

HPL  
Board of Trustees

**Meeting Agenda  
September 11, 2013  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES - August 14, 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. Strategic Plan
2. Pay Balance to Graphic Designer Michael Sukhenko for Logo (\$500)
3. Term Limits for Board Members

NEW BUSINESS

1. Linda Dingman
2. Approve 2014 Holiday Schedule
3. Endorse 2014 MCLS Document of Understanding
4. Review Bodily Fluid Procedure

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement to Town Board

FUTURE ACTIVITIES

NEXT MEETING - October 9, 2013

ADJOURN

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

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

The minutes of August 14, 2013 were corrected and approved.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's Report was reviewed.

#### FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

#### Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #9 Claims 174 – 193 for a total amount of \$13,947.89.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 8/1/13 – 8/30/13 shows a total balance available of \$10,648.99, less restricted funds of \$526.80, for net funds available of \$10,122.19.

The Friends Account has a balance of \$8,428.34 as of August 2, 2013.

#### COMMITTEE REPORTS

None

#### UNFINISHED BUSINESS

Strategic Plan Working Draft

Discussed goals to be drafted and approved at October meeting.

#### Library Logo Payment

Motion: Tina Thompson

Move that we pay Graphic Designer Michael Sukhenko the final payment of \$500 for the library logo from the Unrestricted Trustee Gift Fund.

Seconded: Melanie Phillips

Motion carried

We will table the length of the term of office for board members to the October meeting.

NEW BUSINESS

Linda Dingman, Audio Visual Clerk started out as a volunteer mending books in 1997. She is responsible for processing all books on CD, music on CD, and periodicals. The library has 2300 books on CD for all age levels. There are 3300 music CDs. The library subscribes to 200 magazines for all ages. Linda has been training with Rosanne Rosella the bookkeeper to be her backup.

Draft Holiday Schedule

Motion: Anna Jannes

That we adopt the 2014 Holiday Schedule as presented by the Director.

Seconded: Tina Thompson

Motion carried

MCLS Document of Understanding

Motion: Virdell Robbins

To endorse the Document of Understanding Between the Monroe County Library System and its Member Libraries January 1, 2014 – December 31, 2014.

Seconded: Melanie Phillips

Motion carried

The Bodily Fluid Procedure was reviewed with no changes made.

Melanie brought to the board's attention the need to amend item #7 in the bylaws to read "the Board shall convene 6 days after scheduled meeting" instead of "8 days." The amendment will be on the October agenda to approve.

Adrienne and Melanie will check further into the Open Meetings Law about posting board minutes.

The meeting was adjourned at 7:25 pm by President Melanie Phillips.

Respectfully submitted,



Anna Jannes  
Secretary