

HPL  
Board of Trustees

**Meeting Agenda  
November 13, 2013  
Wednesday 6:15 p.m.**

Presentation by Donna Dedee

APPROVAL OF MINUTES - October 9, 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

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

1. Recommend a Trustee Replacement to Town Board

NEW BUSINESS

1. Personnel Manual Revision
2. Computer and Internet Use Policy Revision
3. Review Policy for Excluding Patrons from Library Premises

FUTURE AGENDA ITEMS

1. Present slate of officers for upcoming year

FUTURE ACTIVITIES

NEXT MEETING - December 11, 2013

ADJOURN

Henrietta Public Library  
Board of Trustees  
Minutes of November 13, 2013  
Page One

Present: Virdell Robbins, Anna Jannes, David McNitt, Tina Thompson, Melanie Phillips, Janet Zinck, Adrienne Furness, and Lynn Neill. Guests: Donna Dedee and Debbie Salmon from School of the Holy Childhood.

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

Attending the meeting from School of the Holy Childhood were Donna Dedee, President and Chief Executive Officer, and Debbie Salmon, Director of Development. They talked about their experience with fundraising and gave the board suggestions to think about as it begins to design a development plan.

Our guests left at 7 pm. with the thanks of the board for excellent advice.

The minutes of October 9, 2013 were approved as submitted.

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

Motion: Melanie Phillips

That we request the Town Board declare Inventory items #386 (filing cabinet), #2706 (book spinner), #8046, #8047, and #8048 (receipt printers) as surplus.

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 #11 Claims 212 - 240 for a total amount of \$26,122.72.

Seconded: Melanie Phillips

Motion carried

The First Niagara Checking Account for the time period of 10/1/13 - 10/31/13 shows a total balance available of \$8,284.70, less restricted funds of \$828.28, for net funds available of \$7,456.42.

The Friends Account has a balance of \$9,753.32 as of October 4, 2013. The Friends Book Sale made \$2,109.50. The Friends will be paying for the library's circulating tote bags.

#### COMMITTEE REPORTS

None

#### STRATEGIC PLAN REPORT

Some items listed on the Strategic Plan Report have been completed or are being implemented.

#### UNFINISHED BUSINESS

Adrienne will post another announcement for the trustee vacancy which will occur at the end of Anna Jannes' term.

#### NEW BUSINESS

Sick time for part-time employees

Motion: Tina Thompson

To amend the Personnel Policy to provide the following:

Part-time employees who work twenty or more hours a week will earn four hours of sick time per month cumulative to 96 hours. Part-time employees who received sick time prior to December 2013 will continue to receive sick time on a pro-rated basis as long as they remain in their positions and number of hours as of December 2013.

Seconded: Virdell Robbins

Motion carried

Computer and Internet Use Policy

Motion: David McNitt

That we adopt the revision of the Computer and Internet Use Policy, as presented by the director, which eliminates the \$2.00 fee for Internet use.

Seconded: Anna Jannes

Motion carried

Henrietta Public Library  
Board of Trustees  
Minutes of November 13, 2013  
Page Three

Policy for Excluding Patron from Library Premises

Motion: Tina Thompson

That we adopt the revisions to the Policy for Excluding Patron from Library Premises.

Seconded: David McNitt

Motion carried

The meeting was adjourned at 8:00 p.m. by President Melanie Phillips.

Respectfully submitted,



Anna Jannes  
Secretary