

HPL
Board of Trustees

**Meeting Agenda
February 13, 2013
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 9, 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 Account Statement/Book Sale Report

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Strategic Planning

NEW BUSINESS

1. Kristen Shepherd, Library Clerk
2. Benefits for Part-Time Staff
3. Minerva Campbell Literary Contest
4. Review ADA Compliance
5. Review Incident/Injury Procedure
6. CD Maturing 3/7/13

FUTURE AGENDA ITEMS

1. Review Personnel Policy
2. Goals-Discuss for coming year Evaluate Long-Range Plan
3. Banning Policy

FUTURE ACTIVITIES

NEXT MEETING – March 13, 2013

ADJOURN

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

The meeting was called to order at 6:15 pm by President Melanie Phillips.

The minutes of January 9, 2013 were approved as submitted.

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

The Director's Report was reviewed.

FINANCES

The Revenue/Expense Control Reports tentative end of year 2012 and February 2013 were reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #2 Claims 6 – 30 for a total amount of \$28,350.17.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 1/1/13 – 1/31/13 shows a total balance available of \$5,485.78, less restricted funds of \$1,406.78, for net funds available of \$4,079.00.

The Endowment Fund certificate of deposit at Five Star Bank was renewed in the amount of \$13,442.59 with a maturity date of February 28, 2014.

Unrestricted Funds Certificate of Deposit

Motion: David McNitt

To authorize the treasurer to reinvest the Unrestricted Funds certificate of deposit at Five Star Bank maturing March 7, 2013 for a 13-month term.

Seconded: Anna Jannes

Motion carried

The Friends Account has a balance of \$7,522.86 as of January 4, 2013. Their 2012 Financial Report and Volunteer Hours statement was reviewed.

Safe deposit box renewal payment

Motion: Tina Thompson

Authorize the treasurer to pay the \$40.00 annual renewal bill for the board's safe deposit box at Five Star Bank.

Seconded: Melanie Phillips

Motion carried

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

We will create potential mission and vision statements at the February 22 Full Staff Meeting to bring to the March Board Meeting.

NEW BUSINESS

Kristen Shepherd, Library Clerk, attended the meeting and spoke of what she has been doing. Her extensive book that explains in detail how to do the varied procedures at the circulation desk has been an ongoing project. This has been a valuable tool for staff.

Adrienne proposed holiday benefits for part-time staff working 20 hours a week with possible sick and vacation time offered in the following years.

Minerva Campbell Literary Contest will run from February 11, 2013 through March 11, 2013. The information has been delivered to the schools, posted on our web site, and sent to the newspapers.

ADA Compliance

Motion: Melanie Phillips

The ADA Compliance Procedure will no longer be kept in the HPL Policy Books or be reviewed. A copy will be kept in the office.

Seconded: David McNitt

Motion carried

The Incident/Injury Procedure was reviewed. Melanie and Adrienne will rewrite the instructions and bring it back to the March meeting.

Fundraiser

Motion: Virdell Robbins

To approve the fundraiser for the drawing of a Raggedy Ann and Andy doll with tickets at \$1.00 each or 6 for \$5.00. The proceeds will benefit the children's area.

Seconded: Anna Jannes

Motion carried

Henrietta Public Library
Board of Trustees
Minutes of February 13, 2013
Page Three

The library will no longer sell Entertainment Books. There are still some 2013 books left that will be sold at \$5.00 until they are gone.

We will again sell the SaveAround Books for 2014 when they become available.

The meeting was adjourned at 8:10 p.m. by President Melanie Phillips.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Anna Jannes".

Anna Jannes, Secretary