

HPL  
Board of Trustees

**Meeting Agenda  
May 9, 2012  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – April 11, 2012

CORRESPONDENCE

DIRECTOR'S REPORT

1. Local History/Reference Librarian
2. Ellen Glens, Teen 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

1. Community Survey
2. Minerva Campbell

UNFINISHED BUSINESS

1. Review ADA Compliance

NEW BUSINESS

1. Annual Report to Community – presentation to Board
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. Review Internet Safety Policy
5. Computer Use Policy

FUTURE AGENDA ITEMS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy
4. Long Range Plan
5. NYLA Dues - June

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 20, 2012

NEXT MEETING – June 13, 2012

ADJOURN

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

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

Ellen Glena, Teen Services Librarian, shared the following about the services she provides for teens:

- She introduces herself to the tweens and invites them to the teen programs.
- She facilitates Teen Game Night where once a month teens get together to play Wii and board games such as Clue and Twister.
- The book club, Books & Bites, meets at Great Northern Pizza monthly to review books related to the annual Teen Book Festival. She has quite a diverse group of teens participating in this program,
- The Goodwill Fashion Show with ABVI was a great success, held earlier this spring.
- She is collaborating with Barnes & Noble, Allstate, and University of Rochester on a safe driving program.
- The annual Wizard Rock Concert, a Harry Potter inspired musical program, is a popular event.
- She provides mentoring and internship opportunities for MLS (Master of Library Science) students.
- She provides teen volunteers with community service opportunities and from April 2011 – April 2012 had 107 teen volunteers with 696 hours
- She supervises the Teen Advisory Board which meets once a month.
- She is the editor for the Teen Scene Newsletter sent out through MCLS.
- Professionally, she belongs to the Teen Book Festival Committee and the Youth Services Conference Committee.

At this point, 6:45 p.m., Ellen Glena left the meeting.

The April 11, 2012 minutes were approved as submitted.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The 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 #5 Claims 78 – 98 for a total amount of \$16,935.46.

Seconded: Melanie Phillips

Motion approved

The HSBC Checking Account statement for 3/9/12 – 4/9/12 shows a total balance of \$12,012.54, less restricted funds of \$9,163.71, for net funds available of \$2,848.83.

The certificate of deposit at Five Star Bank was renewed for the amount \$16,327.18 to mature on 5/30/13.

The Friends account has a balance of \$8,756.77 as of 4/4/12. The 2012 Spring Book Sale made \$1,423.75.

### COMMITTEE REPORTS

The survey is up on HPL's website and paper copies are also available at the circulation desk. The survey will end on June 22, 2012 and the winner of the drawing for participating in the survey will be on June 30, 2012.

The Minerva Campbell underclassmen award ceremony will be Wednesday, May 23, 2012 at the Rush-Henrietta Senior High School. Melanie has volunteered to present these awards. Tina will present the senior awards on Thursday, May 31, 2012.

### UNFINISHED BUSINESS

Tina will check for more information about our ADA Compliance Policy with the LTA policy bank.

#### Staff Day Lunch

Motion: Anna Jannes

The board will pay up to \$200.00 from unrestricted funds towards lunch for Staff Day Friday, May 11, 2012.

Seconded: David McNitt

Motion approved

The board agrees by consensus with the updating of the Reference/Local History Librarian position to Local History/Technology Librarian to better meet the library needs.

The board will be having a Gold Party as a fundraiser. Lowell & Kay Ling of Batavia, NY will run the event, and it will be done sometime in July in the Community Room.

### NEW BUSINESS

The Annual Report to the community has been accepted with the corrections made.

The Community Room Policy was reviewed with no changes made.

The Internet Safety Policy was reviewed with no changes made.

The Computer Use Policy will be tabled until next month.

The Director's search will start again. We will call for the civil service list and begin to canvass the candidates.

Extension the acting director's term.

Motion: David McNitt

To extend the Letter of Agreement to Alicia Reinhardt to serve as Acting Director, to September 1, 2012, unless a director is hired in the interim.

Seconded: Virdell Robbins

Motion approved

The meeting was adjourned at 8:56 p.m. by President Tina Thompson.

Respectfully submitted, Melanie Phillips, Secretary