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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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

APPROVAL OF MINUTES - June 11, 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

1. Online Donations

UNFINISHED BUSINESS

1. Annual Report
2. Photo Release Form

NEW BUSINESS

1. Board President Presents Written Evaluation to Director
2. 2015 Budget Draft
3. Review Code of Conduct
4. Review Unattended Children Policy
5. Authorizing Director to Sign Contracts
6. NYLA Renewal

FUTURE AGENDA ITEMS

1. Board Approves Budget
2. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 13, 2014

ADJOURN



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Board of Trustees
Minutes of July 9, 2014
Page One

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

The board met prior to the regularly scheduled meeting for a workshop on fundraising from 5:00 pm - 6:35 pm.

The meeting was called to order at 6:40 pm by President Melanie Phillips.

The minutes of June 11, 2014 were approved as submitted.

Correspondence

None

Director's Report

Director's Report was reviewed.

Personnel changes

Motion: Tina Thompson

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

Seconded: Melanie Phillips

Motion carried

Statistics were reviewed.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #7 Claims 121-135 for a total amount of \$12,572.68.

Seconded: Brigid Ryan

Motion carried

Renewal of the Five Star Bank Trustee Gift Fund Certificate of Deposit in the amount of \$16,523.06 for a 9-month term with a maturity date of 4/7/15.



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Board of Trustees
Minutes of July 9, 2014
Page Two

Virdell has set up a checking account at First Niagara Bank to receive PayPal donations to the library.

The Friends Account has a balance of \$8,044.20 as of June 4, 2014.

Committee Reports

None

Strategic Plan Report

Strategic Plan was reviewed.

Unfinished Business

The Annual Report is in the process of being printed.

The photo release form is still being developed.

New Business

Melanie has the board's input and will meet with Adrienne next week to go over her evaluation.

The 2015 Budget Draft was reviewed.

Code of Conduct

Motion: David McNitt

Move to change the word particularities to specifics under the Guideline Violations paragraph.

Seconded: Tina Thompson

Motion carried

Procedure for Handling Unattended Minors at Closing was reviewed with no changes made.

Independent Contractor Agreement for the Town of Henrietta

Motion: Tina Thompson

Authorize the Director or her designee to sign all contracts for the current fiscal year.

Seconded: Brigid Ryan

Motion carried

The NYLA dues renewal has increased to \$600. The Director will look into the organizational benefits of continuing this membership.



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**Board of Trustees
Minutes of July 9, 2014
Page Three**

The meeting was adjourned at 7:50 pm by President Melanie Phillips.

Respectfully submitted,

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

Tina Thompson
Secretary