

HPL  
Board of Trustees

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

APPROVAL OF MINUTES – November 14, 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. Approval of the MCLS Direct Access Plan

NEW BUSINESS

1. Alicia Reinhardt, Local History/Information Services Librarian
2. Present Slate of Officers for next year
3. Approval of hours change for 2013
4. Brainstorming on the Strategic Planning Timeline (1/2 hour)

FUTURE AGENDA ITEMS

1. CD Maturing January 27, 2013

FUTURE ACTIVITIES

NEXT MEETING – January 9, 2012

ADJOURN

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

The meeting was called to order at 6:20 p.m. by President Tina Thompson.

Alicia Reinhardt, Local History/Reference Services Librarian, attended the meeting and gave a report on local history reference and e-book readers. Alicia currently has a volunteer transcribing a project that will be submitted to the New York Heritage website. Alicia also intends for HPL's digital collections to be accessible from the new website. The staff are enjoying the new Scan Pro machine and Alicia is creating a retroactive clippings file with the help of the new machine. Alicia is teaching technology classes, computer classes, and Overdrive classes. There will be an e-reader day on January 4 in response to a predicted increase in use as a result holiday gift giving.

The November 14, 2012 minutes will be clarified upon filing by appending the described Smartphone Apps in Place of Library Cards Policy with the minutes.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's Report was reviewed. The director called attention to the fact that the 2013 budget proposed by the HPL Board of Trustees was officially approved by the Henrietta Town Board.

#### Renewal of LTA Membership

Motion: Melanie Phillips

To renew the board's membership in the LTA in the amount of \$225.00.

Seconded: Virdell Robbins

Motion carried

#### Surplus Equipment

Motion: Melanie Phillips

To declare the following inventory as surplus: #329, chair.

Seconded: Anna Jannes

Motion carried

#### Donated Gift Basket

By consensus, the board of trustees supports the acceptance of a donated gift basket from Marlene Caraselli, as a board fundraiser.

#### FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #12 Claims 233 – 261 for a total amount of \$55,088.29.

Seconded: Melanie Phillips

Motion carried

Motion: Virdell Robbins

To approve Abstract #11 (revised) Claims 206-232 for a total amount of \$18,967.06.

Seconded: Anna Jannes

Motion carried

The First Niagara Checking Account for the time period of 11/1/12 – 11/30/12 shows a total balance available \$4,474.93, less restricted funds of \$301.78, for net funds available of \$4,173.15.

The Friends Account has a balance of \$9,287.18 as of November 2, 2012.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Monroe County Library System Direct Access Plan

Motion: Anna Jannes

To approve the MCLS Direct Access Plan.

Seconded: Virdell Robbins

Motion carried

NEW BUSINESS

A slate of HPL Board of Trustees officers for 2013 will be determined at the January 2013 meeting.

Hours Change

Motion: Melanie Phillips

To approve the change in library's hours open to the public, effective January 1, 2013. The library will be open to the public 10 a.m. to 9 p.m. Monday through Thursday; 12 p.m. to 5 p.m. on Friday; and 10 a.m. to 5 p.m. on Saturday – all year round.

Seconded: Anna Jannes

Motion carried

The director discussed mission and vision statements as part of the strategic planning process

Staff Pay Increase

Motion: Tina Thompson

To designate an increase of 2% over 2012 personnel expenditures, conditional based on the town's negotiations.

Seconded: Virdell Robbins

Motion carried

Reimbursement to the Friends Reimbursable Account

Motion: Tina Thompson

To authorize the treasurer to make payment to the Friends Reimbursable Account in the amount of \$60.43 to cover the cost of a supper during the early workshop portion of the board meeting.

Seconded: Melanie Phillips

Motion carried

The meeting was adjourned at 7:30 p.m. by President Tina Thompson.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melanie Phillips". The signature is written in black ink and is positioned below the text "Respectfully submitted,".