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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, April 9, 2014
6:15 p.m.**

APPROVAL OF MINUTES - March 18, 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

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

NEW BUSINESS

1. Alicia Reinhardt-History of the Library Presentation/Demo of Smart TV
2. Request of \$210.00 for Staff Training Day Treats/Paper Products
3. Request from Anne Hicks for ALSC Institute
4. Review Update to Personnel Manual
5. Review Draft of Annual Report
6. Review Draft of Community Room Policy
7. Review Collection Development Policy
8. Photo Release Form
9. Maturing Unrestricted Fund CD 4/12/14

FUTURE AGENDA ITEMS

1. Board evaluates Library Director
2. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
3. Participation in Town of Henrietta Memorial Day Parade

FUTURE ACTIVITIES

NEXT MEETING - May 14, 2014

ADJOURN



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Present: David McNitt, Melanie Phillips, Brigid Ryan, Adrienne Furness, Tina Thompson, Virdell Robbins, and Lynn Neill
Guest: Alicia Reinhardt
Absent: Janet Zinck

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

The minutes of March 18, 2014 were approved as submitted.

Correspondence
None

Director's Report
Director's Report was reviewed. Our logo is now being put on new materials.
Statistics were reviewed.

Finances
The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills
Revised Abstract #2
Motion: Tina Thompson
To approve revised Abstract #2 Claims 1-23 for a total amount of \$23,046.20.
Seconded: David McNitt
Motion carried

Abstract #4
Motion: David McNitt
To approve Abstract #4 Claims 50-73 for a total amount of \$17,112.63.
Seconded: Tina Thompson
Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 3/1/14 - 3/31/14 shows a total balance available of \$8,961.31, less restricted funds of \$1,650.28, for net funds available of \$7,311.03.

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Brigid arrived at 6:40 pm.

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

There was a discussion on the Endowment Fund. A committee will be formed to establish a board investment policy.

The Friends Account has a balance of \$11,037.21 as of March 4, 2014.

Committee Reports

None

Strategic Plan Report

Strategic Plan was reviewed.

A change was made to the strategic plan to reflect the need to hire a part-time children's librarian in the spring of 2014. The results of the mystery shopper survey were reviewed.

Unfinished Business

None

New Business

Guest Alicia Reinhardt, Local History Librarian, showed a presentation on the history of the library on the new smart TV.

Request funding for Anne Hicks to attend the ALSC (Association for Library Services to Children) Institute
Motion: Tina Thompson
To support the funding request for Anne Hicks Children's Librarian to attend the ALSC Institute at the cost of \$1465 from the Unrestricted Trustee Gift Fund.
Seconded: David McNitt
Motion carried

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Staff Training Day

Motion: David McNitt

To pay \$210 for staff training day treats and paper products on May 16, 2014 from Unrestricted Trustee Gift Fund.

Seconded: Virdell Robbins

Motion carried

Personnel Manual

Motion: Virdell Robbins

That we adopt the Personnel Manual as amended.

Seconded: Brigid Ryan

Motion carried

A draft of the 2014 Annual Report will be brought to the May meeting.

Community Room Use Policy

David McNitt

That we adopt the Community Room Use Policy as amended.

Seconded: Melanie Phillips

Motion carried

Collection Development Policy

The Collection Development Policy was reviewed with no changes made.

Discussion of the photo release form was moved to Unfinished Business.

Maturing Unrestricted Fund CD

Motion: David McNitt

Direct the treasurer to reinvest the Unrestricted Fund CD for one year.

Seconded: Tina Thompson

Motion carried



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The meeting was adjourned at 8:30 pm by President Melanie Phillips.

Respectfully submitted,

A handwritten signature in black ink that reads "Tina Thompson".

Tina Thompson
Secretary