

HPL
Board of Trustees

**Meeting Agenda
April 10, 2013
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – March 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

1. Minerva Campbell Literary Contest

UNFINISHED BUSINESS

1. Review Incident/Injury Procedure
2. Review Personnel Policy

NEW BUSINESS

1. Nancy Maxwell, Audio-Visual Periodical Librarian
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy

FUTURE AGENDA ITEMS

1. Review Community Room Policy
2. Review Exhibits and Display Policy
3. Conflict of Interest Statement
4. Review Banning Policy

FUTURE ACTIVITIES

NEXT MEETING – May 8, 2013

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of April 10, 2013
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Present: Anna Jannes, Tina Thompson, Adrienne Furness, David McNitt, Melanie Phillips, Nancy Maxwell and Lynn Neill. Absent: Virdell Robbins and Janet Zinck

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

The minutes of March 13, 2013 were filed as corrected.

CORRESPONDENCE

A letter from NY State Senator Patrick Gallivan was sent to each board member. Anna will send a thank you from the board for his library support.

Tina Thompson has won a Chamber of Commerce award for her years of service on the library board. The awards ceremony will be at Locust Hill on Wednesday, May 8, 2013 at 6:00 pm.

DIRECTOR'S REPORT

The Director's report was reviewed.

For the 2013 Annual Report it was suggested for next year to put on the QR code and also to thank those who donate their time to the library.

FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Melanie Phillips

To approve Abstract #4 Claims 57 – 87 for a total amount of \$16,189.70.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 3/1/13 – 3/29/13 shows a total balance available of \$5,228.41 less restricted funds of \$344.80 for net funds available of \$4,883.61.

The Friends Account has a balance of \$8,776.24 as of March 4, 2013.

COMMITTEE REPORTS

There were 56 entries received for the Minerva Campbell Literary Contest.

UNFINISHED BUSINESS

The Incident/Injury Procedure was reviewed and dated.

Personnel Policy

Motion: Melanie Phillips

That we adopt the Personnel Policy submitted by the Director as amended at the meeting.

Seconded: David McNitt

Motion carried

NEW BUSINESS

Nancy Maxwell, Audio Visual/Periodical and Page Supervisor Librarian, attended the meeting and said audio visual items are still very popular among patrons. She talked about the pages, who are a vital part of the library putting away all the items being returned. The pages are trained to shelve any area in the library. They work very hard and several former pages have been promoted to other positions within the library. Nancy would like to offer an award for the pages and the board asked her to come up with a proposal.

Bodily Fluid Procedure

Motion: David McNitt

Approval of the Bodily Fluid Procedure as revised.

Seconded: Tina Thompson

Motion carried

Collection Development Policy

Motion: Tina Thompson

To adopt the revised Collection Development Policy as proposed by the Director.

Seconded: Anna Jannes

Motion carried

Fusion Digital Contract

Motion: David McNitt

To approve the Fusion Digital contract at \$115 per hour when needed for the network administrator and \$30 per hour for weekly onsite tech support.

Seconded: Tina Thompson

Motion carried

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

Respectfully submitted,



Anna Jannes
Secretary