

**Board of Trustees Meeting Agenda
Wednesday, October 12, 2016
6:15 p.m.**

APPROVAL OF MINUTES - September 14, 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. Guest-Jen Barth, Adult Services Librarian
2. Transfer \$3,000 from Budget Line .405 (Local Travel) to Line .404 (Training)
3. Consider Purchasing Books in Honor of Jane Seelman's 20th Anniversary
4. Appoint Minerva Campbell Literary Contest Committee
5. Recommend a Trustee Replacement to Town Board
6. Budget Meeting with Town Board

FUTURE AGENDA ITEMS *7. Discussion of Donation Form*
8. Town Web Site

1. Review Policy for Excluding Patron from Library Premises

FUTURE ACTIVITIES

NEXT MEETING - November 9, 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, Timothy Chapman, Janet Zinck, David McNitt, Brigid Ryan, Adrienne Furness, and Lynn Neill.
Guest: Jen Barth and Sharon McCullough

The meeting was called to order at 6:17 pm by President David McNitt.

The minutes of September 14, 2016 were approved as submitted.

Correspondence
None

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.

A pop-up library will be at the Henrietta Chamber of Commerce's 30th anniversary event.

Personnel Changes

Motion: Tina Thompson

To approve the personnel changes as presented by the Director.

Seconded: Brigid Ryan

Motion carried

Surplus Items

Motion: Tim Chapman

To request that the Town Board approve the following as surplus:

Inventory # 3882 Blinds, Vertical (J Department) 2006

Inventory # 3883 Blinds, Vertical (J Department) 2006

Inventory # 387 File-Letter, 4 Drawer Steel 1960

Inventory # 388 File-Letter, 4 Drawer Steel 1960

Seconded: Doug Roesch

Motion carried

The statistics were reviewed.

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Finances

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #10, Claims 221-257 for a total of \$16,531.35.

Seconded: Tina Thompson

Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

PayPal checking account balance \$452.27 for 9/1 - 9/30/16.

The partnership checking account balance \$9,109.41 less \$50.00 restricted funds for a balance of \$9,059.41 for 9/1 - 9/30/16.

The Friends Fall Book Sale made \$2,144.55. The Friends statement for 8/4/16 total balance of \$7,906.08. The statement for 9/2/16 balance is \$6,428.88. David went to the book sale and purchased 150 books for \$9.00. He uses these as part of his involvement with the Reach Out and Read program. He was thrilled with his books and enthusiastically showed off some of the children's books.

Committee Reports

None

Unfinished Business

Foundation Update

Motion: Brigid Ryan

In order to proceed with incorporating the foundation into the Friends of the Henrietta Library we will engage the law firm of McConville, Considine, Cooman & Morin PC to perform these duties:

- update the bylaws to comply with the Not For Profit Revitalization Act
- assist with putting in place the new board of directors and officers
- amend the certificate of incorporation
- register with the charities bureau
- notify the IRS of the amendment and the change to operations when the next 990 is filed for an amount not to exceed \$3,750.00

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Seconded: Doug Roesch
Motion carried

Building Planning Update

Adrienne has contacted Causewave to help with a communications plan by the end of the year in support of a new library. Staff from the library and Causewave will form this committee. Phase III of the foundation will not start until the communications plan is done.

Strategic Planning Update

Work is still being done on the strategic plan.

New Business

Jen Barth, Adult Librarian

Jen is involved with tech tutoring. This is a free service offered to patrons who want help with laptops, tablets, email, overdrive or any other kind of tech support. Currently it isn't being promoted because there aren't enough staff to do the training. Her goal is to have more staff involved and to create a marketing plan with goals and objectives for providing this service. Technology is an important part of the library's strength in the services provided to the community.

Budget Transfer

Motion: Doug Roesch

To transfer \$3,000.00 from line .405 Local Travel to line .404 Training.

Seconded: Brigid Ryan

Motion carried

Jane Seelman's 20th Anniversary

Motion: Tina Thompson

That we purchase three books for the collection in honor of Jane Seelman's 20th Anniversary of service at the library, in an amount not to exceed \$75.00 from the unrestricted partnership checking account.

Seconded: Doug Roesch

Motion carried

Tina has agreed to chair the 2017 Minerva Campbell Literary Contest and David will help.

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Recommend a Trustee Replacement to Town Board

Motion: Tina Thompson

That we recommend the reappointment of David McNitt to the library board of trustees for the term January 1, 2017 - December 31, 2021.

Seconded: Brigid Ryan

Motion carried

Budget Meeting with Town Board

Nothing has been mentioned at this time.

Our guest, Sharon McCullough, expressed an interest in becoming a library trustee. She is a member of the foundation committee. This library was her childhood library and she would like to contribute to the library as a board member. She has been very supportive donating to the library with our PayPal account.

Discussion of Donation Form

The board agreed to have the wording changed on the donation form.

HPL Information on the Town's Website

Adrienne will check with the town about updating the library's content.

The meeting was adjourned by consensus at 7:53 pm by President David McNitt.

Respectfully submitted,



Brigid Ryan
Secretary