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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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

APPROVAL OF MINUTES - July 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 Update
2. Building Planning Update
3. Strategic Planning Update

NEW BUSINESS

1. Consider Eliminating \$1 Holds Fee
2. Review Computer and Internet Use Policy
3. Board Approves Budget
4. Review Weather Closing Procedure

FUTURE AGENDA ITEMS

1. Review Bodily Fluid Cleanup Procedure

FUTURE ACTIVITIES

NEXT MEETING - September 14, 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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Present: Doug Roesch, Tina Thompson, David McNitt, Brigid Ryan, Adrienne Furness and Vicki Rusinko.
Guest: Sharon McCullough
Absent: Tim Chapman, Janet Zinck, Lynn Neill

The meeting was called to order at 6:19 pm by President David McNitt.

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

Correspondence

Senator Patrick Gallivan sent a letter announcing that he secured funding aid of \$4000 for the purchase of computer equipment, technology, or security items. David will be writing a letter to Senator Gallivan to thank him.

Director's Report

The Board reviewed the Director's report.

Personnel changes

Motion: Tina Thompson

To approve the personnel changes as presented by the Director.

Seconded: Doug Roesch

Motion carried

Surplus

Motion: Doug Roesch

That we request the Town Board declare the following items as surplus:

Inventory # 2455 Card Catalog – 30 Drawer 1993

Inventory # 2710 Table Brown Aluminum 1991

Inventory # 2711 Table Brown Aluminum 1991

Inventory # 2712 Table Brown Aluminum 1991

Inventory # 4515 Compaq Computer 2010 S/N 2UA00304DM

Inventory # 4867 Compaq Computer 2010 S/N 2UA0030LNH

Inventory # 4876 Compaq Computer 2010 S/N 2UA00304DK



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Inventory # 4886 Early Literacy Station (AWE Computer) 2010
Inventory # 8037 Game Table 2008
Seconded: Brigid Ryan
Motion carried

Finances

The financials are postponed until the next meeting.

The Revenue Report was reviewed.

The Expense Control Report was reviewed.

Payment of Library Bills

Motion: David McNitt

To approve Abstract #8, Claims 180-198 for a total of \$15,233.37.

Seconded: Tina Thompson

Motion carried

Committee Reports

None

Unfinished Business

Foundation Update

Brigid Ryan is getting an attorney's estimate on how much it will cost to incorporate the foundation into the Friends of the Henrietta Library.

Building Planning Update

The town committee is currently looking at building sites near the Senior Center. The Town Board will be discussing our next steps soon.

Strategic Planning Update

The Strategic Planning Committee met on August 10 to continue work on the plan. They hope to provide the board with a draft next month.



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New Business

Consider Eliminating \$1 Holds Fee

Motion: Tina Thompson
To eliminate the \$1 holds fee effective immediately.
Seconded: Brigid Ryan
Motion carried

Review Computer and Internet Use Policy

Motion: Doug Roesch
To accept revisions to Computer and Internet Use Policy.
Seconded: Brigid Ryan
Motion carried

Board Approves Budget

Motion: Tina Thompson
To approve the revised numbers for the copier/printer contract.
Seconded: Doug Roesch
Motion carried

Review Weather Closing Procedure

The Weather Closing Procedure was reviewed with no changes made.

The meeting was adjourned by consensus at 7:30 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brigid Ryan", is written over a light blue horizontal line.

Brigid Ryan
Secretary