



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

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

APPROVAL OF MINUTES - March 9, 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. Brand Development
2. Foundation Update
  - a. Foundation Filing Paperwork
3. Building Project Update

### NEW BUSINESS

1. Guest Alicia Reinhardt, Special Projects Librarian
2. Guest Abby DeVuyst, Adult Services Librarian, Seymour (Brockport) Library
3. Approve Strategic Priority Areas for 2016-2019 Strategic Plan
4. Bequest from the Estate of Catherine Finegan
5. Review Collection Development Policy
6. Maturing Endowment Fund CD 5/3/16
7. Maturing Pam Mee Bequest CD 6/25/16
8. Maturing Unrestricted Fund CD 5/17/16

### FUTURE AGENDA ITEMS

1. Board Evaluates Library Director
2. Review Community Room Use Policy
3. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
4. Publish Annual Report
5. Participation in Town of Henrietta Memorial Day Parade

FUTURE ACTIVITIES  
NEXT MEETING - May 11, 2016  
ADJOURN



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**Present:** Tim Chapman, Tina Thompson, David McNitt, Brigid Ryan, Janet Zinck, Doug Roesch, Adrienne Furness, and Lynn Neill.  
**Guests:** Alicia Reinhardt, Abby DeVuyst, and Don M. Whitaker

The meeting was called to order at 6:25 pm by President David McNitt.

The minutes of March 9, 2016 were approved as submitted.

**Correspondence**

A thank you note was received from Tina Thompson regarding the Meet & Mingle held at the library on Friday, April 1, 2016.

**Director's Report**

Adrienne encouraged the board to attend the Rochester Regional Library Council's annual Silo-Busting 2016 program Monday, April 25 from 1:00-4:30 pm at the George Eastman Museum. Children's Librarians Annalise Ammer and Laura Lintz will be presenting a poster session on Instagram.

**Finances**

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

**Payment of Library Bills**

Motion: Tim Chapman

To approve Abstract #4, Claims 61 - 101 for a total of \$22,890.42.

Seconded: Brigid Ryan

Motion carried

The PayPal Checking Account as of 4/13/16 has a balance of \$332.42.

The Partnership Checking Account 3/1 to 4/13/16 shows a total balance available \$2,625.14 with no restricted funds.

The Friends account as of March 4, 2016 has a balance of \$10,242.50. Their semiannual book sale is April 27 Friends night and April 28 - April 30 open to the public.



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### **Committee Reports**

None

### **Unfinished Business**

We discussed the Henrietta Public Library Brand Platform.

The foundation committee will be meeting soon and starting Phase 2: Target Audience Identification/Prioritization, Core Values & Mission. The board has decided to seek an attorney to help with the actual foundation filing paperwork. Brigid will bring a proposal to the May meeting.

The building project update: there will be a meeting on April 29 with Project Manager/Architect Peter Wehner.

David distributed his notes from the April 8 Staff Meeting with representatives from the Gates, Fairport, and Irondequoit libraries who shared information about the building of their new libraries or new library spaces.

### **New Business**

Alicia Reinhardt, Special Projects Librarian, has been working with the adult librarian creating reading lists. This is a way for patrons to find additional authors and books to read. The lists can be found in the following places:

- brochures
- signs containing reading lists are placed throughout the collection (shelf talkers)
- display by the circulation desk
- end caps of shelving

Another project has been to create a specific listing of books on the Catalog Plus computers. The books are those owned by the Henrietta library. Also on these computers tabs have been created for the Things We Love (from the electronic newsletter), New Books for Adults, and New Movies.

Abby DeVuyst, Adult Services Librarian, Seymour (Brockport) Library is in the mentoring program with Adrienne as her mentee and was a guest at our board meeting.



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**Bequest from the Estate of Catherine Finegan**

**Motion: Tina Thompson**

The trustees of the Henrietta Public Library hereby approves the renouncement of the right of the Henrietta Public Library to act as executor with regard to the estate of Catherine Finegan and authorizes the director of the Henrietta Public Library to sign the renunciation of Letters of Administration CTA and waiver of Process on behalf of the Henrietta Public Library.

**Seconded: Brigid Ryan**

**Doug Roesch abstained**

**Motion carried**

It was suggested to keep in mind that some type of donation wall for donors would be a good idea whether we have a new library or a renovation.

The Collection Development Policy was reviewed with no changes made.

Maturing Endowment Fund CD 5/3/16, Pam Mee Bequest CD 6/25/16, and Unrestricted Fund CD 5/17/16.

**Motion: Tina Thompson**

To renew the Endowment Fund CD and Pam Mee Bequest CD for 7 months. When the Unrestricted Fund CD matures that amount will be deposited into the Partnership Checking Account.

**Seconded: Brigid Ryan**

**Motion carried**

**Senator Gallivan Technology Grant**

**Motion: Doug Roesch**

The \$1,500.00 Technology Grant received from Senator Gallivan be put into .200 Equipment Line.

**Seconded: Tina Thompson**

**Motion carried**

The meeting was adjourned by consensus at 8:10 pm by President David McNitt.

Respectfully submitted,

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

Brigid Ryan  
Secretary