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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, August 12, 2015
6:15 p.m.**

APPROVAL OF MINUTES - July 8, 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. 2016 Budget Draft

NEW BUSINESS

1. Guest Laura Lintz, Children's Librarian
2. Possibility of ending ink cartridge recycling fundraiser
3. Gift for Phyllis Rosen's and Joan Johnson's 20th anniversary celebrations
4. Review Weather Closing Procedure
5. DVO

FUTURE AGENDA ITEMS

1. Review Bodily Fluid Cleanup Procedure

FUTURE ACTIVITIES

NEXT MEETING - September 9, 2015

ADJOURN



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

The meeting was called to order at 6:15 pm by President David McNitt.

The minutes of July 8, 2015 were approved as distributed.

Correspondence

Adrienne received a letter from Senator Patrick Gallivan regarding his \$1,500 grant to the library.
Nancy Maxwell received a thank you for proctoring an exam.
A thank you was received from a patron for Adrienne's prompt reply and letter.
Another thank you note came from a patron who won free hold card.
Vicki Rusinko sent a thank you to the *Genesee Valley Penny Saver* for all the publicity they do for the library. They printed her thank you in the July 3 edition.

Director's Report

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

Finances

The First Niagara Trustee PayPal Account 7/31/15 shows a balance of \$160.66.

The First Niagara Trustee Gift Fund Checking Account 7/31/15 shows a total balance available of \$5,476.75, less restricted funds of \$38.37, for net funds available of \$5,438.38.

Payment of Library Bills

Motion: Timothy Chapman
To approve Abstract #8 Claims 152-176 for a total of \$18,893.41.
Seconded: Tina Thompson
Motion carried

The Revenue Expense Control Report was reviewed.

The Revenue Report was reviewed.

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The Friends account has a balance of \$9,597.96 as of 7/3/15.

Committee Reports

The Steering Committee will meet Friday, September 4, 2015 at 8:30 am.

Unfinished Business

The review of the Town of Henrietta Employee Handbook has been tabled.

Fundraising/Foundation - the first meeting of the newly formed Steering Committee is September 4, 2015 at 8:30 am.

Adrienne met with Town Supervisor Jack Moore and Marie Leonardi from the Finance Department to discuss the Library's 2016 Budget Proposal.

New Business

Guest Laura Lintz, our new children's librarian, is originally from Rochester. She moved to the Boston area and received her MLS. While there she worked at the Robbins Library in Arlington as a children's librarian. She was in charge of the Fox Branch Library where she did programming and collection development. Laura and her family moved back to Rochester and she worked at the Newark Library as an adult librarian. Laura came to the Henrietta Library on July 13, 2015 as a children's librarian. She has a lot of ideas for the children's room and has settled in very nicely.

By consensus the ink cartridge recycling fundraiser will end.

Joan Johnson and Phyllis Rosen 20th Anniversary Recognition

Motion: Tina Thompson

To authorize an expenditure from the unrestricted funds in the First Niagara Trustee Gift Fund Checking Account, not to exceed \$75.00, per individual, to bookplate materials for the collection in recognition of Joan Johnson and Phyllis Rosen's 20th Anniversary.

Seconded: Timothy Chapman

Motion carried

The Weather Closing Procedure was reviewed with no changes made.

The Board had a lengthy discussion on *Kingsman: The Secret Service* DVD and agreed to support the staff's decision to acquire this item, and it will remain in the collection.



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The meeting was adjourned at 7:35 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in cursive script that reads "Virdell T. Robbins".

Virdell Robbins
Secretary Pro tem