

HPL  
Board of Trustees

**Meeting Agenda  
May 16, 2013  
Thursday 6:15 p.m.**

APPROVAL OF MINUTES – April 10, 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

UNFINISHED BUSINESS

1. Personnel Manual
2. Conflict of Interest Policy

NEW BUSINESS

1. Review Community Room Policy
2. Review Exhibits and Display Policy
3. Routine Items Schedule
4. Update of Library Logo
5. Fundraising Walk
6. Parade Day

FUTURE AGENDA ITEMS

1. Review Internet Safety Policy
2. Review Computer Use Policy

FUTURE ACTIVITIES

NEXT MEETING – June 12, 2013

ADJOURN

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Present: David McNitt, Virdell Robbins, Adrienne Furness, Tina Thompson, Melanie Phillips and Lynn Neill.

This meeting is to approve payment of bills in order to keep in timing with the town's bill-paying cycle. The Board attended the Chamber of Commerce 2013 Awards Celebration that night in honor of Tina Thompson's Community Service Award. The regular business meeting has been rescheduled for Thursday, May 16, 2013 at 6:15 pm.

President, Melanie Phillips called the meeting to order at 4:30 pm.

#### Claims

Motion: Virdell Robbins

To approve Abstract #5 Claims 88 - 105 for a total amount of \$21,641.69.

Seconded: David McNitt

Motion carried.

The meeting was adjourned at 4:35 pm by President Melanie Phillips.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melanie Phillips".

Melanie Phillips  
President  
Secretary Pro tem

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Present: Anna Jannes, Virdell Robbins, Adrienne Furness, Tina Thompson, Melanie Phillips and Lynn Neill. David McNitt arrived at 7:40 pm. Absent: Janet Zinck

The meeting was called to order at 6:20 pm by President Melanie Phillips.

The minutes of April 10, 2013 were filed as submitted.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's report was reviewed.

The staff-led basket fundraiser made \$1008.00.

A discussion and exercise for our brand essence and personality was done at the April full staff meeting. This has to do with marketing and how we present ourselves and how we hope to be perceived.

#### FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

The First Niagara Checking Account for the time period of 3/30/13 – 4/30/13 shows a total balance available of \$5,628.41 less restricted funds of \$744.80 for net funds available of \$4,883.61.

The Friends Account has a balance of \$7,502.94 as of April 4, 2013.

#### CD Maturing

Motion: Tina Thompson

That the treasurer consult with Jim Gaudet for reinvestment of the Five Star Bank CD maturing 5/30/13 at the best rate available.

Second: Melanie Phillips

Motion carried

#### COMMITTEE REPORTS

Virdell, David, and Tina will present the Minerva Campbell Awards at the schools. There will be a short ceremony here in the community room for the three homeschool winners before the June 3 picture taking.

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UNFINISHED BUSINESS

Personnel Manual – the Director will check into what is actually said under Section 75 of the Civil Service Law in the Progressive Disciplinary Action Procedure. With the suggested edits a motion was made to approve the manual.

Motion: David McNitt

Move that we adopt the revised Personnel Manual.

Seconded: Virdell Robbins

Motion carried

Conflict of Interest was tabled to be discussed at the June meeting.

NEW BUSINESS

The Community Room Policy will be revised and brought back to the June meeting.

Policy for Displays, Bulletin Board Materials and Distribution of Non-Library Materials.

Motion: Melanie Phillips

To adopt the revised Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials as presented by the Director.

Seconded: Tina Thompson

Motion carried

A new suggested schedule of Routine Items for Henrietta Public Library Board of Trustees by Month was presented. The board would like the maturing CDs to be on the schedule.

The Director has talked with a graphic designer about updating the library's logo. She would like to have the logo in different electronic formats and in color. The cost would be close to \$1000.00. The Board would like to have some input in the design.

The Director proposed a Fundraising Walk Friday, August 2, 2013 at 11:00 am on the Lehigh Valley Trail. This is to be in conjunction with the Summer Reading Program. A suggested donation will be asked, but definitely not required. A waiver will need to be signed by the participants. The consensus is that the Board agrees with this fundraiser.

The Memorial Day Parade is Sunday, May 19, 2013.

The meeting was adjourned at 8:50 pm by President Melanie Phillips.

Respectfully submitted,



Anna Jannes  
Secretary