



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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

APPROVAL OF MINUTES - November 12, 2014

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

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

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

1. Strategic Planning Timeline for 2015-2018 Plan

UNFINISHED BUSINESS

1. Fundraising Committee
2. Auditing
3. Credit Card Machine Options

NEW BUSINESS

1. Present Slate of Officers for Upcoming Year
2. Credit Card Policy
3. Petty Cash Policy
4. Set Petty Cash Amount for 2015 (\$268.00)
5. Endorse revised MCLS Renewal of Library Cards Policy

FUTURE AGENDA ITEMS

1. Election of officers
2. Review Board By-Laws and Statement of Policy
3. Review/Sign Conflict of Interest Statement
4. LTA Renewal

FUTURE ACTIVITIES

NEXT MEETING - January 14, 2015

ADJOURN



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

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

The minutes of November 12, 2014 will be filed as submitted.

Correspondence

The correspondence was reviewed.

Director's Report

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

Surplus

Motion: David McNitt

That we request the Town Board declare Inventory item #01046, a 3 drawer 36 inch lateral file from 1978 as surplus.

Seconded: Brigid Ryan

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 #12 Claims 220-241 for a total amount of \$24,174.23.

Seconded: Melanie Phillips

Motion carried



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The First Niagara Trustee Gift Fund Checking Account for the time period of 11/1/14 - 11/28/14 shows a total balance available of \$7,293.80, less restricted funds of \$954.02, for net funds available of \$6,339.78.

The First Niagara PayPal Account for the time period of 11/1/14 - 11/28/14 shows a balance of \$42.29.

The Friends Account as of 11/4/14 has a balance of \$8,423.99.

Wage Increase

Motion: Tina Thompson

In recognition of the excellent job the director has done, we approve a rate increase of 2.5% for the 2015 fiscal year.

Seconded: Virdell Robbins

Motion carried

Committee Reports

None

Strategic Plan Report

The Strategic Plan was reviewed.

Reviewed the Community Focus Group notes that the children's librarian provided.

Will start in February or March to create a new strategic plan as many of the goals and objectives have been completed.

Unfinished Business

David and Adrienne have met and talked about fundraising and will report at the January 2015 meeting.

Virdell and Adrienne met with the town auditor. The director has strongly suggested that the board have an audit done on their accounts. The state requires 501(c)(3) organizations to be audited. This will be revisited at the January meeting.

Credit card fee options will be presented at the January meeting.



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New Business

New board member

Motion: David McNitt

That guest Timothy Chapman be recommended for appointment to the board of trustees to fill the vacancy created by the decision of Melanie Philips to leave the board at the end of her term of office. The new term is from January 1, 2015 to December 31, 2019.

Seconded: Brigid Ryan

Motion carried

The director showed the board the plans based on the space evaluation.

Regarding the slate of officers for 2015, David McNitt has agreed to serve as president. Virdell Robbins said she will not seek reelection as treasurer when her term expires at the end of December 2014. However, she said she will be glad to meet with an auditor concerning the books she has kept for the HPL Board of Trustees. The slate will be voted on at the January meeting.

Library Trustee Association Membership Renewal

Motion: Brigid Ryan

To renew the Board's 2015 Library Trustee Association membership in the amount of \$225.00 from Unrestricted Funds.

Seconded: David McNitt

Motion carried

Credit Card and Store Charge Account Policy

Motion: Tina Thompson

To adopt the Credit Card and Store Charge Account Policy as presented by the director.

Seconded: Brigid Ryan

Motion carried

The board will establish appropriate credit limits.

Petty Cash Policy

Motion: Virdell Robbins

That we adopt the Petty Cash Policy as presented by the director.

Seconded: Melanie Phillips

Motion carried



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Set the petty cash amount

Motion: Tina Thompson

Move that we establish the petty cash amount as \$268.00 for 2015.

Seconded: Brigid Ryan

Motion carried

Endorse the revised MCLS Renewal of Library Cards Policy

Motion: Melanie Phillips

The board of trustees approves the MCLS Policy Renewal of Library Cards.

Seconded: Brigid Ryan

Motion carried

The meeting was adjourned at 8:20 pm by President Melanie Phillips.

Respectfully submitted,

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

Tina Thompson
Secretary