



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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

Approval of Minutes - January 8, 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 Statement/Book Sale Report

Committee Reports

Strategic Plan Report/Discussion

Unfinished Business

1. Fundraising/Moving Forward

New Business

1. Jen Barth, Adult Services Librarian
2. Meeting with Town Supervisor Jack Moore
3. Minerva Campbell Literary Contest
4. Review Incident/Injury Procedure
5. Review Draft of Annual Report
6. Photo Release Form
7. Plaque in Honor of Anna Jannes
8. Maturing Endowment Fund CD 2/28/14

Future Agenda Items

1. Review Personnel Manual
2. Statement of Investment Policy

Future Activities

Next Meeting - March 12, 2014

Adjourn



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

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

The minutes of January 8, 2014 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 #2 Claims 1 - 23 for a total amount of \$23,049.03.

Seconded: David McNitt

Motion carried

The First Niagara Checking Account for the time period of 11/30/13 - 12/31/13; corrected copy to show \$100.00 (Save Around Books) as restricted changing the restricted funds total to \$530.28. The First Niagara Checking Account for the time period of 1/1/14 - 1/31/14 shows a total balance available of \$8,754.54, less restricted funds of \$1,030.28, for net funds available of \$7,724.26.

The Endowment Fund is maturing 2/28/14 in the amount of \$13,442.59.

Motion: Tina Thompson

Authorizing the treasurer to contact Jim Gaudet and giving her the authority to select the appropriate rate of return for the investment.

Seconded: David McNitt

Motion carried

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The Friends Account has a balance of \$8,272.61 as of January 3, 2014. Reviewed the Friends 2013 Financial Report & Volunteer Hours.

Safe Deposit box renewal payment

Motion: Melanie Phillips

Authorize the treasurer to pay the \$40.00 annual renewal bill for the board's safe deposit box at Five Star Bank for the period of March 1, 2014 - March 1, 2015. Check to come from the unrestricted funds in the First Niagara checking account.

Seconded: Tina Thompson

Motion carried

Committee Reports

The Minerva Campbell Literary Contest information has been given to the schools.

Strategic Plan Report

Strategic Plan was reviewed.

Unfinished Business

Discussion on fundraising/moving forward.

Adrienne has met with Supervisor Moore and looks forward to working with him.

New Business

Jen Barth, Adult Services Librarian, started at Henrietta in October 2013. She previously worked at the Irondequoit Library. She is responsible for purchasing adult fiction and nonfiction materials for the collection. Jen is starting to do programming for the 18-35 year olds. She is also purchasing materials that might interest that age group. Jen will be doing something new called a pop-up library at the Rush-Henrietta Family Health and Wellness Fair and will ask if it could be done at the Town's Easter Egg Hunt at Tinker. A pop-up library is where you can get a library card, books are loaned out and can either be returned to Henrietta Library or pass the book on to someone else. Jen teaches computer training to patrons, is on the Emerging Tech Committee, and is looking into online book clubs.

Reviewed Incident/Injury Procedure with no changes made.

Review of the Annual Report draft was tabled until the March meeting.



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Photo Release Form - Janet will check with MCC to see what they use. Adrienne will check with the recreation department to learn how they handle photos. A final photo release form should be reviewed by the town attorney.

In recognition of her service as a trustee, Anna Jannes, and her family will be invited to the March meeting for a brief presentation. Tina will send the invitation on behalf of the board.

Plaque engraving

Motion: David McNitt

To authorize the treasurer to pay \$4.00 to Genesee Stamp for the engraving on the volunteer plaque.

Seconded: Tina Thompson

Motion carried

The meeting was adjourned at 8:05 pm by President Melanie Phillips.

Respectfully submitted,

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

Tina Thompson
Secretary