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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, November 12, 2014
6:15 p.m.**

APPROVAL OF MINUTES - October 8, 2014

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report/Budget Transfers
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

1. Whistleblower Policy
2. Auditing
3. Fundraising Committee
4. Trustee Replacement
5. Credit Card Fees
6. Photo Release Form

NEW BUSINESS

1. Guest-Lynn Neill
2. 2015 Holiday Schedule
3. Director NYLA Membership
4. Annual Report
5. Review Banning Policy

FUTURE AGENDA ITEMS

1. Present Slate of Officers for Upcoming Year

FUTURE ACTIVITIES

NEXT MEETING - December 10, 2014

ADJOURN

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

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

The minutes of October 8, 2014 will be filed as submitted.

Correspondence

The correspondence was reviewed.

Director's Report

The Director's Report was reviewed.
The statistics were reviewed.

Finances

Budget Transfers

Motion: Tina Thompson

To authorize the transfers of \$2,500 from line .418 Contracted Services to line .478 Adult Materials and \$800 from line .405 Local Travel to .478 Adult Materials.

Seconded: Virdell Robbins

Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #11 Claims 194-219 for a total amount of \$54,302.01.

Seconded: Tina Thompson

Motion carried

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The First Niagara Trustee Gift Fund Checking Account for the time period of 10/1/14 - 10/31/14 shows a total balance available of \$5,758.66, less restricted funds of \$1,875.92, for net funds available of \$3,882.74.

The First Niagara PayPal Account for the time period of 10/1/14 - 10/31/14 shows a beginning balance of \$67.38 with an ending balance of \$67.38

The Friends Account as of 10/3/14 has a balance of \$8,099.04. The Friends made \$2,080.25 at their fall 2014 book sale. Tina will send a thank you for their efforts on behalf of the board.

Committee Reports
None

Strategic Plan Report
The Strategic Plan was reviewed.
Anne Hicks (Children's Librarian) coordinated with other staff members recently to conduct a focus group.

Unfinished Business
Whistleblower Policy
Motion: Melanie Phillips
That the board adopt the Whistleblower Policy as presented by the director. This will go in the Personnel Manual as Attachment F.
Seconded: Brigid Ryan
Motion carried

Auditing - Virdell and Adrienne will be meeting with the town auditor on Tuesday, November 18, 2014. This will provide general information regarding an audit of the board's accounts.

Fundraising committee - David has agreed to look at fundraisers being done at the library and bring the information back to the next board meeting.

Trustee replacement - A couple of inquiries have been received. We have targeted some patrons who might be willing to serve as a library trustee.

Credit card fees - A few staff members have been surveying other libraries to see how they are handling credit card fees, and we should have their report at next month's meeting.

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Photo release form - Photos that will be used on social media would not require a signature form. Other photos that might be used in our annual report or other promotional materials would require a completed signature form. This form will be presented at the December meeting.

New Business

Lynn Neill talked about her responsibilities at the library. She does payroll, works with Civil Service, and helps to keep all the computers working. She is a tech tutor who assists patrons with basic technology one-on-one training.

2015 Holiday schedule

Motion: Melanie Phillips

That the board accept the 2015 Holiday schedule as presented by the director.

Seconded: Tina Thompson

Motion carried

Director NYLA membership

Motion: Tina Thompson

That the board pay the director's 2015 NYLA membership dues in the amount of \$125.00 from the unrestricted funds in the First Niagara checking account.

Seconded: Melanie Phillips

Motion carried

Annual Report - The library's outreach to the community and children's programs were suggested as possible themes for the 2014 annual report.

Review Banning Policy - Some clarification was made and the policy was reviewed.

The meeting was adjourned at 8:00 pm by President Melanie Phillips.

Respectfully submitted,



Tina Thompson
Secretary