

HPL
Board of Trustees

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

APPROVAL OF MINUTES – July 11, 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

UNFINISHED BUSINESS

1. ADA Compliance Policy
2. Patron Comment

NEW BUSINESS

1. Board discussion of preliminary budget
2. Statistics – Long Range Planning

FUTURE AGENDA ITEMS

1. Board adopt budget

FUTURE ACTIVITIES

NEXT MEETING – September 12, 2012

ADJOURN

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

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

The July 11, 2012 minutes were approved as submitted.

CORRESPONDENCE

Correspondence was reviewed. David thought it would be helpful if the Henrietta Public Library 2012 Programs September – December brochure included staff names where their programs are listed.

DIRECTOR'S REPORT

The Director's Report was reviewed.

Surplus Equipment

Motion: Melanie Phillips

To declare the following inventory as surplus: #2108 microfilm system, #317 desk, and #3625 scanner.

Seconded: Virdell Robbins

Motion approved

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #8 Claims 137 –158 for a total amount of \$16,273.23.

Seconded: Anna Jannes

Motion approved

The First Niagara Checking Account for 6/1/12 – 6/29/12 shows a total balance of \$11,729.09, less restricted funds of \$9,457.50, for net funds available of \$2,271.59.

The Friends Account has a balance of \$9,569.41 as of 7/3/12.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Tina made a call to the Rush-Henrietta School District about their ADA Compliance but hasn't received any information yet.

Adrienne is checking into a portable wooden box for patron comments. This way it could be moved to different areas in the library.

NEW BUSINESS

The board discussed the 2013 Budget.

David will assign questions from the recently completed community survey to each of the board members to review and then summarize for the rest of the board.

The meeting was adjourned at 8:15 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary