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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, May 14, 2014
6:15 p.m.**

APPROVAL OF MINUTES - April 9, 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 Account

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

1. ALSC Institute, Revise Motion (Approved \$1465, actual cost \$1508.72, difference of \$43.72)
2. Photo Release Form

NEW BUSINESS

1. Guest: Erin Denham, Clerk and Volunteer Coordinator
2. Board Evaluates Library Director
3. Annual Report
4. Review/Approve Draft of Emergency Exit/Fire Alarm Procedure
5. Discussion of Injury/Incident Procedure
6. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
7. Priorities for 2015 Budget
8. Approval of Funding for Budgeting & Financial Management Class
9. Participation in Town of Henrietta Memorial Day Parade-Sunday, May 18

FUTURE AGENDA ITEMS

1. Board President Presents Written Evaluation to Director
2. Review Computer and Internet Use Policy

FUTURE ACTIVITIES

NEXT MEETING - June 11, 2014

ADJOURN

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

The meeting was called to order at 6:15 pm by President Melanie Phillips.

The minutes of April 9, 2014 were approved as submitted.

Correspondence

Adrienne had a newspaper article about The Daniel Bennett Group concert recently held at the library.

Director's Report

Director's Report was reviewed. We need people to sign up for the pop-up library events.

Personnel changes

Motion: Virdell Robbins

To approve the personnel changes as stated by the Director.

Seconded: Tina Thompson

Motion carried

Statistics were reviewed.

Surplus

Motion: Tina Thompson

That we ask the town board to declare the following items as surplus #3435, 3436, 309, 346, 348, 417, 419, 422, and 496.

Seconded: Melanie Phillips

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Revised Abstract #5

Motion: Virdell Robbins

To approve Abstract #5 Claims 74-98 for a total amount of \$22,558.25.

Seconded: Melanie Phillips

Motion carried

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The First Niagara Trustee Gift Fund Checking Account for the time period of 4/1/14 - 4/30/14 shows a total balance available of \$8,460.55, less restricted funds of \$1,099.52, for net funds available of \$7,361.03.

The Unrestricted Fund certificate of deposit at Five Star Bank was renewed for a 12-month term in the amount of \$11,055.47 with a maturity date of April 16, 2015.

The Friends Spring 2014 Book Sale made \$2053.90. Tina will send them a thank you for all their work.

The Friends Account has a balance of \$7,187.71 as of April 4, 2014.

Committee Reports

The winners have been chosen for the Minerva Campbell Literary Contest.

Strategic Plan Report

Strategic Plan was reviewed.

Brigid arrived at 7:15 pm.

A workshop is planned at 5pm before the regularly scheduled July 9 board meeting. The board will be discussing fund-raising and donations.

Unfinished Business

The board agreed to cover the cost of attendance to the ALSC Institute for Children's Librarian, Ann Hicks.

Motion: David McNitt

To approve the additional expenditure of \$43.72 for Anne Hick's conference. The expenditure will be taken from the unrestricted funds in the Trustee Gift Fund Checking Account.

Seconded: Tina Thompson

Motion carried

The photo release form is still being developed.

New Business

Guest Erin Denham, Clerk and Volunteer Coordinator works at the circulation desk, does the library holds, reads for the preschool storytime at the town hall, organizes the senior center book club, coordinates displays for the display case in the library, monitors the adult program bulletin board, processes new adult books and serves on the education and outreach committees. Erin trains the new volunteers,

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organizes their library schedule and keeps track of how they are doing. Many volunteers have been here a long time.

The board will evaluate the library director. Melanie will distribute the form for feedback.

The 2013 Annual Report was approved. The board would like to have it professionally printed.

The Emergency Exit/Fire Alarm Procedure was reviewed.

There was discussion on the Incident/Injury Report.

Reviewed the Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials.

Adrienne has asked staff for any priorities for the 2015 Budget.

The board agreed to cover the cost for the Budgeting & Financial Management Class for Director Adrienne Furness.

Motion: Tina Thompson

To pay the bill of \$300 to St. John Fisher College for the Budgeting & Financial Management Class.

Bill to be paid from the unrestricted funds in the Trustee Gift Fund.

Seconded: Virdell Robbins

Motion carried

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

Respectfully submitted,



Tina Thompson
Secretary