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Henrietta Public Library
455 Collins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, April 8, 2015

6:15 p.m.

APPROVAL OF MINUTES - March 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

UNFINISHED BUSINESS

1. Town of Henrietta Employee Handbook
2. Fundraising/Foundation
3. Staff Basket Fundraiser
4. Library 990
5. Top Priorities for New Building

NEW BUSINESS

1. Guest Emily Kleykamp-Clerk for Teen Services
2. Authorize Paying Payroll Prior to Audit
3. Request for \$255 to send Linda Dingman to Library Assistant Training
4. Public Annual Report/Cost of Printing
5. Review Collection Development Policy
6. Maturing Unrestricted Fund CD 4/16/15

FUTURE AGENDA ITEMS

1. Board Evaluates Library Director
2. Review Community Room Use Policy
3. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
4. Publish Annual Report
5. Participation in Town of Henrietta Memorial Day Parade

FUTURE ACTIVITIES

NEXT MEETING - May 13, 2015

ADJOURN

Board of Trustees
Minutes of April 8, 2015
Page One

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

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

Amend the Agenda

Motion: Tina Thompson

Move to rearrange the agenda so the following topics: Paying Payroll Prior to Audit, Fundraising/Foundation, and Top Priorities for New Building as priority business will be discussed after the Director's Report.

Seconded: Virdell Robbins

Motion carried

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

Correspondence

None

Director's Report

The Director's Report was reviewed.

The library has won the Henrietta Chamber of Commerce Distinguished Service Award. The banquet is Wednesday, May 13, the day of our regular board meeting. The board will meet at the library at 5:30 pm on May 13 to pay the bills.

RRLC's Annual Library of the Year Contest runs from April 5-18, 2015.

Adrienne has met with the town auditor and Finance Director Barbara Chirido. The board needs to determine where the funds for the board's accounts came from.

At 6:53 pm Brigid Ryan arrived.

The board wanted to know who would be responsible during the director's out of town absence. There is a procedure that is followed by the staff, which the director will present to the board at our next meeting.

Board of Trustees
Minutes of April 8, 2015
Page Two

Priority Business

1. Authorizing Paying Payroll Prior to Audit - This will be added to the January Routine Items.
Motion: Brigid Ryan
The library director is authorized to pay payroll prior to the audit for the rest of the year.
Seconded: Timothy Chapman
Motion carried
2. Fund Raising/Foundation
The director, Brigid Ryan, and David McNitt met with Katelin Ryan, Vice President of Programs with the Ad Council. She talked with them about establishing a library foundation.
Motion: Virdell Robbins
Accept the proposal that we have received from the Ad Council in establishing a foundation for the library.
Seconded: Brigid Ryan
Motion carried
David McNitt will make an appointment to meet with Supervisor Moore to let him know about the library establishing a foundation. Possibly the Town Board could give recommendations for community involvement. A special meeting for the steering committee for the establishment of a foundation to support the Henrietta Public Library will be Tuesday, April 21, 2015 from 6:30 pm - 7:30 pm.
3. Top Priorities for New Building
The board reviewed the top priorities as presented by the Director.

Finances

Any balances from restricted donations should remain in the restricted funds account.

Payment of Library Bills

Motion: Timothy Chapman
To approve Abstract #4 Claims 55-81 for a total of \$19,816.26.
Seconded: Tina Thompson
Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends Account as of 3/4/15 has a balance of \$9,353.99.



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Board of Trustees
Minutes of April 8, 2015
Page Three

The First Niagara Trustee Gift Fund Checking Account 4/4/15 shows a total balance available of \$6,702.03, less restricted funds of \$239.02, for net funds available of \$6,463.01.

The First Niagara Trustee PayPal Account 3/31/15 shows a balance of \$103.90.

The Endowment Fund CD was renewed with 5/3/16 maturity date, Gift Fund CD was divided in half with 11/7/15 and 5/7/16 maturity date, and the Unrestricted Fund CD matures 5/12/16.

Committee Reports
None

Unfinished Business

Personnel Manual/Town of Henrietta Employee Handbook for the library is being reviewed.

Staff Basket Fundraiser - The committee is still discussing options for spending the money.

Raymond F. Wager, CPA, P.C. will file the library's IRS Form 990 at a cost not to exceed \$800.

New Business

Emily Kleykamp is the Teen Services Clerk. She is originally from Ohio. Emily started as a page/volunteer. She processes teen books, does displays for the teen area, and does programming for teens. Emily also learned how to knit for their Knit Knerds Teen Knitting Club. Social media is a part of teen outreach. Emily posts on twitter and has set up a tumblr account.

Request for \$255 to send Linda Dingman to library assistant training

Motion: Brigid Ryan

To authorize the expenditure of \$255 to send Linda Dingman to library assistant training. Funds to be taken from the unrestricted funds in the First Niagara checking account.

Seconded: Timothy Chapman

Motion carried

Public Annual Report/Cost of Printing

Motion: Tina Thompson

To authorize the expenditure from the unrestricted funds in the First Niagara checking account to pay for the cost of printing 1000 copies of the annual report. Expenditure not to exceed \$550.

Seconded: Virdell Robbins

Motion carried



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Board of Trustees
Minutes of April 8, 2015
Page Four

The Collection Development Policy was reviewed.

Timothy Chapman attended MCLS Trustee Orientation at Pittsford Community Library. David McNitt and Tina Thompson attended MCLS Trustee and Staff Workshop at Chili Public Library and Timothy Chapman, Brigid Ryan, and David McNitt attended financial literacy for nonprofits at St. John Fisher.

The meeting was adjourned at 8:31 pm by President David McNitt.

Respectfully submitted,

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

Brigid Ryan
Secretary