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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Wednesday, July 13, 2016**  
**6:15 p.m.**

APPROVAL OF MINUTES - June 8, 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 Update (Core Values/Mission & Vision)
2. Building Planning Update

NEW BUSINESS

1. Guest Laura Lintz, Children's Librarian
2. 2017 Draft Budget
3. Approve Purchase of *Expect More* by David Lankes (\$14/copy)
4. Approve Expenditure of Gift Basket Fundraiser Staff Recommendation (\$2,580.00)
5. SaveAround Rochester Books
6. Review Computer and Internet Use Policy
7. Review Emergency Exit/Fire Alarm Procedure
8. Review Code of Conduct
9. Review Procedure for Handling Unattended Minors at Closing

10. *APPROVAL of DIRECTOR'S salary for 2017*

FUTURE AGENDA ITEMS

1. Board Approves Budget
2. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 10, 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



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**Board of Trustees  
Minutes of July 13, 2016  
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**Present:** Doug Roesch, Tina Thompson, David McNitt, Brigid Ryan, Tim Chapman, Adrienne Furness and Lynn Neill.

**Guest:** Laura Lintz

**Absent:** Janet Zinck

The meeting was called to order at 6:18 pm by President David McNitt.

The minutes of June 8, 2016 were approved with grammatical error corrected.

**Correspondence**

Pearl Hewlett Stutz sent a nice note commenting on Adrienne's recent article in the Democrat & Chronicle about the importance of children reading.

**Director's Report**

**Personnel changes**

**Motion:** Tina Thompson

To approve the personnel change as presented by the Director.

**Seconded:** Brigid Ryan

**Motion carried**

**Surplus**

**Motion:** Tina Thompson

That we request the Town Board declare inventory item # 368 a 1982 chair as surplus.

**Seconded:** Doug Roesch

**Motion carried**

**Finances**

PayPal checking account balance \$380.36 as of 6/30/16.

The partnership checking account for 6/1 - 6/30 balance is \$10,419.00.

The Revenue Report was reviewed.

The Expense Control Report was reviewed.



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**Board of Trustees**  
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**Payment of Library Bills**

Motion: Tim Chapman

To approve Abstract #7, Claims 148 - 179 for a total of \$25,179.08.

Seconded: Brigid Ryan

Motion carried

The Friends account as of June 3, 2016 has a balance of \$10,264.26.

**Committee Reports**

None

**Unfinished Business**

Phase II of the foundation planning with Causewave is complete. David, Brigid, and Adrienne will be meeting with the active members of the Friends of the Henrietta Library on Thursday evening, July 14, 2016 to discuss joining the Friends and the Foundation together as one 501(c)(3) organization.

The Building Committee will meet on Thursday, July 21, 2016.

**New Business**

Laura Lintz, Children's Librarian

- Today is Laura's one-year anniversary at the library.
- Laura is very involved in promoting early literacy. She has been using the "Growing A Reader" literacy program that is geared especially for caregivers of 0 -3 year olds.
- She went to the Brainery (a cooperative learning space) in May to present this program, which was very well received.
- Laura would like to present programs in the Henrietta community encouraging early literacy.
- Laura has been working on this presentation for about 5 years.
- The importance of play is a big part of the library's Baby Explorer Program. Available to the children are a ribbon box, sensory rice box, and the playdough box all that encourage playing and are very popular.

**2017 Draft Budget**

Motion: Brigid Ryan

To approve the 2017 Budget Proposal Working Draft-July 2016 as discussed and the rationale behind this draft.

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Seconded: Doug Roesch  
Motion carried

Approval of Director's Salary for 2017

Motion: Tina Thompson

Based on Adrienne's meritorious service we authorize a 3% increase for the Director's 2017 salary.

Seconded: Doug Roesch

Motion carried

Approve Purchase of *Expect More* by David Lankes

Motion: Doug Roesch

To authorize the purchase of 7 (5 for the Board and 2 for the library collection) *Expect More* books by David Lankes at \$14.00 + shipping from the Partnership Checking Account.

Seconded: Brigid Ryan

Motion carried

Approve the Staff Recommendation of the Expenditure of Gift Basket Fundraiser

Motion: Doug Roesch

To approve the Gift Basket Fundraiser expenditure in the amount of \$2,580.00 as proposed by the library staff.

Seconded: Tina Thompson

Motion carried

SaveAround Rochester Books

Motion: Brigid Ryan

To approve the SaveAround Rochester Books Fundraiser at the library.

Seconded: Tina Thompson

Motion carried

Review Policies

The following policies were reviewed with no changes made:

Emergency Exit/Fire Alarm Procedure

Code of Conduct

Procedure for Handling Unattended Minors at Closing



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**Board of Trustees  
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The meeting was adjourned by consensus at 8:00 pm by President David McNitt.

Respectfully submitted,



Brigid Ryan  
Secretary