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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, September 14, 2016 6:15 p.m.

APPROVAL OF MINUTES - August 10, 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. Review Bodily Fluid Cleanup Procedure
2. Consider Adoption of Cash Handling Policy

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement to Town Board
3. Budget Meeting with Town Board

FUTURE ACTIVITIES

NEXT MEETING - October 12, 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: Tina Thompson, David McNitt, Adrienne Furness, Janet Zinck, Tim Chapman, Doug Roesch, and Lynn Neill.

Absent: Brigid Ryan

The meeting was called to order at 6:20 pm by President David McNitt.

The minutes of August 10, 2016 were approved as distributed.

Correspondence

We received:

A letter from patron Maria Chavan in appreciation for the library's programming for babies and for wonderful staff.

A thank you to Adrienne from the New York Museum of Transportation for the storytime she did there.

A thank you from a patron for the bathroom fans working.

Director's Report

The Board reviewed the Director's report.

The 5th Annual Legislative Thank You Breakfast is Friday, October 28, 2016 at the Henrietta Public Library.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #9, Claims 199-220 for a total of \$30,931.47.

Seconded: Tina Thompson

Motion carried

PayPal checking account balance \$404.33 for 7/1 - 7/31/16.

PayPal checking account balance \$452.27 for 8/1 - 8/31/16.



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The partnership checking account balance \$10,443.00 for 7/1 - 7/31/16.

The partnership checking account balance \$10,375.00 for 8/1/ - 8/31/16.

Tim will look into other banks for checking accounts since First Niagara will be charging fees.

Committee Reports

None

Unfinished Business

Foundation Update

Move money from PayPal

Motion: Tim Chapman

To move \$450.00 from the PayPal account to the partnership checking account.

Seconded: Doug Roesch

Motion carried

We should get a proposal on the cost of incorporating the foundation into the Friends of the Henrietta Public Library. It should be said that the amount is not to exceed an agreed amount by the Board.

Building Planning Update

No updates

Strategic Planning Update

The Strategic Planning Committee met on September 14 and continue working on the 2017 - 2019 strategic plan.

Janet gave an update on the new recreation center.

New Business

Review Body Fluid Cleanup Procedure

The Body Fluid Cleanup Procedure was reviewed with no changes made.



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Cash Handling Policy

Motion: Tina Thompson

To adopt the new Cash Handling Policy effective September 14, 2016.

Seconded: Tim Chapman

Motion carried

The meeting was adjourned by consensus at 7:09 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in black ink that reads "Tina Thompson". The signature is written in a cursive, flowing style.

Tina Thompson
Secretary Pro tem