

HPL  
Board of Trustees

**Meeting Agenda  
September 12, 2012  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – August 8, 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. Board adopt budget
2. ADA Compliance Policy
3. Patron Comment
4. Survey Questions

NEW BUSINESS

1. Approve 2013 Holiday Schedule
2. Approve Revised Snow Closing Procedure
3. Document of Understanding approval and signing

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement Appointment to Town Board

FUTURE ACTIVITIES

NEXT MEETING – October 10, 2012

ADJOURN

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

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

The August 8, 2012 minutes were approved as submitted.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's Report was reviewed.

We will be having a brunch on Friday, November 9 for three of the Friends who have volunteered in excess of 20 years.

Motion: Melanie Phillips

To authorize the expenditure in the amount up to \$225.00 (\$75.00 each) to bookplate materials for the collection in recognition of Oressa Brown, Elaine Johnson, and Joseph Johnson's service to the Friends of the Henrietta Public Library.

Seconded: Anna Jannes

Motion carried

#### Surplus Equipment

Motion: Virdell Robbins

To declare the following inventory as surplus: #3085 scanner and #3863 HP laser jet printer.

Seconded: David McNitt

Motion carried

#### FINANCES

The Revenue/Expense Control Report was reviewed.

#### Budget Transfers:

Motion: Melanie Phillips

To transfer \$1,150 from Line (412) Library Supplies to Line (418) Contracted Services.

Seconded: Anna Jannes

Motion carried

Motion: David McNitt

To transfer \$2,239 from Line (489) MCLS System to Line (482) Contingency.

Seconded: Virdell Robbins

Motion carried

Motion: Virdell Robbins

To transfer \$1,791 from Line (486) Magazines to Line (483) Audio Visual.

Seconded: Melanie Phillips

Motion carried

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #9 Claims 159 –182 for a total amount of \$15,388.79.

Seconded: Melanie Phillips

Motion carried

The First Niagara Checking Account for 6/30/12 – 7/31/12 shows a total balance of \$4,900.18, less restricted funds of \$2,035.50, for net funds available of \$2,864.68

The First Niagara Checking Account for 8/1/12 – 8/31/12 shows a total balance of \$4,900.18, less restricted funds of \$2,035.50, for net funds available of \$2,864.68.

The Friends Account has a balance of \$8,918.24 as of 8/3/12.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

2013 HPL Budget Request

Motion: David McNitt

To adopt the 2013 Henrietta Public Library Budget Request Draft 2 presented to the board on September 12, 2012 in the amount of \$1,055,917.

Seconded: Melanie Phillips

Motion carried

We will leave the ADA Compliance policy as is for this year as no revisions were needed.

The Patron Comment form has been redone to fit in the Comments & Ideas Box that will be rotating to different areas in the library.

The group discussed results of the spring patron survey. The discussion will be continued at the October board meeting.

NEW BUSINESS

2013 Holiday/Closed Schedule-Draft

Motion: Melanie Phillips

To approve the proposed 2013 Holiday/Closed Schedule as submitted by the director.

Seconded: Anna Jannes

Motion carried

The Weather Closing Procedure has been changed to read “The Director or librarian in charge will decide if the library needs to close due to dangerous weather conditions.”

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Endorsement of Document of Understanding between MCLS (Monroe County Library System) and Member Libraries

Motion: David McNitt

To endorse the Document of Understanding and authorize the President to sign the document between the Monroe County Library System and its member libraries for January 1, 2013 – December 31, 2013.

Seconded: Virdell Robbins

Motion carried

The meeting was adjourned at 7:55 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary