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Henrietta Public Library
455 Colkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, November 11, 2015
6:15 p.m.**

APPROVAL OF MINUTES - October 14, 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. Personnel Manual
2. Foundation
3. Gifts/Investment Policy
4. IRS Form 8940
5. 2016 Budget

NEW BUSINESS

1. Creating a Strategic Intent
2. Review Policy for Excluding Patron from Library Premises
3. Maturing Gift Fund CD 11/7/15

FUTURE AGENDA ITEMS

1. Present Slate of Officers for Upcoming Year
2. Review Petty Cash Policy
3. Review Credit Card and Store Charge Account Policy
4. Set Petty Cash Amount for Coming Year

FUTURE ACTIVITIES

NEXT MEETING - December 9, 2015

ADJOURN



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Present: David McNitt, Tina Thompson, Virdell Robbins, Janet Zinck, Adrienne Furness, Tim Chapman, Brigid Ryan and Lynn Neill
Guest: Doug Roesch

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

The board thought the vision statement that the foundation steering committee came up with for the Henrietta Public Library Foundation was very good.

Approval of the minutes

Motion: Virdell Robbins

To approve the minutes of October 14, 2015 as distributed.

Seconded: Brigid Ryan

Motion carried

Correspondence

None

Director's Report

Adrienne attended the construction meeting at the town for the new HVAC system for the library. The statistics were reviewed.

David was pleased to see staff taking advantage of webinars and conferences.

Adrienne will talk with Linda Dingman about reimbursing her fee on becoming a notary public.

Tina commended the library staff for the award of a \$1,500 grant from the Harold Hacker Fund for the Advancement of Libraries for a Pop-Up Tech Lab project.

Personnel changes

Motion: Tina Thompson

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

Seconded: Brigid Ryan

Motion carried

Tim Chapman arrived at 6:30 pm.



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Finances

The Revenue Expense Control Report was reviewed.

Payment of Library Bills

Motion: Timothy Chapman

To approve Abstract #11 Claims 227-249 for a total of \$16,525.34.

Seconded: Tina Thompson

Motion carried

The Revenue Report was reviewed.

Maturing Gift Fund CD now named the Pam Mee Bequest

The Pam Mee Bequest CD has been renewed in the amount of \$8,500.00 plus interest with a maturity date of 6/7/16.

PayPal Checking Account as of 11/11/15 has a balance of \$188.89 with a pending donation of \$9.41 for a total of \$198.30.

The Partnership Checking Account as of 11/11/15 shows a total balance available \$4,871.54 less restricted funds of \$8.38 for net funds available of \$4,863.16.

Our cookie party for our volunteers is Friday, November 20, 2015 from 11:00 - 12:00.

Committee Reports

None

Unfinished Business

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

The Foundation's Phase Two will start soon. Brigid thought the brainstorming has gone very well with good ideas and participation from the committee. Tim said the Ad Council has made the process a good experience.

Gifts/Investment Policy will be brought to the December meeting.



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Adrienne will file the IRS Form 8940.

The director reported that the public hearing for the 2016 Budget went very well. Supervisor Moore expressed appreciation for the careful management of the library budget. The town board should adopt the 2016 Budget at their meeting on November 18.

New Business

A full staff/board meeting to determine strategic intent will be Friday, January 22, 2016 at 9:30 with a holiday potluck celebration to follow.

Review Policy Excluding Patron from Library Premises

Motion: Tim Chapman

To approve the Excluding Patron from Library Premises Policy to read under Appeals the first sentence "If the individual who has been banned wishes to appeal this decision, he or she must notify the director in writing within ten days of the date of the notification of exclusion".

Seconded: Virdell Robbins

Motion carried

The meeting was adjourned at 7:05 pm by President David McNitt.

Respectfully submitted,

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

Brigid Ryan
Secretary