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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, January 14, 2015
6:15 p.m.**

Approval of Minutes - December 10, 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/Discussion

1. Strategic Planning Timeline for 2015-1018 Plan

Unfinished Business

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

New Business

1. Election of officers
2. NYLA Membership for Board President
3. Review Board Bylaws and Statement of Policy
4. Review/Sign Conflict of Interest Statement
5. Authorize Library Director to Sign Contracts
6. Gift Basket Fundraiser
7. Set Credit Card Limits

Future Agenda Items

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

Future Activities

Next Meeting - February 11, 2015

Adjourn



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

The meeting was called to order at 6:20 pm by Vice President David McNitt.

The minutes of December 10, 2014 will be filed as submitted.

Correspondence

The staff holiday brunch will be February 6, 2015 in the HPL Community Room.

Director's Report

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

David McNitt will be able to attend the system meeting with Assemblyman Harry Bronson on Friday, January 30 at noon.

Adrienne will be in Chicago from January 28-February 2 as part of the Decision Book Award Committee for the Caldecott Medal.

Personnel Changes

Motion: Virdell Robbins
Motion to approve the 2015 personnel changes as presented by the director.
Seconded: Brigid Ryan
Motion carried

Surplus

Motion: Tina Thompson
That we request the Town Board declare the inventory items as presented by the director as surplus and one transfer.
Seconded: Timothy Chapman
Motion carried

Finances

The Revenue Report was reviewed.



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Amend Abstract #12

Motion: Brigid Ryan

To amend Abstract #12 Claims 220-243 for a total amount of \$24,646.09.

Seconded: Virdell Robbins

Motion carried

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #1 Claims 1-10 for a total amount of \$24,908.52.

Seconded: Brigid Ryan

Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 11/29/14 - 12/31/14 shows a total balance available of \$7,093.15, less restricted funds of \$334.02, for net funds available of \$6,759.13.

The First Niagara PayPal Account for the time period of 11/29/14 - 12/31/14 shows a balance of \$66.26.

The Friends Account as of 12/4/14 has a balance of \$7,421.49.

The 2014 end of year Revenue/Expense Control Report was reviewed.

The January 2015 Revenue/Expense Control Report was reviewed.

Committee Reports

None

Strategic Plan Report/Discussion

RRLC will be doing two SWOTS (strengths, weaknesses, opportunities and threats) analyses with the staff in March.

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Unfinished Business

Fundraising committee - The 2014 donations, fundraising, grants, and other gifts report was handed out.

Discussion on fundraising:

- Auditing done first
- Purpose and use of funds
- Goal amount
- How do we get there
- Investment policy
- Fundraising policy

Auditing - The director presented documents concerning the library's 501(c)(3) status. Discussion on auditing the board's books. The director is waiting for a second contact and is getting information to see what auditing will need to be done.

Credit Card Machine Options

Motion: Tina Thompson

Recommend the credit card fees be added as a line in the budget and not passed on to the patrons.

Seconded: Brigid Ryan

Motion carried

New Business

Election of Officers

To direct the secretary to cast a single ballot for the Slate of Officers for 2015 as presented:

David McNitt, President; Tina Thompson, Vice President; Brigid Ryan, Secretary; Virdell Robbins, Treasurer until March 10, 2015; and effective March 11, 2015 Timothy Chapman, Treasurer.

NYLA Membership for Board President

Motion: Brigid Ryan

To approve the expenditure of \$25.00 from unrestricted funds in the First Niagara account for the fiscal year 2015 board president's NYLA membership.

Seconded: Timothy Chapman

Motion carried

Reviewed Board Bylaws with no changes made.

Reviewed Statement of Policy with no changes made.

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Reviewed Conflict of Interest Statement and each board member signed their copy.

Authorize Library Director to Sign Contracts

Motion: Tina Thompson

Authorize the director to sign contracts not to exceed \$25,000 without prior board approval.

Seconded: Virdell Robbins

Motion carried

Gift Basket Fundraiser

It is the consensus of the board to give the staff the choice on how the money from this fundraiser will be spent.

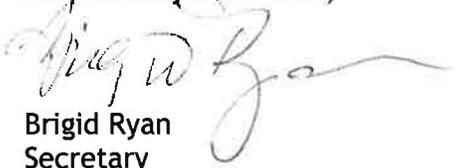
Set Credit Card Limits

This has been tabled to the February meeting.

Timothy Chapman received his appointment letter from the town and has taken his oath of office as a library trustee.

The meeting was adjourned at 8:10 pm by President David McNitt.

Respectfully submitted,



Brigid Ryan
Secretary