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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees Meeting Agenda**  
**Wednesday, June 11, 2014**  
**6:15 p.m.**

APPROVAL OF MINUTES - May 14, 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. Annual Report
2. Photo Release Form

NEW BUSINESS

1. Guests Ellen Glena and Janet Coughlin
2. Board President Presents Written Evaluation to Director
3. Request for up to \$300 for Blu-Ray/DVD/TV for Testing/Staff Purposes
4. Request for \$2000 to Support the Pop-Up Library
5. Review Computer and Internet Use Policy Revision
6. New Town Code of Ethics
7. Maturing Gift Fund CD 7/3/14

FUTURE AGENDA ITEMS

1. Review Emergency Exit/Fire Alarm Procedure
2. Review Code of Conduct
3. Review Unattended Children Policy

FUTURE ACTIVITIES

1. Workshop Meeting re: Fundraising Policy: Wednesday, July 9 at 5:00pm

NEXT MEETING - July 9, 2014

ADJOURN



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**Present:** Brigid Ryan, Tina Thompson, Melanie Phillips, Adrienne Furness, Virdell Robbins, Janet Zinck and Lynn Neill  
**Guests:** Ellen Glena and Janet Coughlin  
**Absent:** David McNitt

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

The minutes of May 14, 2014 were approved as submitted.

**Correspondence**

Correspondence was reviewed.

**Director's Report**

Director's Report was reviewed.

Ellen Glena talked about the Teen Book Festival held May 17, 2014.

Personnel changes

Motion: Melanie Phillips

The board approve the personnel changes as stated in the Director's Report.

Seconded: Tina Thompson

Motion carried

Statistics were reviewed.

Surplus

Motion: Melanie Phillips

That we ask the town board to declare the following items as surplus #353, 555, 558, 559 and 1024.

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 #6 Claims 99-120 for a total amount of \$46,281.17.

Seconded: Tina Thompson

Motion carried



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The First Niagara Trustee Gift Fund Checking Account for the time period of 5/1/14 - 5/30/14 shows a total balance available of \$6,412.76, less restricted funds of \$850.45, for net funds available of \$5,562.31.

The Trustee Gift Fund is maturing 7/3/14 in the amount of \$16,433.63.

Motion: Melanie Phillips

Authorize the treasurer to renew the Trustee Gift Fund at Five Star Bank for a 9-month term.

Seconded: Brigid Ryan

Motion carried

The Friends Account has a balance of \$7,352.23 as of May 2, 2014.

**Committee Reports**

Minerva Campbell Literary Contest awards have been given and pictures were done. The entries are in a notebook in the Teen Corner. Ellen Glena also has posted pictures and entries on the teen blog.

**Strategic Plan Report**

Strategic Plan was reviewed.

**Unfinished Business**

Annual Report

Motion: Tina Thompson

Authorize the expenditure not to exceed \$500 to cover the cost of printing 1000 copies of the Annual Report to come from the unrestricted funds in the First Niagara Trustee Gift Fund Checking Account.

Seconded: Virdell Robbins

Motion carried

The photo release form is still being developed.

**New Business**

Guest Ellen Glena, Teen Services Librarian has put an emphasis on social media. She has updated her teen blog. She attended the 2014 PLA Conference (Public Library Association) in Indianapolis. Ellen has seen an increase in the number of teen library cards, has started doing passive activities which include teens decorating the windows in the teen area with markers, monthly guess jar, quizzes, and book reviews. Teen participation is rewarded with token prizes. Currently a magnetic art board is available and if a teen takes a picture of what they have made and emails it to Ellen, they get a small prize.



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Ellen is involved in TBF (Teen Book Festival) and the library's outreach committee. She has purchased Xbox One video games for the collection and will continue to purchase more.

Ellen has a teen writing group that meets once a month. Teen News Tonight is an advisory group of teens who meet and help with selecting new books. The 2014 Summer Reading theme is Spark A Reaction and she has programs scheduled for July and August relating to this theme.

Janet Coughlin started as the teen services clerk in October and works 20 hours a week. She also works at the circulation desk, processes young adult books, helps with the teen programs and the teen writing group. She enjoys creating the displays for teen services and is busy getting ready for summer reading lists.

The Director presented a rough draft of the 2015 library budget.

PayPal account for online donations.

Motion: Tina Thompson

Authorize the treasurer to establish a second checking account to be used to receive online donations from PayPal.

Seconded: Brigid Ryan

Motion carried

Motion: Brigid Ryan

To authorize the Director to establish a PayPal account to accept online donations.

Seconded: Tina Thompson

Motion carried

Request for Blu-Ray/DVD/TV

Motion: Virdell Robbins

To authorize the expenditure not to exceed \$300 for a Blu-Ray/DVD/TV for testing/staff purposes from the unrestricted funds in the First Niagara Trustee Gift Fund Checking Account.

Seconded: Tina Thompson

Motion carried



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Request for money to support the pop-up library

Motion: Melanie Phillips

To authorize the treasurer to use \$1000 from the unrestricted funds in the First Niagara Trustee Gift Fund Checking Account to purchase books to be given out at the pop-up libraries.

Seconded: Brigid Ryan

Motion carried

Computer and Internet Use Policy

Motion: Melanie Phillips

To accept the Computer and Internet Use Policy revision as advised by the Director.

Seconded: Tina Thompson

Motion carried

The Town Code of Ethics was reviewed.

The meeting was adjourned at 8:10 pm by President Melanie Phillips.

Respectfully submitted,

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

Tina Thompson  
Secretary