

HPL
Board of Trustees

**Meeting Agenda
January 9, 2013
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – December 12, 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

NEW BUSINESS

1. Present Slate of Officers for 2013
2. Anne Hicks, Children's Librarian
3. ROC the Day www.roctheday.org
4. Review Board By-Laws and Statement of Policy
5. Banning Policy
6. Brainstorming mission/vision statements

FUTURE AGENDA ITEMS

1. CD Maturing January 27, 2013

FUTURE ACTIVITIES

NEXT MEETING – February 13, 2013

ADJOURN

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

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

Anne Hicks, Children's Librarian, attended the meeting and gave a review on what she has done this past year. Anne has: added interactive toys in the children's area, incorporated the library's iPad into some of her story times, and added DS games to check out that are very popular. In her toddler story times, the attendance has increased 294% with over 1,000 children attending. Anne offers a baby story time for children up to 18 months old and she plans to add a sign language component in 2013.

Approval of minutes

Motion: Virdell Robbins

The December 12, 2012 minutes be adopted as amended.

Seconded: Melanie Phillips

Motion carried

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

The Director's Report was reviewed.

Surplus Equipment

Motion: David McNitt

To declare the following inventory as surplus: #327, chair (1978) and #3087, resensitizer wand (1999).

Seconded: Virdell Robbins

Motion carried

The new HPL website is up along with the new calendar software.

FINANCES

The Revenue/Expense Control Reports for December 2012 and January 2013 were reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #1 Claims 1 – 5 for a total amount of \$20,381.32.

Seconded: Melanie Phillips

Motion carried

The First Niagara Checking Account for the time period of 12/1/12 – 12/31/12 shows a total balance available of \$4,605.78, less restricted funds of \$406.78, for net funds available of \$4,199.00.

Endowment Fund

Motion: Melanie Phillips

To reinvest the certificate of deposit at Five Star Bank that matures January 27, 2013 at the best rate available based on the treasurer's judgment.

Seconded: David McNitt

Motion carried

The Friends Account has a balance of \$7,986.42 as of December 4, 2012. The secretary will send a thank you note to the Friends for their financial contribution to the new website.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Election of Officers

President Tina Thompson directed the secretary to cast a single ballot for the Slate of Officers for 2013 as presented.

Melanie Phillips – President

David McNitt – Vice President

Virdell Robbins – Treasurer

Anna Jannes – Secretary

ROC the Day is a 24-hour online event that provides an opportunity to make a financial contribution to nonprofit organizations. The director would like to see the library take part in this event in 2013.

There was a discussion about library boards and conflict of interest. Melanie and Janet will check further into this issue and report back.

Melanie will take the oath of office upon becoming president of the library board.

The Board By-Laws were reviewed with no changes made.

The Statement of Policy was reviewed with no changes made.

We will postpone the Banning Policy to a later date until Monroe County Library System has completed their system-wide policy on banning.

The 2013 Library Budget

Motion: David McNitt

To amend the 2013 Henrietta Public Library Budget adjustments as presented by the director.

Seconded: Virdell Robbins

Motion carried

Henrietta Public Library
Board of Trustees
Minutes of January 9, 2013
Page Three

The meeting was adjourned at 8:15 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 above the printed name.

Melanie Phillips, Secretary