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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, September 10, 2014 6:15 p.m.

APPROVAL OF MINUTES - August 13, 2014

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
 - Transfer \$800 from .439 (Maintenance) to .483 (Non-Book Materials)
 - Transfer \$300 from .472 (Software) to .480 (Children's)
2. Revenue Report
3. Payment Library Bills
4. Trustee ~~Gift Fund~~ *Accounts*
5. Trustee Endowment
6. Friends Account

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

1. 2015 Budget
2. Whistleblower Policy
3. Tote bags
4. Photo Release Form

NEW BUSINESS

1. Annalise Ammer-Part-time Children's Librarian
2. Review Bodily Fluid Procedure
3. \$5000 Grant from Senator Patrick Gallivan, Allocation
4. \$300 for Human Resources Class for Adrienne Furness
5. MCLS Document of Understanding

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Budget Meeting with Town Board

FUTURE ACTIVITIES

NEXT MEETING - October 8, 2014

ADJOURN



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

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

The minutes of August 13, 2014 were approved as submitted.

Correspondence

Correspondence was reviewed.

The director shared a letter from Senator Gallivan notifying us that the library will be receiving a \$5000 grant to support technology and technology related programs was received.

Director's Report

Director's Report was reviewed.
Statistics were reviewed.

Surplus

Motion: Virdell Robbins

That we request the Town Board declare Inventory item #3889 Brightboard-P19 LCD Pedestal Unit as surplus.

Seconded: David McNitt

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

Budget Transfers

Motion: David McNitt

To authorize the transfers of \$800 from line .439 Maintenance to line .483 Non-Book Materials and \$300 from line .472 Software to .480 Children's.

Seconded: Melanie Phillips

Motion carried

The Revenue Report was reviewed.



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Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #9 Claims 157-178 for a total amount of \$9,298.86.

Seconded: Melanie Phillips

Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 8/1/14 - 8/29/14 shows a total balance available of \$5,138.87, less restricted funds of \$768.64, for net funds available of \$4,370.23.

The First Niagara PayPal Account for the time period of 8/1/14 - 8/29/14 shows a balance of \$.01. The director will check on this because 2 donations were received and are not showing.

The Friends Account as of 8/4/14 has a balance of \$8,025.75.

Committee Reports

None

Strategic Plan Report

Strategic Plan was reviewed. Board reviewed a list of questions to consider related to fundraising.

The director will bring some sample fundraising and investing policies and plans to the October meeting.

Unfinished Business

The director has met with the Town Supervisor and Finance Director on the library's 2015 Budget.

Board reviewed a whistleblower policy and action will be taken at the October meeting. This will be an addendum to the Personnel Policy.

The director went over some choices for tote bags. We will talk about it at October's meeting.

New Business

Annalise Ammer is our part-time Children's Librarian. She started in July and works part-time at the Sully Branch Library as a young adult librarian. She has worked as an archivist in Buffalo. Annalise will

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be doing preschool storytime, school-age programming, and homeschool hour. Some upcoming programs she has planned are Batman's 75th birthday, spy training academy, and a book club after school program.

The Bodily Fluid Procedure was reviewed with no changes made.

\$5000 Grant from Senator Patrick Gallivan, Allocation

- Upgrade the library's web site \$3000
- Install an access point for better wireless connection in the Community Room \$1102
- Replace the existing children's computer with a new iPad \$898

Motion: David McNitt

Move to accept the grant from Senator Gallivan to fund the above projects.

Seconded: Virdell Robbins

Motion carried

\$300 for Human Resources Class

Motion: David McNitt

To approve the expenditure of \$300 to St. John Fisher for Adrienne Furness' Human Resources class.

Seconded: Melanie Phillips

Motion carried

MCLS Document of Understanding

Motion: Virdell Robbins

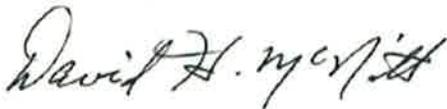
To approve the Document of Understanding Between the Monroe County Library System and its Member Libraries January 1, 2015 - December 31, 2017.

Seconded: Melanie Phillips

Motion carried

The meeting was adjourned at 8:15 pm by President Melanie Phillips.

Respectfully submitted,



David McNitt
Secretary Pro tem