

HPL  
Board of Trustees

**Meeting Agenda  
October 9, 2013  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES - September 11, 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. Approve MCLS Document of Understanding
3. Amend Bylaws (Backup Date)
4. Open Meetings Law/Minutes
5. Move \$198.52 from Restricted to Unrestricted (Scan-Pro Projects)

NEW BUSINESS

1. Brie Harrison and Ned Davis
2. Cathy Lathrop, Library Clerk for Children's Services
3. Amend 2013 Budget to Reflect \$6000 NYS Bullet Aid
4. Appoint Minerva Campbell Literary Contest Committee
5. Recommend a Trustee Replacement to Town Board

FUTURE AGENDA ITEMS

1. Review Banning Policy

FUTURE ACTIVITIES

NEXT MEETING - November 13, 2013

ADJOURN

Present: Virdell Robbins, Adrienne Furness, Tina Thompson, Janet Zinck, Anna Jannes, David McNitt, and Lynn Neill. Guests: Ned Davis, Brie Harrison, and Cathy Lathrop.  
Excused Absence: Melanie Phillips.

The meeting was called to order at 6:20 pm by Vice President David McNitt.

The agenda was changed to accommodate our guests.

Attending the meeting were Brie Harrison, the Manager of Finance at the Rochester Public Library, and Ned Davis, Executive Director of The Friends & Foundation of the Rochester Public Library. They talked about investments, bequests, capital improvement plans, and fundraising.

Cathy Lathrop, Children's Library Clerk, shared her responsibilities. She processes children's books and Nintendo DS games. She has started a popular American Girl Club. Cathy helps Children's Librarian Anne Hicks with baby, toddler, and preschool storytimes. She also helps with school visits and the children's summer reading program.

The minutes of September 11, 2013, were corrected and approved.

#### CORRESPONDENCE

Correspondence was reviewed.

#### DIRECTOR'S REPORT

The Director's Report was reviewed.

#### Surplus Equipment

Motion: Tina Thompson

That we request the Town Board declare Inventory #00499 (table) as surplus.

Seconded: Virdell Robbins

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 #10 Claims 194 – 211 for a total amount of \$16,752.91.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 8/31/13 – 9/30/13 shows a total balance available of \$8,173.99, less restricted funds of \$526.80, for net funds available of \$7,647.19.

The Friends Account has a balance of \$10,245.00 as of September 4, 2013.

### COMMITTEE REPORTS

None

### UNFINISHED BUSINESS

#### Microfilm Bill

Motion: Tina Thompson

To pay the Biel's invoice for the microfilming of the 2010 – 2012 Board Minutes in the amount of \$359.67. This amount was \$14.67 more than the original quote because we didn't know the exact number of pages to be copied.

Seconded: Anna Jannes

Motion carried

#### Strategic Plan

Motion: Anna Jannes

To approve the Strategic Plan (October 2013-October 2015) as presented by the Director.

Seconded: Virdell Robbins

Motion carried

#### MCLS Document of Understanding

Motion: Anna Jannes

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

Seconded: Virdell Robbins

Motion carried

#### Amend Bylaws

Motion: Anna Jannes

To amend the Bylaw number 7 of the Board of Trustees of the Henrietta Public Library to now read, "If a quorum cannot be reached, the Board shall convene 6 days after scheduled meeting."

Seconded: Virdell Robbins

Motion carried unanimously

Open Meetings Law/Minutes – The consensus of the Board is that our minutes should be posted within 2 weeks of the meeting with "Draft" appearing on the minutes.

**Move \$198.52 to Unrestricted Funds**

**Motion: Virdell Robbins**

**To move \$198.52 from Restricted Funds to Unrestricted Funds. This is the balance remaining from the Scan-Pro Project.**

**Seconded: Tina Thompson**

**Motion carried**

**NEW BUSINESS**

**Amend 2013 Budget**

**Motion: Tina Thompson**

**We amend the 2013 Budget to reflect the receipt of NYS Bullet Aid money in the amount of \$6,000. The Director has asked that \$4,000 go into line .200 Equipment and \$2,000 into line .472 Software Licensing.**

**Seconded: Virdell Robbins**

**Motion carried**

**David McNitt and Tina Thompson will chair the 2014 Minerva Campbell Literary Contest Committee.**

**The meeting was adjourned at 8:00 pm by Vice President David McNitt.**

**Respectfully submitted,**



**Anna Jannes  
Secretary**