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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees Meeting Agenda  
Wednesday, June 10, 2015  
6:15 p.m.**

APPROVAL OF MINUTES - May 13, 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

NEW BUSINESS

1. 2016 Budget Draft
2. Board Evaluates Library Director
3. Review Community Room Use Policy
4. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
5. Review Computer and Internet Use Policy

FUTURE AGENDA ITEMS

1. Review Emergency Exit/Fire Alarm Procedure
2. Review Code of Conduct
3. Review Procedure for Handling Unattended Minors at Closing

FUTURE ACTIVITIES

NEXT MEETING - July 8, 2015

ADJOURN



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**Board of Trustees**  
**Minutes of June 10, 2015**  
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Present: Brigid Ryan, David McNitt, Janet Zinck, Adrienne Furness, Tina Thompson, Virdell Robbins, Timothy Chapman, and Lynn Neill

The meeting was called to order at 6:25 pm by President David McNitt.

The agenda was rearranged as suggested.

The minutes of May 13, 2015 were approved as distributed.

**Correspondence**

HPL received a congratulatory letter from Maggie Brooks on receiving the 2015 Community Service Award at the Henrietta Chamber of Commerce Annual Community of Excellence Awards. Acknowledgements were also received from Senator Patrick Gallivan, Congresswoman Louise Slaughter, and Assemblymember Harry Bronson.

**Director's Report**

The Director's Report was reviewed.

**Personnel Changes**

Motion: Tina Thompson

To approve the personnel changes as listed in the Director's Report.

Seconded: Virdell Robbins

Motion carried

**Unfinished Business**

There has been no information received on the Town of Henrietta Employee Handbook.

Dick Swanson has agreed to serve on our foundation formation steering committee. We still need one more community member to begin work.

**Finances**

**Payment of Library Bills**

Motion: Tina Thompson

To approve Abstract #6 Claims 105-123 for a total of \$20,875.57.

Seconded: Virdell Robbins

Motion carried

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The First Niagara Trustee Gift Fund Checking Account 6/10/15 shows a total balance available of \$6,676.74, less restricted funds of \$58.36, for net funds available of \$6,618.38.

The First Niagara Trustee PayPal Account 6/10/15 shows a balance of \$141.84.

The Form 990 has been e-filed. Hopefully this will be the last year.

Statistics were reviewed and a question was asked about the drop in adult program attendance from May 2014.

**Committee Reports**

There were 61 entries received for the Minerva Campbell Literary Contest. David McNitt, Tina Thompson, and Teen Services librarian, Ellen Glenna presented the awards. We had 21 winners and 13 students who came in for pictures.

**New Business**

The director showed a 2016 Budget Draft presentation. A paper draft will be presented at the July meeting for discussion. Any questions please let Adrienne know.

Community Room Use Policy, Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials, and Computer and Internet Use Policy were reviewed with no changes made.

**Executive Session**

Motion: Tina Thompson

To go into executive session at 7:35 pm to discuss the Director's Performance Evaluation. The director left the meeting at this time.

Seconded: Timothy Chapman

Motion carried

The board discussed which evaluation documents would be used for this year's performance evaluation of the director. No official action was necessary.

Motion: Timothy Chapman

To adjourn executive session at 8:10 pm.

Seconded: Tina Thompson

Motion carried



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The meeting was adjourned at 8:11 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brigid Ryan", is written over a light blue horizontal line.

Brigid Ryan  
Secretary