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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, February 11, 2015
6:15 p.m.**

Approval of Minutes - January 14, 2015

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

Unfinished Business

1. Fundraising Committee
2. Auditing
3. Set Credit Card Limits
4. Gift Basket Fundraiser

New Business

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

Future Agenda Items

1. Review Personnel Manual

Future Activities

Next Meeting - March 11, 2015

Adjourn



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

The meeting was called to order at 6:21 pm by President David McNitt.

The minutes of January 14, 2015 were approved as distributed.

Correspondence
None

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

Timothy Chapman arrived at 6:27 pm.

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 11-32 for a total of \$23,385.46.
Seconded: Tina Thompson
Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 1/1/15 - 1/30/15 shows a total balance available of \$6,868.15, less restricted funds of \$334.02, for net funds available of \$6,534.13.

The First Niagara Trustee PayPal Account for the time period of 1/1/15 - 1/30/15 shows a balance of \$85.08.

Brigid will get the wording to be used for tax purposes on donations received at the library.

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The Trustee Gift Fund

Motion: Virdell Robbins

Motion to pay from unrestricted funds the \$6.12 shortfall in the cost of materials purchased with donations to restricted funds. (see attached)

Seconded: Brigid Ryan

Motion carried

The Friends Account as of 1/2/15 has a balance of \$8,262.49. The Friends distributed their 2014 Book Shoppe Annual Sales and 2014 Financial Report and Volunteer Hours. The board thought it would be good idea to have someone from the HPL Friends group attend a meeting.

Committee Reports

None

Strategic Plan Report/Discussion

The board is invited to attend the librarians SWOT (strengths, weaknesses, opportunities and threats) analyses meeting on March 6, 2015.

Unfinished Business

Fundraising Committee

The director confirmed the 501(c)(3) status is for the library. Tina has offered to contact the director of the Pittsford Public Library for information about the formation of their foundation. Adrienne will check with the Gates Public Library director since they are in the process of establishing a foundation.

Auditing will be discussed at a future date.

Set Credit Card Limits

Motion: Timothy Chapman

To set the Amazon credit card limit at \$6,000 and the M&T Visa charge card at \$4,000.

Seconded: Virdell Robbins

Motion carried.

Gift Basket Fundraiser

The committee for the gift basket fundraiser is still looking at options.



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New Business

Minerva Campbell Literary Contest starts February 13, 2015 and ends March 9, 2015. David McNitt and Tina Thompson will chair this committee.

Approve Conference Policy

Motion: Timothy Chapman

The Conference Policy be approved with the two changes discussed.

Seconded: Tina Thompson

Motion carried

The Incident/Injury Procedures and Forms will be taken out of the binder.

The Draft of the Annual Report will be ready at the March meeting.

The meeting was adjourned at 7:51 pm by President David McNitt

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brigid Ryan".

Brigid Ryan
Secretary