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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, August 13, 2014
6:15 p.m.**

APPROVAL OF MINUTES - July 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

1. Solicitation Letters

UNFINISHED BUSINESS

1. 2015 Budget
2. Annual Report
3. NYLA Organizational Membership
4. Photo Release Form

NEW BUSINESS

1. Archana Prasad, Clerk
2. Joan Zdanecis's 20th Anniversary
3. Whistleblower Policy
4. Transfer \$1,200.00 from .472 to .410 Line
5. Tote Bags
6. Review Weather Closing Procedure

FUTURE AGENDA ITEMS

1. Review Bodily Fluid Procedure

FUTURE ACTIVITIES

NEXT MEETING - September 10, 2014

ADJOURN



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

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

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

Correspondence

Correspondence was reviewed.

Director's Report

Director's Report was reviewed.
Statistics were reviewed.

Surplus

Motion: Tina Thompson

That we request the Town Board declare Inventory items #01012 (book cart) and #02486 (atlas case) as surplus.

Seconded: Virdell Robbins

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

Budget Transfer

Motion: Virdell Robbins

To authorize the transfer of \$1200 from line .472 Software to line .410 Supplies.

Seconded: Melanie Phillips

Motion carried

The Revenue Report was reviewed.



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Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #8 Claims 136-156 for a total amount of \$15,910.43.

Seconded: Tina Thompson

Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 5/31/14 - 6/30/14 shows a total balance available of \$6,282.03, less restricted funds of \$829.72, for net funds available of \$5,452.31.

The First Niagara Trustee Gift Fund Checking Account for the time period of 7/1/14 - 7/31/14 shows a total balance available of \$5,543.16, less restricted funds of \$796.53, for net funds available of \$4,746.63.

The treasurer has opened a checking account so the Library Board can accept PayPal donations. Virdell will report statement dates and balances each month.

The Friends Account has a balance of \$8,365.75.

Committee Reports

None

Strategic Plan Report

Strategic Plan was reviewed. The board reviewed several types of appeal letters and collateral and discussed the merits of the different styles.

Unfinished Business

2015 Budget

Motion: Tina Thompson

That we adopt the Budget Proposal Draft dated August 11, 2014 as our official budget proposal for fiscal year 2015.

Seconded: Brigid Ryan

Motion carried

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The Director has been mailing out the library's annual report along with a thank you note to individuals and companies who helped us have a successful 2013.

NYLA Organization Membership

Motion: Brigid Ryan

Authorize the treasurer to pay NYLA membership for the Board President 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

Archana Prasad is the audio visual clerk and has been at the library for 26 years. She works 21 hours a week. Archana processes all the library's DVDs with a collection of more than 5,000. She is able to clean DVDs to remove scratches, prolonging their life.

Joan Zdanecis 20th Anniversary

Motion: Tina Thompson

To authorize an expenditure from the unrestricted funds in the First Niagara Trustee Gift Fund Checking Account, not to exceed \$75.00, to bookplate materials for the collection in recognition of Joan Zdanecis' 20th Anniversary.

Seconded: David McNitt

Motion carried

The Director will present a draft Whistleblower Policy as an addendum to the Personnel Policy at the September meeting.

The Director will provide the cost of purchasing tote bags to be sold at the library.

The Weather Closing Procedure was reviewed with no changes made.



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The meeting was adjourned at 8:03 pm by President Melanie Phillips.

Respectfully submitted,

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

Tina Thompson
Secretary