



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, February 10, 2016 6:15 p.m.

Approval of Minutes - January 13, 2016

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. Foundation
2. Donations and Investment Policy
3. Strategic Planning
4. Building Ad Hoc Committee/Building Strategy

New Business

1. Guest Ellen Glana, Teen Services Librarian
2. Full-Day Branding Workshop (Need 1-2 Board reps.)
3. Consider funding lunch for Branding Workshop
4. Visiting/evaluating libraries
5. Minerva Campbell Literary Contest
6. Books in Honor of Virdell Robbins
7. Books in Honor of Bill Mulligan
8. Review Incident/Injury Procedure
9. Review Draft of Annual Report

Future Agenda Items

1. Review Personnel Manual

Future Activities

Next Meeting - March 9, 2016

Adjourn



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Present: Tim Chapman, Tina Thompson, Adrienne Furness, David McNitt, Doug Roesch, Brigid Ryan, Janet Zinck, and Lynn Neill.
Guests: Ellen Glena and Don M. Whitaker

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

The minutes of January 13, 2016 were approved as submitted.

Correspondence
None

Director's Report

The library received documentation that we are no longer required to submit Form 990 to the IRS.

Strategic Intent

Motion: Tina Thompson

To approve the library's strategic intent "We will create strong community support for a new library through exceptional services and resources."

Seconded: Doug Roesch

Motion carried

Personnel change

Motion: Tina Thompson

To approve a personnel change as presented by the Director.

Seconded: Tim Chapman

Motion carried

Finances

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #2, Claims 18 - 39 for a total of \$15,074.60.

Seconded: Doug Roesch

Motion carried

The PayPal Checking Account as of 2/10/16 has a balance of \$260.51.



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The board's safe deposit box at Five Star Bank was renewed through March 1, 2017 from unrestricted funds Partnership Checking Account in the amount of \$40.00.

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Partnership Checking Account 1/1 to 1/31 shows a total balance available \$3,210.40 less restricted funds of \$193.17 for net funds available of \$3,017.40.

The Friends account as of January 4, 2016 has a balance of \$9,527.49.

Committee Reports

None

Unfinished Business

The foundation committee will meet sometime after the March 4, 2016 Branding Workshop.

Donations and Investment Policy

Motion: Tim Chapman

To approve the new Donations and Investment Policy.

Seconded: Brigid Ryan

Motion carried

The strategic planning team will look at the strategies and action statements that have come out of the meetings.

A Building Advisory Committee has been formed with 12 volunteers and Adrienne. The list of volunteers has been sent to the Supervisor's office. The library is asking patrons to complete an online survey as part of the strategic planning process. We discussed the role of the board in the library's renovation/new building process.

New Business

Ellen Glena, Teen Services Librarian, is incorporating technology into her programs.

- Minecraft for Teens ages 10 and up meets every other Thursday from 6:30-7:30 pm. The teens need to have their own laptop and have a Minecraft personal account.

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- Computing 101, How Does My Computer Work, is a presentation for girls ages 9-13. At this workshop, presented by RIT Women in Computing, the girls will learn about the ways computers process information.
- The Intro to Web Development for Girls workshop, also presented by RIT Women in Computing, introduces girls ages 14-17 to web development concepts. They bring their own laptop.
- Craft Corner meets every other Thursday from 6:30-7:30 pm. Teens aged 10 -18 make a different craft each time.
- ICanCode Scratch Program for Teens teaches students ages 10-18 about using this free programming language. Each teen will bring their own laptop.
- Ellen is planning an educational workshop for parents on Minecraft as part of her fall programming.
- Ellen started the teen summit to provide an opportunity for the teen staff from MCLS (Monroe County Library System) and PLS (Pioneer Library System) to meet and discuss teen topics.

David and Brigid will attend the Full-Day Branding Workshop here on March 4, 2016. There will be about 20 people attending. Lunch and snacks will be provided by the board.

Motion: Tina Thompson

To authorize the expenditure up to \$200.00 from unrestricted funds Partnership Checking Account for lunch at the Full-Day Branding Workshop.

Seconded: Doug Roesch

Motion carried

The staff have been visiting Fairport, Gates, and Irondequoit libraries. These are the most recently built or remodeled libraries. The staff is using a rubric that was developed by the strategic planning committee to compare details at these libraries in anticipation of our new library/renovation. The board and Janet said they would also visit a library.

Minerva Campbell Literary Contest is scheduled from February 15 - March 14, 2016.



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Books in honor of Virdell Robbins

Motion: Tina Thompson

That we authorize an expenditure not to exceed \$75.00 from unrestricted funds Partnership Checking Account to purchase books to recognize the exemplary service of Virdell Robbins' on the Library Board.

Seconded: Doug Roesch

Motion carried

Books in honor of Bill Mulligan

Motion: Tina Thompson

That we authorize an expenditure not to exceed \$75.00 from unrestricted funds Partnership Checking account to purchase books to recognize the dedicated service of Bill Mulligan on the Town Board and his support of the library.

Seconded: Doug Roesch

Motion carried

We reviewed the Incident/Injury Procedure with no changes made.

We reviewed the Draft of NY State Annual Report. This will need to be submitted before the next board meeting.

Motion: Doug Roesch

Reviewed and approved the draft of the New York State Annual Report submission to the State Education Department.

Seconded: Brigid Ryan

Motion carried

Guest, Don Whitaker, spoke of his concerns regarding a new library building.

The meeting was adjourned at 7:50 pm by President David McNitt.

Respectfully submitted,


Brigid Ryan
Secretary