



585.359.7092
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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, September 9, 2015
6:15 p.m.**

APPROVAL OF MINUTES - August 12, 2015

CORRESPONDENCE

DIRECTOR'S REPORT

BOARD PRESIDENT 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. Personnel Manual
2. Foundation/Fundraising
3. 2016 Budget

NEW BUSINESS

1. Review Bodily Fluid Cleanup Procedure
2. Strategic Planning-Priority Areas

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement to Town Board
3. Budget Meeting with Town Board

FUTURE ACTIVITIES

NEXT MEETING - October 14, 2015

ADJOURN



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

The meeting was called to order at 6:18 pm by President David McNitt.

The minutes of August 12, 2015 were approved as distributed.

Correspondence

Vicki Rusinko received a thank you note from Megan Mack for HPL's 2014 Annual Report.

Director's Report

The Director's Report was reviewed.

We are handing out window clings to patrons who make any kind of payments to the library as a thank you for their support.

The children's librarians have created quick pick bags collection. Each kit contains 10 books on a specific subject. This makes it easy for patrons to grab a bag for checkout.

The statistics were reviewed.

Tim arrived. It was 6:30 pm.

Surplus

Motion: Tina Thompson

That we request the Town Board declare the following inventory items 3607 camera, 3078 & 3079 deactivator/reactivator, 3887 Interprettype, and 8052 server as surplus.

Seconded: Virdell Robbins

Motion carried

Personnel changes

Motion: Timothy Chapman

Motion to approve personnel changes as recommended in the Director's Report.

Seconded: Virdell Robbins

Motion carried

Tina will send a note of thanks to Linda Dingman on becoming a notary public. This will be a great service for our patrons.



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Board President Report

David handed out an article with a comment on censorship.

David briefly reported on the first meeting of the Foundation/Fundraising Committee.

They will come up with a vision statement for the foundation.

A SWOT analysis will be done.

They will be meeting every couple of weeks

There was great input from the community members

This process should take approximately 6-7 months

David commented on a recent newspaper article on a local library's audit by the NYS comptroller. Our board agreed that we should have an investment policy.

Finances

The Revenue Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #9 Claims 177-198 for a total of \$17,058.74.

Seconded: Tina Thompson

Motion carried

The Friends account has a balance of \$9,437.31 as of 8/4/15.

Committee Reports

None

Unfinished Business

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

Fundraising/Foundation - have had their first meeting and discussion is underway.

Library's 2016 Budget Proposal has been submitted.



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New Business

The Bodily Fluid Cleanup Procedure was reviewed with no changes made.

Strategic Planning-Priority Areas

The board reviewed the priorities in the Strategic Plan. Tim suggested that "Connectedness or Relationships" could be added to the strategic priority guide. This could include relationships with the Town, politicians, donors, those who don't use the library, school districts, and colleges.

The children's librarians have arranged to have a sign language storytime once a month. Tim asked if this would be advertised at Rochester School for the Deaf and NTID.

The meeting was adjourned at 7:55 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tina Thompson".

Tina Thompson
Secretary Pro tem