of \$12,408.12, less restricted funds of \$9,239.71, for net funds available of 3,168.41.

We will change the donation acknowledgement letters and the donation form to include the wording "Every effort is made to expend your total donation for use in the request, any remaining money will be used toward the support of library services."

Maturing of CD#3 on 4/30/12

Motion: David McNitt

To direct the treasurer to reinvest the board's certificate of deposit with the best terms available.

Seconded: Melanie Phillips

Motion carried

The Friends account has a balance of \$8,026.29 as of 3/2/12.

COMMITTEE REPORTS

We received 36 entries for the Minerva Campbell Literary Contest. Tina and the judges will be meeting to select the winners.

The survey committee would like to offer a \$50.00 prepaid Visa card to be awarded in a drawing as an incentive for participation.

Motion: Anna Jannes

To authorize the expenditure from the Unrestricted Trustee Gift Fund of \$50.00 to be used as an incentive reward for participating in the community survey.

Seconded: Virdell Robbins

Motion carried

HPL staff, board members, and their families will not be eligible to win the prize. This survey will be for anyone 18 years and older.

UNFINISHED BUSINESS

Tina has mailed our ADA Compliance Policy to Sally Snow, Assistant Library Director at Rochester Public Library, for a recommendation of someone to look it over.

The Personnel Policy was reviewed with no changes made.

NEW BUSINESS

Annual Report to the community has been tabled until May.

The Bodily Fluid Procedure was reviewed with no changes made.

The Collection Development Policy was reviewed with no changes made.

David spoke about the recent workshop that he and a few other board members attended on “The ABC’s of Building a Great Board.”

The meeting was adjourned at 8:25 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary