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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, December 11, 2013 6:15 p.m.

Approval of Minutes - November 13, 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

1. Exit Survey Results

Unfinished Business

1. Review of Presentations at October and November Meetings
2. Fundraising
3. Recommend a Trustee Replacement to Town Board

New Business

1. Deb Work, Clerk
2. 2014 Budget
3. Continuing Education Funding Request
4. LTA Membership Renewal (\$225.00)
5. Present slate of officers for upcoming year

Future Agenda Items

1. Election of officers
2. Review Board By-Laws and Statement of Policy

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

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

Deb Work (Library Clerk) attended the meeting. She works at the circulation desk and her recent project was to purchase circulating tote bags for patron use. She came up with the idea of a free holds gift card drawing from patron paid hold slips. Deb checks to make sure the information on new library cards is correct, she keeps track of information on UMS (collection agency) accounts, and also does the booking for the Community Room for non-library programs. Deb was a big part of the gift baskets fundraiser and hopes to have another one in the fall of 2014.

The minutes of November 13, 2013 were approved as submitted.

Correspondence

Correspondence was reviewed.

Director's Report

Surplus Equipment

Motion: Tina Thompson

That we request the Town Board declare Inventory items #2490 and #2491 (book carts), #355, #446, #448 and #449 (tables) 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 #12 Claims 241 - 265 for a total amount of \$50,599.66.

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Seconded: Anna Jannes
Motion carried

The First Niagara Checking Account for the time period of 11/1/13 - 11/29/13 shows a total balance available of \$7,984.48, less restricted funds of \$528.28, for net funds available of \$7,456.20.

At this point, 7:15, Melanie Phillips arrived.

The Friends Account has a balance of \$9,226.69 as of November 4, 2013.

Committee Reports

The nominating committee has presented the 2014 slate of officers as follows: Melanie Phillips, President; David McNitt, Vice President; Virdell Robbins, Treasurer; and Tina Thompson, Secretary.

Strategic Plan Report

The Exit Survey results were reviewed.

Unfinished Business

There was a discussion on the presentations from the October and November meetings.

Melanie is in process of confirming interest of new trustee.

New Business

The 2014 Budget will be voted on Wednesday, December 18, 2013.

Continuing Education Funding Request: The Director would like to attend 3 classes offered spring, summer, and fall at St. John Fisher College on Development, Human Resources, and Finance at \$300.00 each.

Motion: Tina Thompson

To pay \$300.00 from Unrestricted Funds for the first class beginning in January 2014 at St. John Fisher College.

Seconded: Virdell Robbins

Motion carried



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LTA Membership Renewal

Motion: Tina Thompson

To renew the Board's 2014 LTA membership in the amount of \$225.00 from Unrestricted Funds.

Seconded: Melanie Phillips

Motion carried

The meeting was adjourned at 8:40 p.m. by Vice President David McNitt.

Respectfully submitted,

Anna Jannes
Secretary

DRAFT