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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, March 18, 2014
6:15 p.m.**

6:00 p.m. Presentation of Plaque and Books to Anna Jannes

APPROVAL OF MINUTES - February 12, 2014

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 Book Sale

COMMITTEE REPORTS

1. Minerva Campbell Literary Contest

STRATEGIC PLAN REPORT

1. Space Use Planning

UNFINISHED BUSINESS

NEW BUSINESS

1. Erin Denham, Volunteer Coordinator
2. Review Personnel Manual
3. Review Update to Community Room Use Policy
4. Review Draft of Annual Report
5. Photo Release Form

FUTURE AGENDA ITEMS

1. Review Collection Development Policy

FUTURE ACTIVITIES

NEXT MEETING - April 9, 2014

ADJOURN

Board of Trustees
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Present: Jen Barth, Tina Thompson, David McNitt, Melanie Phillips, Bridget Ryan, Janet Zinck and Vicki Rusinko. **Absent** Adrienne Furness and Lynn Neill

The regularly scheduled meeting of March 12, 2014 was changed to March 18, 2014 due to the snow closing.

The meeting was called to order at 6:17 pm by President Melanie Phillips.

The minutes of February 12, 2014 were approved as submitted.

Correspondence

Correspondence was reviewed.

Director's Report

Director's Report was reviewed.

The pop-up library was very well received at the Rush-Henrietta Family Health and Wellness Fair and will be at the Town's Easter Egg Hunt at Tinker.

Statistics were reviewed.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Melanie Phillips

To approve Abstract #3 Claims 24 - 49 for a total amount of \$22,398.57.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 2/1/14 - 2/28/14 shows a total balance available of \$8,450.54, less restricted funds of \$1,030.28, for net funds available of \$7,420.26.

The Endowment Fund certificate of deposit at Five Star Bank was renewed in the amount of \$13,515.65 with a maturity date of April 3, 2015.



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The Friends Account has a balance of \$10,569.22 as of 2/4/14.

The new television with Apple TV has been installed in the Community Room. This will replace the old projection system. Anne Hicks, children's librarian, has been using it for storytime.

Committee Reports

The Minerva Campbell Literary Contest entries will be given to the judges.

Strategic Plan Report

Strategic Plan was reviewed.

Unfinished Business

None

New Business

Guest Erin Denham's attendance at our meeting has been rescheduled to the April meeting.

The review of the Personnel Manual is tabled until April's meeting. If there are any questions let Adrienne know.

Community Room Use Policy brought up some questions on wording. Will have Adrienne look at the boards' suggestions and bring it back to the April meeting for adoption.

There was a discussion of the content in the 2013 Annual Report. This will be on the agenda for the April meeting.

The library will sell the SaveAround books again. If they sold well last year, consider ordering more.

The large print collection is growing. Regular print, large print, and ebooks are being released simultaneously by publishers. We are now circulating Hot Books (popular books) in large print.

Discussion of the Photo Release Form has been tabled until the April meeting.



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The meeting was adjourned at 7:40 pm by President Melanie Phillips.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tina Thompson".

Tina Thompson
Secretary

DRAFT