

HPL
Board of Trustees

**Meeting Agenda
June 12, 2013
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES - May 16, 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. Community Room Use Policy
2. Redesign of Library Logo
3. Conflict of Interest Policy

NEW BUSINESS

1. Ellen Glens, Teen Services Librarian
2. Board President presents written evaluation to Director
3. Strategic Intent and Strategy
4. Review Internet Safety Policy
5. Review Computer Use Policy
6. Fee for Replacement Library Cards
7. Microfilming Board Meeting Minutes from 2010-2012

FUTURE AGENDA ITEMS

1. Review Emergency Exit Procedure
2. Review Patron Rules of Conduct
3. Review Unattended Children Policy

FUTURE ACTIVITIES

NEXT MEETING - July 10, 2013

ADJOURN

Present: Tina Thompson, Melanie Phillips, David McNitt, Adrienne Furness, Anna Jannes, Janet Zinck, Ellen Glana, and Vicki Rusinko. Absent: Virdell Robbins

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

Approval of minutes

- 5/8 Tina Thompson moved to approve
David McNitt seconded
Motion carried
- 5/16 Tina Thompson moved to accept minutes as amended.
Anna Jannes seconded
Motion carried

Correspondence

We received 2 thank-you notes, one for the gift basket, and one from a patron thanking us for returning items she left in a book

Director's Report

Adrienne will announce the opening for the Adult Services Librarian position in 2 weeks. Discussed the graph on back of Adrienne's Board Report. HPL is trending up while other libraries are trending down. HPL is consistently above the system trend. David wondered if it was worth it to try to find the reasons. Possibly location of building, different population and demographics. Webster has more kids and stay-at-home moms, so higher circulation. Many college students in Henrietta. HPL has high Overdrive use. David would like to see comparison with last year's stats. Adrienne will be watching the circulation trend.

Surplus Items

Tina would like the firesafe file for the Town Historian's office.
Melanie Phillips motioned to surplus the following items.
Inv# 3088 Printer, #3615 Printer, #8034 HP Notebook, #554 Study Carrel, #3622 Scanner, #3621 Scanner, #406 Book Truck, #401 Book Truck, #374 legal 4 drawer file and #471 Bench.
David McNitt seconded.
Motion carried.

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Friends Book Sale – Anna will send a thank you note to the Friends and congratulate them on the success of their sale.

Claims

Melanie Phillips moved to Approve Abstract #6 Claims 106-130 for a total amount of \$52,559.94.

Tina Thompson seconded.

Motion carried.

The Five Star Bank CD was renewed in the amount of \$16,433.63 with a maturity date of 7/3/14.

Friends checking account – They will be supporting summer reading.

Committee Reports – Minerva Campbell Literary Contest awards have been given and pictures were done. Presentations and pictures are done. Tina recommends reading the entries, "They are excellent and a nice selection". The entries are in a notebook in the Teen Corner. Ellen also has them on her blog and on HPL website. The plaque at Roth is full, so we need a new one for next year. Ellen asked if she could be notified when Minerva is happening so she can be part of congratulating winners and get to know them.

Unfinished Business

- Community Room Use Policy – Adrienne edited the policy. Users can only reserve 3 months ahead. The only problem seems to be when someone wants to use the Community Room when it's reserved for HPL programs. Melanie Phillips moved to adopt the June 2013 revised Community Room Use Policy as presented by the director. David McNitt seconded. Motion carried.

- Library Logo – Motion #1 – Tina Thompson moved to authorize the director to enter into a contract with Michael Sukhenko as per proposal for HPL logo. Anna Jannes seconded. Motion carried.
Motion #2 – Melanie Phillips moved to authorize the treasurer to pay Michael Sukhenko the amount of \$400 for deposit of logo redesign project (total project not to exceed \$1,000). Anna Jannes seconded. Motion carried.

- Conflict of Interest Policy – It will be put on the annual review cycle. Make sure everyone reviews it in January and signs. Tina moved to adopt this. David seconded. Motion carried. Members then signed. A copy will be sent to Virdell. The policy will be on file in director's office in packet in board binder. The policy can be changed anytime.

New Business

- Ellen Glena, Teen Services Librarian (guest) – There have been a lot of changes in the Teen Corner. She has added a new support member, Dacy Shute, who is directing the Teen Writing Group and leading several of the summer reading program events. Ellen has placed a TV/DVD combo in the Teen corner to advertise events as teens are used to digital notices. Learn Something New Teen Summer Reading Program – 6 themed weeks and 6 grand prizes. Also, a photo contest July to mid August to be judged by staff and teens. The Friends contribute prizes. Ellen will have teen volunteers helping at our Storywalk in August. Ellen is excited about Read it Forward which A.S. King, author of Everybody Sees the Ants and Dear Bully, will attend. King will bring swag for teens who “read it forward”. This summer, instead of babysitting training, Ellen has partnered with Henrietta Ambulance to provide CPR and first aid training. Melanie commented on the Teen Advisory Board and Teen Game Night videos Ellen posted on Facebook. Ellen announced that Teen Book Festival hosted 3000 teens this year. Anna asked what HPL considers a teen, and Ellen explained that it is generally 6th grade and up but that 10 years old and up are included in craft programs. Occasionally including 10 and 11 year olds in her programs allows Ellen to make a connection with them that she works on strengthening when they are teens.
- Routine items – Melanie will send the board members a feedback form to go over. At the July 10 meeting the board will meet earlier at 5 pm to discuss the one-year evaluation of the director. Dinner will be ordered from Lovin’ Cup.
- Strategic Intent and Strategy – Adrienne explained that she worked on this with staff on Staff Day in May. Strategic Intent is the way we get from our vision to our mission. Next, she will work with staff on creating specific, measurable goals and deciding who will be responsible for meeting these goals. She would like the board to then review the goals. She advised a two-year plan as many goals are about collecting information over time, such as analyzing the collection and circulation. Adrienne has been working on job descriptions for an Assistant Director and Circulation Supervisor, positions that will help us with our strategic intent. David asked if the board has involvement in implementing Strategic Intent. Adrienne said they would be involved in funding, advocacy, marketing, and outreach. Tina thought the board should be involved in endorsing the strategy and suggested that the board endorse the strategies proposed by the director and anticipate goals that will be developed by the director, staff, and board. The board can provide input.
- Review Internet Safety Policy and Review Computer Use Policy (discussed together) Adrienne provided a concise, user-friendly format with no real policy change. David moved to approve the revision of the combined policy and Tina seconded. Motion carried.

- Adrienne requested to eliminate the fee for replacement library cards. We issued 68 replacement cards in April and 76 in May. David McNitt moved to approve waiving the replacement fee for lost library cards. Tina Thompson seconded. Motion carried.
- Microfilming – Tina Thompson moved to authorize the treasurer to cover the cost of microfilming the minutes of the Board for 2010-2012 in the amount of \$345. David McNitt seconded. The motion carried.

The meeting was adjourned at 8:17 pm by President Melanie Phillips.

Respectfully submitted,



Anna Jannes
Secretary