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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

# Board of Trustees Meeting Agenda Wednesday, January 13, 2016 6:15 p.m.

## Approval of Minutes - December 9, 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. Donations and Investment Policy
4. Strategic Intent

## New Business

1. Election of officers
2. Renew Library Trustees Association of New York State Membership \$175
3. Approve accepting \$1,500 Harold Hacker Grant into 2016 Equipment Line (.200)
4. Review Board Bylaws and Statement of Policy
5. Review/Sign Conflict of Interest Statement
6. Authorize Library Director to Sign Contracts
7. Authorize Library Director to Pay Payroll Prior to Audit
8. Review Credit Card Limits
  - a. M&T account \$4,000
  - b. Amazon account \$6,000

*Handwritten notes:*  
 9. Bill Mulligan's Retirement Event \$225  
 10. Summit + \$250 to equip line  
 11. Potential New Bldg.

## Future Agenda Items

1. Minerva Campbell Literary Contest
2. Review Incident/Injury Procedures
3. Review Draft of Annual Report

## Future Activities





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**Board of Trustees**  
**Minutes of January 13, 2016**  
**Page One**

**Present:** Tina Thompson, Adrienne Furness, Brigid Ryan, Tim Chapman, Doug Roesch, Janet Zinck, and Lynn Neill.

**Absent:** David McNitt

The meeting was called to order at 6:15 pm by Vice President Tina Thompson.

Minutes of December 9, 2015

Motion: Brigid Ryan

To approve the corrected minutes of December 9, 2015.

Seconded: Doug Roesch

Motion carried

**Correspondence**

We received a thank you from a volunteer who attended the cookie party.

We received a thank you from the Rush Henrietta Rotary Club for the library's participation in the 2015 Project Christmas and Senior Citizen Outreach Programs.

**Director's Report**

The library received \$250.00 from the Summit Credit Union to support our youth technology.

**Surplus**

Motion: Tim Chapman

That we request the Town Board declare inventory item # 8038 a tower beetle display 2008 as surplus.

Seconded: Brigid Ryan

Motion carried

**Wage rate changes**

Motion: Tim Chapman

To approve the recommended rate changes for library staff for 2016 as presented by the director.

Seconded: Doug Roesch

Motion carried

**Board of Trustees**  
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**Finances**

The Expense Control Reports were reviewed.

**Payment of Library Bills**

Motion: Timothy Chapman

To approve Abstract #12 as revised, Claims 250-282 for a total of \$58,550.92.

Seconded: Brigid Ryan

Motion carried

**Payment of Library Bills**

Motion: Brigid Ryan

To approve Abstract #1, Claims 1 - 17 for a total of \$23,006.37.

Seconded: Doug Roesch

Motion carried

The Revenue Report was reviewed.

The PayPal Checking Account as of 1/13/16 has a balance of \$260.51.

The Partnership Checking Account corrected for 10/1 to 10/31 shows a total balance available \$3,972.21 less restricted funds of \$8.38 for net funds available of \$3,963.83. The Partnership Checking Account corrected for 11/1 to 11/30 shows a total balance available \$3,895.15 less restricted funds of \$266.38 for net funds available of \$3,628.77. The Partnership Checking Account for 12/1 to 12/31 shows a total balance available \$3,677.18 less restricted funds of \$242.63 for net funds available of \$3,434.55.

The Friends account as of December 4, 2015 has a balance of \$10,177.97.

**Committee Reports**

None

**Unfinished Business**

The new human resources person will review the library's personnel policy.

The Foundation - no report, but so far so good.

Donations and Investment Policy: will table the adoption until next month's meeting.



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Strategic intent deadline is Friday, January 15, 2016.

**New Business**

Election of officers

Motion: Tina Thompson

To direct the secretary to cast a single ballot for the Slate of Officers for 2016 as presented: David McNitt, President; Tina Thompson, Vice President; Brigid Ryan, Secretary; Timothy Chapman, Treasurer.

Seconded: Doug Roesch

Motion carried

LTA Membership renewal

Motion: Brigid Ryan

To approve the expenditure of \$225.00 from partnership checking account unrestricted funds to renew the Library Trustee Association organizational membership.

Seconded: Doug Roesch

Motion carried

Harold Hacker Grant

Motion: Doug Roesch

Approve accepting \$1,500.00 Harold Hacker Grant to be deposited into 2016 equipment .200 line.

Seconded: Tim Chapman

Motion carried

Reviewed Board Bylaws with no changes made.

Reviewed Statement of Policy with no changes made.

Reviewed Conflict of Interest Statement and each board member signed their copy.

Authorize Library Director to Sign Contracts

Motion: Tim Chapman

Authorize the director to sign contracts up to \$25,000 for fiscal year 2016.

Seconded: Doug Roesch

Motion carried



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**Authorize Library Director to Pay Payroll Prior to Audit**

Motion: Tim Chapman

Authorize the director to pay payroll prior to audit for fiscal year 2016.

Seconded: Brigid Ryan

Motion carried

Verifying the credit card limits are M&T account: \$4,000.00 and Amazon account \$6,000.00.

The director met with Supervisor Moore about a potential new library building. The Supervisor recommended forming an ad hoc committee of community members to provide input, those with little children, teenagers, senior center, etc.

**Summit Federal Credit Union Grant**

Motion: Tina Thompson

Approve accepting \$250.00 Summit Federal Credit Union Grant to be deposited into 2016 Equipment line .200.

Seconded: Brigid Ryan

Motion carried

Janet said there will be a roast for Bill Mulligan, councilman for many years, on February 25, 2016 from 6:00 - 8:00 pm. The venue has not yet been decided.

The meeting was adjourned at 7:15 pm by Vice President Tina Thompson.

Respectfully submitted,

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

Brigid Ryan  
Secretary