



585.359.7092  
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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees Meeting Agenda  
Wednesday, July 8, 2015  
6:15 p.m.**

APPROVAL OF MINUTES - June 10, 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
7. WATER + STAMPS

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Town of Henrietta Employee Handbook
2. Fundraising/Foundation
3. 2016 Budget Draft

NEW BUSINESS

1. Proposal re: Fines and Fees on TABE, TASC, and Bankruptcy Materials
2. Review Emergency Exit/Fire Alarm Procedure
3. Review Code of Conduct
4. Review Procedure for Handling Unattended Minors at Closing

FUTURE AGENDA ITEMS

1. Board Approves Budget
2. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 12, 2015

ADJOURN



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**Board of Trustees  
Minutes of July 8, 2015  
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**Present:** Brigid Ryan, Virdell Robbins, David McNitt, Tina Thompson, Adrienne Furness, and Lynn Neill  
**Absent:** Timothy Chapman and Janet Zinck

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

The minutes of June 10, 2015 were approved as distributed.

**Correspondence**

A letter was received from patron Kevin Yost expressing his concern about the possibility of a new library building.

A thank you note to the Board was received from staff member Linda Dingman for the financial support that provided the opportunity to attend Library Assistant training.

**Director's Report**

The Director's Report was reviewed.

The library's June circulation was up 7%.

HPL has received a \$1,500 grant from Senator Patrick Gallivan.

**Finances**

**Payment of Library Bills**

Motion: Tina Thompson

To approve revised Abstract #6 Claims 106-124 (corrected the claim numbers) for a total of \$20,875.57.

Seconded: Virdell Robbins

Motion carried

**Payment of Library Bills**

Motion: Virdell Robbins

To approve Abstract #7 Claims 125-151 for a total of \$26,469.22.

Seconded: Brigid Ryan

Motion carried

The Revenue Expense Control Report was reviewed.

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The Revenue Report was reviewed.

The Friends account has a balance of \$10,114.46 as of 6/4/15.

**Water and stamps**

Motion: Brigid Ryan

To authorize a \$20.00 purchase for water and stamps to come from the unrestricted money in the board checking account.

Seconded: Tina Thompson

Motion carried

**Committee Reports**

None

**Unfinished Business**

Discussion of the Town of Henrietta Employee Handbook is tabled until next month.

Sharon McCullough, a community member, has agreed to serve on our foundation formation steering committee. Virdell requested a list of the Foundation Advisory Committee be sent to the HPL Board.

**Fundraising/Foundation - Phase One**

Motion: Tina Thompson

Authorize the Director to pay the 1<sup>st</sup> installment based on the estimate received from the Ad Council from the Unrestricted Trustee Gift Fund.

Seconded: Virdell Robbins

Motion carried

**Discussion on the 2016 Budget Draft.**

Motion: Tina Thompson

To approve the amended 2016 Budget Proposal Working Draft as presented by the Director.

Seconded: Brigid Ryan

Motion carried

**New Business**

The Board has endorsed the proposal re: fines or fees on TABE, TASC, and bankruptcy materials. (see Policy and Procedures notebook.)



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**Board of Trustees  
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Reviewed Emergency Exit/Fire Alarm Procedure with no changes made.

Reviewed Code of Conduct with no changes made.

Reviewed Procedure for Handling Unattended Minors at Closing with no changes made.

The meeting was adjourned at 8:05 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**