

HPL
Board of Trustees

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

APPROVAL OF MINUTES - June 12, 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

NEW BUSINESS

1. Terry Hill, Library Clerk
2. Review Emergency Exit Procedure
3. Review Patron Rules of Conduct
4. Review Unattended Children Policy
5. Backup Board Meeting Day
6. Early Literacy Project
7. Letter Campaign (data from Webster Public Library)
8. 2014 Budget
9. Approve MCLS Code of Conduct
10. NYLA Renewal

FUTURE AGENDA ITEMS

1. Board approves and submits budget
2. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 14, 2013

ADJOURN

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

The meeting was called to order at 5:00 pm by President Melanie Phillips.

Executive Session

Motion: Tina Thompson

That the board go into executive session to conduct the annual performance review of the library director.

Seconded: Virdell Robbins

Votes in favor: Tina Thompson, Virdell Robbins, Melanie Phillips, Anna Jannes

Abstention: David McNitt

After a full and complete discussion regarding the director's performance of the past year, the board unanimously agreed that she be awarded a 2% increase in salary and that her probationary status of employment be converted to a permanent position. The board thanks the director for her hard work and enthusiasm during her first year as director of the Henrietta Public Library.

Leave Executive Session

Motion: Tina Thompson

That the board leave executive session and resume the remainder of the monthly meeting.

Seconded: Virdell Robbins

Motion carried

At 6:04 pm the board agreed by consensus to break for comfort.

At 6:15 pm the board agreed by consensus to resume the meeting.

At 6:30 pm Anna Jannes left the meeting.

Approval of June 12, 2013 minutes.

Motion: Tina Thompson

To approve the minutes of June 12, 2013 as amended.

Seconded: Melanie Phillips

Motion carried

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

Surplus Equipment

Motion: Melanie Phillips

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

Inventory #371 book truck 1978.

Seconded: Tina Thompson

Motion carried

FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract # 7 Claims 131 – 150 for a total amount of \$17,413.28.

Seconded: David McNitt

Motion carried

The First Niagara Checking Account for the time period of 5/1/13 – 5/31/13 shows a total balance available of \$6,284.45, less restricted funds of \$545.80, for net funds available of \$5,738.65.

The First Niagara Checking Account for the time period of 6/1/13 – 6/28/13 shows a total balance available of \$11,144.53, less restricted funds of \$802.80, for net funds available of \$10,341.73.

The Friends Account has a balance of \$10,294.06 as of June 4, 2013.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Permanent appointment of Library Director

Motion: Tina Thompson

That the probationary appointment for Library Director, Adrienne Furness, become a permanent appointment effective 7/10/13.

Seconded: Virdell Robbins

Motion carried

Motion: Tina Thompson

That the board give a salary increase of 2% to the Library Director, Adrienne Furness, for effective July 10, 2013, in acknowledgement of her exceptional service of the past year.

Seconded: Melanie Phillips

Motion carried

Terry Hill, Library Clerk (guest) attended the meeting. She is responsible for processing all adult fiction and non-fiction books, the museum passes, reference books, and local history materials. Terry also takes care of the generic paperbacks. She does scheduling for the circulation desk and attends Roundtable meetings. She is part of a newly formed continuing education committee that is planning activities for the staff. Terry is in the process of writing training manuals for new staff. She is part of interviewing and hiring of staff. Currently she is working on cleaning up records in the serials summary holdings.

The Emergency Exit/Fire Alarm Procedure was reviewed.

Code of Conduct

Motion: Tina Thompson

That we adopt the revised Code of Conduct as presented by the director.

Seconded: Melanie Phillips

Motion carried

The Procedure for Handling Unattended Minors at Closing was reviewed.

Change in Back-up Board Meeting Date

Motion: David McNitt

That if the board of trustees is unable to meet at the regularly-scheduled Wednesday date, then the back-up monthly meeting day will be the following Tuesday.

Seconded: Melanie Phillips

Motion carried

Early Literacy Project – The director will ask children’s librarian Anne Hicks to come up with a proposal for an early literacy program.

Adrienne shared a letter campaign fundraiser that was done at the Webster Library as a potential idea for our library sometime in the future.

The 2014 budget was discussed.

The MCLS (Monroe County Library System) Policy Code of Conduct

Motion: David McNitt

That we endorse the MCLS Policy Code of Conduct.

Seconded: Melanie Phillips

Motion carried

NYLA Dues

Motion: David McNitt

That we authorize the treasurer to pay the NYLA dues for 6/30/13 - 6/30/14 in the amount of \$195.00.

Seconded: Melanie Phillips

Motion carried

The board shared their thoughts on the new proposed library logos.

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

Respectfully submitted,

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

Melanie Phillips
Secretary Pro Tem