

HPL
Board of Trustees

**Meeting Agenda
November 14, 2012
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – October 10, 2012

CORRESPONDENCE

DIRECTOR'S REPORT

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

UNFINISHED BUSINESS

1. Survey (what do we do with the results)

NEW BUSINESS

1. Virginia Cooper, Adult Services Librarian
2. Strategic Planning Timeline
3. Recommend a Trustee Replacement Appointment to Town Board

FUTURE AGENDA ITEMS

1. LTA Dues
2. CD Maturing January 27, 2013

FUTURE ACTIVITIES

NEXT MEETING – December 12, 2012

ADJOURN

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

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

Virginia Cooper, Adult Services Librarian, attended the meeting and gave a report on the current state of e-books in libraries.

At 6:30 p.m., Virginia Cooper left the meeting.

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

The Director's Report was reviewed. By consensus, the board agreed to the basket fundraiser that the director proposed.

Surplus Equipment

Motion: David McNitt

To declare the following inventory as surplus: #4895 HP iPAQ 211 Enterprise Handheld.

Seconded: Melanie Phillips

Motion carried

FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #11 Claims 206 – 233 for a total amount of \$22,317.06.

Seconded: Melanie Phillips

Motion carried

The First Niagara Checking Account for the time period of 9/1/12 – 9/28/12 shows a total balance available \$5,311.19, less restricted funds of \$1,798.65, for net funds available of \$3,512.54. The First Niagara Checking Account for the time period of 9/29/12 – 10/31/12 shows a total balance \$5,034.27, less restricted funds of \$1,451.78, for net funds available \$3,582.49.

The Friends Account has a balance of \$7,723.61 as of October 4, 2012.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

As a result of the spring patron survey it was suggested to put on our web page a thank you for participation and also what changes have been implemented as a result of the survey.

NEW BUSINESS

The board agreed to commit to the Strategic Planning Timeline as presented by the director.

Library Board Trustee Reappointment

Motion: Anna Jannes

To request the Town Board reappoint Martina (Tina) Thompson to serve as Henrietta Public Library Board of Trustees Member for a 5-year term beginning January 1, 2013 and ending December 31, 2017.

Seconded: Virdell Robbins

Motion carried

The Monroe County Library System Direct Access Plan will be voted on at the December meeting.

Smartphone Apps

Motion: David McNitt

To approve the MCLS Policy *Smartphone Apps in Place of Library Cards*.

Seconded: Virdell Robbins

Motion carried

The Director's evaluation will be done at 5:30 p.m. December 12, 2012, before the regularly scheduled board meeting.

The board discussed the 2013 budget.

The meeting was adjourned at 8:10 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary

Policy Statement:

To accommodate patrons' use of advancing technology, the library will allow use of smartphone apps (i.e. CardStar, Google Wallet) in lieu of traditional library cards.

Guidelines:

The library should take the following steps to prepare for smartphone users:

- Test existing scanners to determine those that are compatible with smartphones.
- Educate staff members about the technology.
- Purchase compatible scanners as existing scanners age.

Procedures:

When presented with a patron barcode on a smartphone app, staff will:

1. Scan the barcode or manually enter the barcode.
2. Require the patron to verbally confirm the street address on the patron record. (Do not read the address to the patron; ask the patron to tell you.)
3. If the patron gives the correct address, proceed with checkout as usual.
4. If the patron is not able to give the correct address, he/she is required to produce a library card or other valid proof of identity. If the patron is not able to provide proof of identity, the transaction should not be completed and a note should be placed on the patron record stating "PATRON MUST PRODUCE LIBRARY CARD. DO NOT ACCEPT SMARTPHONE BARCODE." along with your initial and library.