



☎ 585.359.7092  
✉ hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees Meeting Agenda**  
**Wednesday, June 8, 2016**  
**6:15 p.m.**

APPROVAL OF MINUTES - May 11, 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
7. *Revised Abstract*

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Foundation Update
2. Building Project Update

NEW BUSINESS

1. Guest Nancy Maxwell, A/V Librarian
2. Request for funding of up to \$1,400 to purchase 4 new book carts
3. Board President Presents Written Evaluation to Director - *Tabled to July*
4. Review Computer and Internet Use Policy-Table to July 2016

FUTURE AGENDA ITEMS

1. Review Emergency Exit/Fire Alarm Procedure
2. Review Code of Conduct
3. Review Procedure for Handling Unattended Minors at Closing

FUTURE ACTIVITIES

NEXT MEETING - July 13, 2016

ADJOURN



## Brand Platform

**Brand Essence** People helping people learn

**Brand Personality** Creative, knowledgeable, enthusiastic, playful, compassionate

**Brand Promise** Only the Henrietta Public Library gives seekers the tools they need to transform ideas into possibilities

**Target Audiences** Primary: Seekers; Secondary: Families, funders, people in need

## Mission

Henrietta Public Library: where our community connects, discovers, and learns

## Vision

Henrietta will be known for its library, the heart of a diverse community.

## Strategic Intent

We will create strong community support for a new library through exceptional services and resources.

## Strategic Priority Areas

### Sharing Stories

Target audience:  
Heavy readers

### Early Literacy

Target audience:  
Children from prenatal-  
grade 2 and their  
families/caregivers

### Technology Access

Target audience:  
Need to define  
Access in terms of both  
equipment and  
training; empowering  
users and leveling the  
playing field

### Developing Our Brand

Next Steps checklist  
Create internal  
efficiency

### How-to

Target audience:  
People who want to  
learn how to do things



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees**  
**Minutes of June 8, 2016**  
**Page One**

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

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

The minutes of May 11, 2016 were approved as submitted.

**Correspondence**  
None

**Director's Report**

Personnel changes

Motion: Tina Thompson

To approve the personnel change as presented by the Director.

Seconded: Tim Chapman

Motion carried

**Finances**

The partnership checking account for 5/1 - 5/31 balance is \$12,908.46.

The required paperwork has been submitted for the Catherine Finegan bequest.

**Payment of Library Bills**

Motion: Tim Chapman

To approve Revised Abstract #5, Claims 102 - 125 for a total of \$52,369.43.

Seconded: Doug Roesch

Motion carried

**Payment of Library Bills**

Motion: Tim Chapman

To approve Abstract #6, Claims 126 - 147 for a total of \$13,709.86.

Seconded: Brigid Ryan

Motion carried

Board of Trustees  
Minutes of June 8, 2016  
Page Two

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends account as of May 4, 2016 has a balance of \$11,839.39.

**Committee Reports**

The Minerva Campbell Awards were presented at the schools. The publicity will be going out.

**Unfinished Business**

Foundation Update - David and Brigid recently met with Oressa Brown of the HPL Friends to discuss the development of a foundation. They plan to meet with the executive committee and additional friends.

Building Project Update - Potential site locations were discussed.

**New Business**

Nancy Maxwell, Audio Visual Librarian

- She reviewed the responsibilities she has as the Supervisor of the library pages.
- She has hired a former work study participant as a library page.
- About 32,000 books per month are returned to the library.
- Library pages shelve close to 1,250 books each day. Approximately 180 adult books or 360 children's books will fit on a book cart.
- It takes Nancy about 6 weeks to train a library page.
- Pages help to set up for library programs.
- They shelf read to make sure that items are where they should be.
- There are now 7 pages working about 105 hours a week.
- Nancy also buys audio books and OverDrive items for the library.

New book carts

Motion: Doug Roesch

To authorize a request for the purchase of 4 new books carts with an amount not to exceed \$1,400.  
Funds to come from the unrestricted monies in the board checking account.

Seconded: Brigid Ryan

Motion carried

Board President's written evaluation to Director will be tabled until next month.



585.359 7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

Board of Trustees  
Minutes of June 8, 2016  
Page Three

Review of the Computer and Internet Use Policy is tabled to July 2016.

Doug Roesch donated a 3D printer object that his mom had made at the Irondequoit Library.

The board talked about David Lankes book "Expect More: Demanding Better Libraries For Today's Complex World".

The meeting was adjourned by consensus at 7:40 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brigid Ryan".

Brigid Ryan  
Secretary