

HPL
Board of Trustees

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

APPROVAL OF MINUTES – February 13, 2013

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. Conflict of Interest Statement
2. Benefits for Part-Timers
3. Review of the Incident/Injury Procedure

NEW BUSINESS

1. Mission/Vision Statements
2. Rosanne Rosella, Library Clerk
3. Review Personnel Policy
4. Staff Day Lunch

FUTURE AGENDA ITEMS

1. Annual report to Community – presentation to Board
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy

FUTURE ACTIVITIES

NEXT MEETING – April 10, 2013

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of March 13, 2013
Page One

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

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

The minutes of February 13, 2013 were corrected and approved.

CORRESPONDENCE

None

DIRECTOR'S REPORT

The Director's report was reviewed.

Surplus Equipment

Motion: Tina Thompson

That we request the Town Board declare the following items as surplus:

Inventory #340 cabinet-1 drawer 1982, #474 chrome folding table 1978, #2481 book truck with basket 1995 and #3427 book truck with basket 2000.

Seconded: David McNitt

Motion carried

Tina asked the Director if we could compare the door count data with last years.

FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #3 Claims 31 – 56 for a total amount of \$21,661.77.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 2/1/13 – 2/28/13 shows a total balance available of \$4,930.40 less restricted funds of \$346.79 for net funds available of \$4,583.61.

The Unrestricted Fund certificate of deposit at Five Star Bank was renewed in the amount of \$10,995.48 with a maturity date of April 12, 2014.

The Friends Account has a balance of \$7,563.05 as of February 4, 2013.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Melanie will bring a sample conflict of interest disclosure statement to the next meeting.

After discussion, the board agreed that part-time staff, who are hired to work in excess of 20 hours a week, will receive holiday pay. The Director will bring written policy supporting this change to the April meeting for approval.

The Incident/Injury Procedure review is tabled until the April meeting.

NEW BUSINESS

Mission/Vision statements

Motion: Tina Thompson

To endorse the Mission Statement - Henrietta Public Library: Where our community connects, discovers, and learns; and to endorse the Vision Statement - Henrietta will be known for its library, the heart of a diverse community, as presented by the Director.

Seconded: Virdell Robbins

Motion carried

Rosanne Rosella, Bookkeeper and Adult Programmer attended the meeting and talked about how she has developed adult programming. Rosanne offers a variety of programs such as financial planning, dance classes, Wegmans cooking demonstrations, crafts, concerts and travelogues. Attendance has been excellent. Rosanne has been using the Town's financial software KVS for her bookkeeping. Recently, she trained staff employee, Linda Dingman as her backup. Rosanne has also been training to work at the circulation desk.

The Director's suggested changes to the Personnel Policy were reviewed. The revised draft will be presented at the April meeting.

Staff Day Lunch

Motion: Virdell Robbins

To approve an expenditure not to exceed \$200.00 from Unrestricted Funds for the purchase of lunch for staff day, May 10, 2013.

Seconded: David McNitt

Motion carried

At 8:07 pm Anna Jannes left the meeting.

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

Monroe County Library System (MCLS) Digital Resources Collection Development Policy

Motion: Melanie Phillips

To endorse the Monroe County Library System (MCLS) Digital Resources Collection Development Policy.

Seconded: David McNitt

Motion carried

The meeting was adjourned at 8:12 by President Melanie Phillips.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tina Thompson".

Tina Thompson
Secretary Pro tem