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Henrietta Public Library  
455 Colkins Road  
Rochester, NY 14623

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

APPROVAL OF MINUTES - November 11, 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. Creating a Strategic Intent

NEW BUSINESS

1. Approve 2015 Budget Transfers
2. Approve Expenditure of \$1,000 for Brand Development/Ad Council
3. Approve Expenditure of \$433 for NYLA Organizational Membership (includes 1 designated representative and 7 associate memberships)
4. Present Slate of Officers for Upcoming Year
5. Review Petty Cash Policy
6. Review Credit Card and Store Charge Account Policy
7. Set Petty Cash Amount for Coming Year (\$268.00)

FUTURE AGENDA ITEMS

1. Election of officers
2. Review Board Bylaws and Statement of Policy
3. Review/Sign Conflict of Interest Statement
4. Authorize Library Director to Sign Contracts
5. Authorize Library Director to Pay Payroll Prior to Audit
6. NYLA Membership for Board President



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**Board of Trustees  
Minutes of December 9, 2015  
Page One**

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

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

The minutes of November 11, 2015 were approved with grammatical correction.

**Correspondence**

The Vollmer Learning Center sent a thank you for the Pop-Up Library done October 8, 2015 at the Rush Henrietta Family Center Open House.

A thank you note was received from the Town Recreation Department for the libraries help in Make A Difference Day.

A thank you note from Phyllis Rosen was received for the books purchased in honor of her 20<sup>th</sup> anniversary.

**Director's Report**

Our circulation was up for November.

**Budget transfers**

Motion: Timothy Chapman

To approve the six budget transfers as listed in the Director's Report.

Seconded: Virdell Robbins

Motion carried

**Brand development service**

Motion: Timothy Chapman

The board will fund the remaining balance up to \$1,000.00 for the brand development service.

Seconded: Tina Thompson

Motion carried



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Board of Trustees  
Minutes of December 9, 2015  
Page Two

**Finances**

Payment of Library Bills

Motion: Timothy Chapman

To approve Abstract #12 Claims 250-281 for a total of \$51,396.42.

Seconded: Virdell Robbins

Motion carried

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends account as of November 4, 2015 has a balance of \$10,588.15.

PayPal Checking Account as of 12/9/15 has a balance of \$198.30 with pending donations of \$38.24 for a total of \$236.54.

The Partnership Checking Account as of 12/9/15 shows a total balance available \$3,895.15 less restricted funds of \$266.38 for net funds available of \$3,628.77.

Restricted Funds balance

Motion: Tina Thompson

To authorize the expenditure up to \$50.00 from the partnership checking account unrestricted funds to clear the \$8.38 restricted funds balance.

Seconded: Virdell Robbins

Motion carried

Linda Dingman's notary reimbursement

Motion: Tina Thompson

To reimburse Linda Dingman on her becoming a notary in the amount of \$75.00 (\$15.00 test and \$60.00 license) from the partnership checking account unrestricted funds.

Seconded: Virdell Robbins

Motion carried

**Committee Reports**

None



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Board of Trustees  
Minutes of December 9, 2015  
Page Three

### Unfinished Business

The review of the Town of Henrietta Employee Handbook has been tabled. The town has hired a new human resources person.

The Foundation will meet in early February to start the next process.

Gifts/Investment Policy has been tabled.

### New Business

A reminder to the board to get your draft strategic intents for the next strategic planning process to Adrienne by January 15.

NYLA Organizational Membership - Includes 1 designated representative (possibly the board president) and 7 memberships to staff.

Motion: Timothy Chapman

To approve the expenditure of \$433.00 from partnership checking account unrestricted funds to renew the NYLA (New York Library Association) organizational membership thanks to the efforts of MCLS (Monroe County Library System).

Seconded: Tina Thompson

Motion carried

The 2016 slate of officers are as follows: David McNitt, President; Tina Thompson, Vice President; Timothy Chapman, Treasurer; and Brigid Ryan, Secretary.

The Petty Cash Policy was reviewed with no changes made.

The Credit Card and Store Charge Account Policy was reviewed with no changes made. Tim asked if the director could verify the limits on the cards.

Petty Cash Amount for 2016

Motion: Virdell Robbins

To approve the petty cash amount of \$268.00 for 2016.

Seconded: Tina Thompson

Motion carried



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Board of Trustees  
Minutes of December 9, 2015  
Page Four

Virdell Robbins Resolution  
Motion: David McNitt

A RESOLUTION IN RECOGNITION OF THE SERVICE OF VIRDELL ROBBINS ON THE OCCASION OF HER LAST MEETING AS A MEMBER OF THE BOARD OF TRUSTEES OF THE HENRIETTA PUBLIC LIBRARY

Let it be known by all who have business with the Henrietta Public Library that Virdell Robbins has served the Henrietta Public library as trustee faithfully for 27 years and

Whereas her service has been outstanding and exemplary in quality and longevity and

Whereas she has represented the Henrietta Public Library throughout the community in activities, events, forums and conferences and

Whereas she advocated for the Henrietta Public Library as a key ingredient in the quality of life for the residents of Henrietta and

Whereas she has held a number of offices on the Board of Trustees, thereby leaving her mark on its policies and discussions;

Therefore be it resolved that Virdell Robbins, as she enters her retirement from this Board, shall receive the gratitude of the Board and the whole community of Henrietta for her dedicated service, and

Further that she should receive the designation as Trustee Emeritus with all the rights and privileges thereto attached.

Voted by unanimous consent on this 9th day of December, 2015.

David McNitt, President  
Tina Thompson, Tim Chapman, Voting Members

Seconded: Tina Thompson  
Motion carried



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Board of Trustees  
Minutes of December 9, 2015  
Page Five

New Trustee

Motion: Tina Thompson

The board endorses the appointment of Doug Roesch to fill the vacancy that occurs due to the retirement of Virdell Robbins. His five year appointment to the Board of Trustees will begin in January 2016.

Seconded: Timothy Chapman

Motion carried

Adrienne will send a memo to the Town requesting them to appoint Doug Roesch to the library board.

The strategic intent meeting will be held in the Community Room on January 22, 2016 at 9:30. Following at 10:30 will be the staff holiday luncheon.

On Saturday, January 9, 2016 from 9 - 11:30 am a volunteer group of trustees will meet at the Brighton Memorial Library to participate in a focus group as part of strategic planning for the Monroe County Library System. If you can volunteer to help, contact Sally Snow at the Rochester Public Library.

The meeting was adjourned at 7:23 pm by President David McNitt.

Respectfully submitted,

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

Tina Thompson  
Secretary Pro tem