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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, January 8, 2014
6:15 p.m.**

Approval of Minutes - December 11, 2013

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 Statement/Book Sale Report

Committee Reports

Strategic Plan Report/Discussion

Unfinished Business

1. Recommend a Trustee Replacement to Town Board
2. Fundraising/Moving Forward

New Business

1. Vicki Rusinko, Clerk
2. Election of officers
3. Review Board Bylaws and Statement of Policy
4. Review/Sign Conflict of Interest Statement
5. Tote Bags

Future Agenda Items

1. Minerva Campbell Literary Contest
2. Review Incident/Injury Procedure
3. Review Draft of Annual Report

Future Activities

Next Meeting - February 12, 2014

Adjourn



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Board of Trustees
Minutes of January 8, 2014
Page One

Present: Melanie Phillips, Virdell Robbins, Tina Thompson, Adrienne Furness, Brigid Ryan (new board member), Janet Zinck, and Lynn Neill. **Guest:** Vicki Rusinko **Absent:** David McNitt

The meeting was called to order at 6:20 p.m. by President Melanie Phillips. Melanie welcomed Brigid to the board and thanked her for her willingness to serve as a trustee.

Vicki Rusinko (Library Clerk) attended the meeting and explained the responsibilities of her position to the library board. Vicki writes and submits all publicity for the library. She has changed the library signage to a more uniform look and has been making changes in the lobby. She is responsible for ordering supplies, updating the staff directory, providing staff meeting minutes, keeping track of the HPL inventory, and working at the circulation desk. Vicki is putting signs in pediatricians' offices, promoting library programs and services. Vicki also works with the life skills training program where students volunteer at the library for work experience. She is also enrolling in a proofreading course.

The minutes of December 11, 2013 were approved as submitted.

Correspondence

Correspondence was reviewed.

Director's Report

Director's Report was reviewed.

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 #1 Claims 1 - 11 for a total amount of \$24,766.96.

Seconded: Tina Thompson Motion carried

The First Niagara Checking Account for the time period of 11/30/13 - 12/31/13 shows a total balance available of \$8,276.53, less restricted funds of \$430.28, for net funds available of \$7,846.25.

The Friends Account has a balance of \$9,988.94 as of December 4, 2013.



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Board of Trustees
Minutes of January 8, 2014
Page Two

Committee Reports
None

Strategic Plan Report

Adrienne will highlight goals and objectives on the Strategic Plan as they are addressed for easier distinction.

Unfinished Business

We continued our discussion of potential fundraising activities and the library services that might be provided.

At this point 7:25 pm, Virdell Robbins left.

New Business

Election of Officers

Motion: Melanie Phillips

To direct the secretary to cast a single ballot for the Slate of Officers for 2014 as presented: Melanie Phillips, President; David McNitt, Vice President; Virdell Robbins, Treasurer; and Tina Thompson, Secretary.

Seconded: Tina Thompson

Motion carried

Reviewed Board Bylaws and Statement of Policy with no changes made.

The Board reviewed and signed the Conflict of Interest Policy.

We still have a lot of blue tote bags left to sell. The staff will come up with ways to decrease the supply.

Books in honor of Anna Jannes' service to the library board

Motion: Tina Thompson

To authorize an expenditure from the unrestricted funds in the First Niagara account, not to exceed \$75.00, to bookplate materials for the collection in recognition of Anna Jannes' service to the HPL Board of Trustees.

Seconded: Melanie Phillips

Motion carried

The meeting was adjourned at 7:45 p.m. by President Melanie Phillips.



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Board of Trustees
Minutes of January 8, 2014
Page Three

Respectfully submitted,

A handwritten signature in black ink that reads "Tina Thompson". The signature is written in a cursive, flowing style.

Tina Thompson
Secretary