

HPL  
Board of Trustees

**Meeting Agenda  
June 13, 2012  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – May 9, 2012

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget 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 Literary Contest

UNFINISHED BUSINESS

1. ADA Compliance Policy
2. Computer Use Policy

NEW BUSINESS

1. Director search
2. Board discussion of preliminary budget
3. Review Emergency Exit Procedure
4. Review Exhibits/Display Policy

FUTURE AGENDA ITEMS

1. Board adopt budget
2. Review Patron Comments
3. Review Patron Rules of Conduct

FUTURE ACTIVITIES

NEXT MEETING – July 11, 2012

ADJOURN

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

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

The May 9, 2012 minutes were filed as submitted.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's Report was reviewed.

#### Surplus Equipment

Motion: Virdell Robbins

To declare inventory #366 end table, #1030 oak bookshelf and #2475 receipt printer as surplus equipment.

Seconded: Anna Jannes

Motion approved

#### FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends Account has a balance of \$8,456.98 as of 5/4/12.

#### Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #6 Claims 99 –117 for a total amount of \$43,317.34.

Seconded: Anna Jannes

Motion approved

The HSBC Checking Account corrected statement for 3/9/12 – 4/9/12 shows a total balance of \$12,012.54, less restricted funds of \$9,157.50, for net funds available of \$2,855.04. The statement for 4/10 – 5/8/12 shows a total balance of \$12,002.04 less restricted funds \$9,147.00 for net funds available \$2,855.04. The statement for 5/9 – 5/21/12 has a beginning balance of \$12,002.04 less check #1180 for \$642.85 from restricted funds for a balance of \$11,359.19 which was transferred to First Niagara Financial Group who bought HSBC.

#### COMMITTEE REPORTS

Written surveys from patrons are being entered online by a staff person.

Minerva Campbell Literary Contest awards have been done and pictures of the winners were taken at the library.

#### UNFINISHED BUSINESS

Tina will check for more information about our ADA Compliance Policy.

NEW BUSINESS

The offer to serve as Director of the Henrietta Public Library was made and has been accepted by Adrienne Furness.

Motion: Tina Thompson

To accept the recommendation of the search committee and officially appoint Adrienne Furness as Director of the Henrietta Public Library effective July 10, 2012 at an annual salary of \$68,016.

Seconded: Virdell Robbins

Motion carried

The Emergency Exit Procedure was reviewed with no changes made.

The Exhibit & Display Policy was reviewed with no changes made.

The Computer Use Policy will be tabled until next month.

The meeting was adjourned at 7:20 p.m. by President, Tina Thompson.

Respectfully submitted,

Anna Jannes  
Secretary Pro Tem