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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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

APPROVAL OF MINUTES - February 11, 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

UNFINISHED BUSINESS

1. Fundraising/Foundation

NEW BUSINESS

1. Guest Oressa Brown, Treasurer, Friends of the Henrietta Public Library
2. Library IRS Form 990
3. Top Priorities for New Building
4. Review Personnel Manual/Town Employee Handbook
5. Approve 2014 NYS Annual Report
6. Maturing Endowment Fund CD 4/3/15
7. Maturing Gift Fund CD 4/7/15
8. Maturing Unrestricted Fund CD 4/16/15

FUTURE AGENDA ITEMS

1. Review Collection Development Policy

FUTURE ACTIVITIES

NEXT MEETING - April 8, 2015

ADJOURN



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

The meeting was called to order at 6:17 pm by President David McNitt.

The minutes of February 11, 2015 were approved as distributed.

The agenda was changed to accommodate our guest. Oressa Brown is the Treasurer of the Friends of the Henrietta Public Library. The Friends' group have about 8-10 regular members. There are a few other volunteers who help with setting up at the book sales. The Friends fund adult and children's programs, the circulating book bags, and many other requests. One of their members took books to a book buyer and received a higher price than the book sale would have yielded. The members will sort through donations and store these in the annex (which doesn't provide them very much space) for their book sale. Their book sales are organized by genre. Paper bags for bag day have been donated by Trader Joe's. Books that do not sell at the book sale are picked up by ABVI. Some paperbacks and magazines are located in the lobby for patrons to purchase anytime the library is open. The Book Shoppe is open almost every day for a few hours. Their annual meeting is held in May. Oressa has been with the Friends group since 1992 and there are other members who have been there even longer.

At this point Oressa left the meeting.

Correspondence

None

Director's Report

The Director's Report was reviewed.

As part of the strategic plan it is time to schedule the next secret shopper session. If anyone knows someone who would be willing to be a secret shopper let Adrienne know. She will send them a task to do at the library and then they will need to fill out a survey about their experience.

The strategic plan has a second "paper" exit survey scheduled for March. We believe that we have learned what we needed and a second survey is not necessary.

Tina thought it would be a good idea to reference any circumstances, such as weather, that might have an impact on statistics.



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David McNitt asked Janet Zinck if she would let the library board know when there are going to be any public meetings that might include discussion about a future library building.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #3 Claims 33-54 for a total of \$15,100.98.

Seconded: Tina Thompson

Motion carried

The First Niagara Trustee Gift Fund Checking Account for the time period of 1/31/15 - 2/27/15 shows a total balance available of \$6,742.03, less restricted funds of \$239.02, for net funds available of \$6,503.01.

Virdell Robbins handed out a corrected copy of the PayPal Account statement 1/1/15 - 1/30/15. This replaced the handwritten statement at February's meeting.

The First Niagara Trustee PayPal Account statement for the time period of 1/31/15 - 2/27/15 shows a balance of \$94.49.

Safe deposit box renewal payment

Motion: Timothy Chapman

To pay the \$40.00 annual renewal bill for the board's safe deposit box at Five Star Bank for the period of March 2015 - March 2016 from unrestricted funds in the First Niagara checking account.

Seconded: Brigid Ryan

Motion carried

Timothy Chapman assumes the duties of treasurer as of this meeting.

Committee Reports

None

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Strategic Plan Report/Discussion

This was discussed under the Director's Report.

Unfinished Business

Adrienne Furness spoke with Greg Benoit, Director of the Gates Public Library, about their current process of establishing a foundation. They are working with the Ad Council.

Tina Thompson spoke with Marjorie Shelly Director of the Pittsford Community Library. Their foundation was established before Marjorie was the director. They had received a large bequest prompting the need for a foundation. They hired a law firm to write the bylaws. Their foundation handles all donations and has a separate board.

We agreed that we should think about raising money from alternative means that would be helpful for special projects. The idea was proposed to have an exploratory meeting with the Ad Council to educate the board about the process and the benefits of having a foundation. The director will contact Todd Butler for some dates and try to set up a meeting separate from the regularly scheduled board meeting.

New Business

The library's IRS Form 990 needs to be filed by May 15, 2015 and should be done by a CPA. The director will contact Raymond F. Wager, CPA, P.C. who does audits for the Town of Henrietta.

Motion: Tina Thompson

Authorize the director to engage Raymond F. Wager, CPA, P.C. to prepare the board's IRS Form 990 for an amount up to \$1,000.

Seconded: Virdell Robbins

Motion carried

A discussion of the top priorities for new building/renovation was tabled to the April meeting.

A review of the Personnel Manual/Town Employee Handbook was tabled to the April meeting. The director has some questions and will be meeting with Sue Eisel-Brown from the human resource office at town hall.

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2014 NYS Annual Report

Motion: Tina Thompson

To approve the Henrietta Public Library 2014 NYS Annual Report.

Seconded: Brigid Ryan

Motion carried

Maturing CDs

Motion: Tina Thompson

To renew the Endowment for up to 18 months. For the Unrestricted Funds CD place half of the funds in a 6-month CD and the rest renew up to 18 months.

Seconded: Brigid Ryan

Motion carried

St. John Fisher Workshop

Motion: Tina Thompson

Motion to authorize the treasurer to cover the cost, if any, of the Friday, March 27 workshop at St. John Fisher for Timothy Chapman, Brigid Ryan, and David McNitt from the unrestricted funds in the First Niagara checking account.

Seconded: Brigid Ryan

Motion carried

The meeting was adjourned at 8:16 pm by President David McNitt

Respectfully submitted,



Brigid Ryan
Secretary