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Henrietta Public Library
455 Colkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, July 12, 2017 6:15 p.m.

APPROVAL OF MINUTES - June 14, 2017

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

NEW BUSINESS

1. Guest: Linda Dingman, Clerk
2. Board Approves Budget
3. Review Code of Conduct
Action: Review with no changes.
4. Review Procedure for Handling Unattended Minors at Closing
Action: Remove from policy binder/annual review. It's not the board's role to approve procedures, and this procedure is developed out of the board-approved Code of Conduct policy.

FUTURE AGENDA ITEMS

1. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 9, 2017

ADJOURN

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Present: David McNitt, Brigid Ryan, Laura Osterhout, Linda Szczesniak, Sharon McCullough, Doug Roesch, and Tina Thompson.

The meeting was called to order at 5:35 pm by President Tina Thompson.

A motion to adjourn to Executive Session to discuss the employment history of an employee was made by Laura Osterhout; seconded by Linda Szczesniak. Motion carried.

Executive Session began at 5:36 pm. After discussion and review of employment history a motion to close Executive Session was made at 6:19 pm by Linda Szczesniak; seconded by Sharon McCullough. Motion carried.

The board recessed and the meeting continued at 6:25 pm.

Adrienne Furness, Janet Zinck, Lynn Neill and guests Terry Hill and Gregory Brumfield joined the meeting.

The minutes of May 10, 2017 were filed as submitted.

Correspondence

Senator Gallivan has given the library \$5,000.00 in Bullet Aid for technology. The library's plan is to use this money for a laptop lending program.

Tina received three thank you notes from winners of the Minerva Campbell Literary Contest.

Director's Report

Surplus Items

Motion: Doug Roesch

Motion requesting the Town Board declare the attached items as surplus.

Seconded: Sharon McCullough

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

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Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #6 Claims 104-134 for a total of \$52,172.16.

Seconded: Brigid Ryan

Motion carried

There was no change this month in the bank accounts. The total remains \$133,514.32.
The partnership checking account net funds for 5/1/17 - 5/31/17 is \$290.11.
PayPal checking account balance for 5/1/17 - 5/31/17 is \$309.34.
The restricted funds total is \$50.00.

The Friends statement for 5/4/17 total balance of \$10,601.93.

Committee Reports

Unfinished Business

Foundation Update

Brigid reported the Friends membership meeting held Wednesday, May 31, 2017 did not draw a quorum. The new letter's language has been changed in hopes of encouraging more to attend the next meeting. A second meeting has been scheduled for Wednesday, July 19, 2017.

Building Planning Update

Adrienne showed draft digital drawings of the new library building.

New Business

Guest: Terry Hill, Circulation Supervisor

- Coming in September the library will be opening earlier. This requires a whole new schedule. The Staff Development Team of Terry, Jen Barth, and Linda Dingman have been working to make a more efficient schedule. They are coordinating part-time staff and full-time staff to cover the additional open hours. Once this part is complete, then Terry will create a new circulation desk schedule.
- Terry has been training our pages to also work on the circulation desk.

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Board President Presents Written Evaluation to Director

Tina will meet with Adrienne next week to present the board's written evaluation.

Motion: Doug Roesch

To increase the Director's salary for fiscal year 2018 by \$5,000.00.

Seconded: Laura Osterhout

Motion carried

Discuss/Approve Salary Ranges for 2018

Motion: David McNitt

To approve the proposed salary ranges for 2018 as presented by the Director.

Seconded: Linda Szczesniak

Motion carried

Director Presents Preliminary 2018 Budget Info

The Director presented a digital preliminary budget.

Review Emergency Exit/Fire Alarm Procedure

Motion: Doug Roesch

To approve the updated Emergency Exit/Fire Alarm Procedure as presented.

Seconded: David McNitt

Motion carried

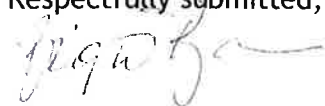
Brigid asked if revisions to policies or procedures could be noted making it easier to see these changes.

Review Computer and Internet Use Policy

The Computer and Internet Use Policy was reviewed with no changes made.

The meeting was adjourned by consensus at 7:35 pm by President Tina Thompson.

Respectfully submitted,



Brigid Ryan, Secretary



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Director's Report

July 2017

Issued 7/5/2017

Sharing Stories

- Our June 24 Summer Kickoff Party was a smashing success, with hundreds of happy people cycling through a variety of activities for all ages. Most everyone on staff was involved in this effort in one way or another, and that success speaks to the power we have when we work together.

Early Literacy

On June 2, Children's Librarian Annalise Ammer took our pop-up library to Multi Cultural Night at Sherman Elementary, with the goal of highlighting our library services to immigrant and non-English speaking families.

How-To

- On June 22, Children's Librarian Laura Lintz and I spoke about our library's marketing program at the Pioneer Library System for their cohort of the Long Island University Public Library Administration Advanced Certificate course. We gave the same presentation again on June 23 for the Monroe County Library System cohort.
- On June 23, Assistant Director Jen Barth was a social media coach at Causewave's Coffee and Coaching event.
- On June 27, Library Clerk Rosanne Rosella, Librarians Annalise Ammer, Jen Barth, and Nancy Maxwell, and Library Clerks Linda Dingman, Terry Hill, Lynn Neill, and Kristen Shepherd attended the town's fire extinguisher training at the DPW.
- On June 28, Clerk Lynn Neill, Bookkeeper/Adult Programmer Rosanne Rosella, and Clerk Erin Denham taught a class in the RIT Enrichment Program. This program gives students from the ARC of Monroe a chance to experience college life for a week. They attend different classes that are sponsored by groups in the community. Our class made an origami scrapbook that included personal pictures participants brought from home. The library has been a part of this program since 2009. It is sponsored by the Friends of HPL.
- On June 30, staff participated in a Continuing Education presentation on displays and merchandising provided by Rebecca Budinger-Mulhearn, Director of the Avon Free Library.



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Developing Our Brand

- Library Assistant Cathy Lathrop and Clerk Laura Dingman did a pop-up library at the Cutting 4 A CURE fundraiser hosted by Pigtales & Crewcuts on June 11. Popular library mascot TR Henri made an appearance.
- On June 16, Librarian Ellen Glana and Clerk Lynn Neill did a pop-up library at the town's Youth Asset Celebration.
- Assistant Director Alicia Reinhardt, Children's Librarian Laura Lintz, Teen Librarian Ellen Glana, and I attended the last two sessions of the current offering of the Advanced Certification in Public Library Administration program on June 2 and June 23. These sessions were held at HPL and are part of an ongoing certification program.
- On June 21, Bookkeeper/Adult Programmer Rosanne Rosella brought our staff dinosaur TR to mingle with the seniors at the Senior Center during their lunch. Apparently the seniors requested a visit from TR—that guy makes friends wherever he goes!
- On July 4, A/V Librarian Nancy Maxwell and Clerk Kristen Shepherd conducted a pop-up library at the Town's Independence Day event and distributed over 200 books to attendees.

Personnel (to approve)

- Averiana Brown has resigned as Library Page effective June 7, 2017.

Surplus (to approve)

These items are no longer here at the library:

- #568 Chair-Lounge, Arm, Wood, Upholstered 1978
- #570 Chair-Lounge, Arm, Wood, Upholstered 1978
- #571 Chair-Lounge, Arm, Wood, Upholstered 1978
- #588 Settee-Wood, Upholstered 1978
- #820 Chair-3 Lounge, Molded, Fiberglass 1978
- #822 Chair-5 Side, Birch, Upholstered 1963

These are items here:

- #3617 Scanner-Voyager Laser 2003
- #3618 Scanner-Voyager Laser 2003
- #3861 Scanner-Voyager Laser 2004
- #3862 Scanner-Voyager Laser 2004
- #4519 Compaq Pro Small Form Factor 2010

Selected Meetings, Trainings, and Events Attended

- June 9: Meeting with Rick Riordan Event Planning Team
- June 13: Building Planning Meeting



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- June 13: Bicentennial Planning Committee Meetings
- June 16: Town Staff Meeting
- June 19: Town Board Workshop
- June 20: Meeting with Shelly Gorino, Henrietta Senior Center
- June 21: Town Board Meeting
- June 22: Presentation at Pioneer Library System
- June 23: Public Library Administration Certificate Program Class
- June 24: Summer Kickoff Party
- June 27: Building Planning Meeting
- June 27: Meeting with County Transportation
- June 27: Henrietta Chamber Meeting



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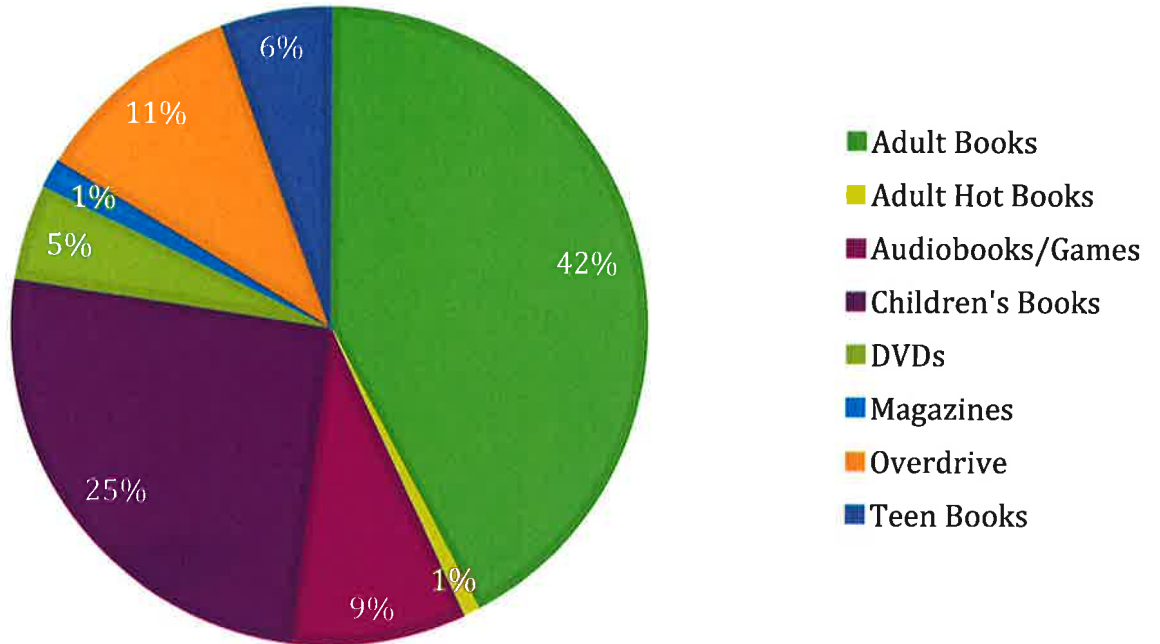
June 2017 Library Statistics

Computer PC Usage – 1,983

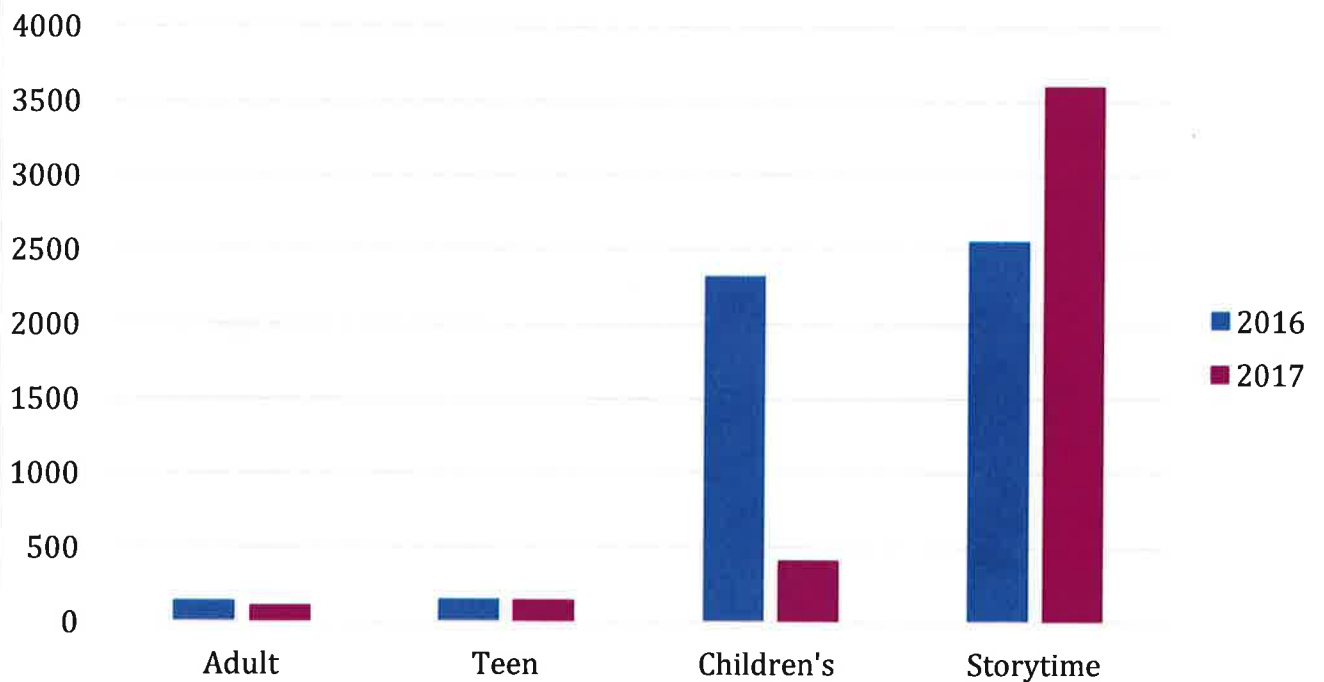
2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
June	15	26	13	87	28	113

June	2016	2017
Door Count	21,114	18,462
Total Circulation	35,209	33,515
New Library Card	124	152
Updated Library Card	352	262
Registered Borrowers	12,644	12,311

MONTHLY CIRCULATION BY MATERIAL TYPE



Program Attendance



Code of Conduct

Scope

Our Board of Trustees and staff are committed to maintaining a welcoming library in which our community feels comfortable discovering and learning. It is our belief that creating a safe environment is everyone's responsibility.

Guidelines

- Please respect our space and be considerate of others.
- We encourage conversation and discussion but ask that you maintain a volume that doesn't disturb others.
- Parents and caregivers are responsible for the children in their care.
- Only service animals are welcome in the library.
- We welcome a wide range of views but do not tolerate discrimination or bullying. We also do not tolerate behavior that is illegal, threatening, or violent in any way.
- If you observe someone violating our guidelines, please bring the violation to the attention of a staff member immediately.

Guideline Violations

When staff members become aware of violations, they will respond in a manner that takes into account the severity of the violation and the specifics of the situation.

- For minor infractions, staff will politely make violators aware of the problem and ask them to correct the behavior.
- Violators who refuse to correct their behavior or who become belligerent will be asked to leave for the day. For those who persistently violate our guidelines, our Policy for Excluding Patron from Library Premises will go into effect.
- When a violator's behavior is illegal, threatening, or violent, a staff member will call the police immediately.

Appeals

The director and/or librarian in charge will make final decisions about what types of behavior are appropriate. Henrietta residents may bring appeals of these decisions to the Board of Trustees during their regular monthly meetings, which are typically held the second Wednesday of the month at 6:15 p.m. For specific dates and times, please contact the library or visit our program calendar at hpl.org.

Adopted April 9, 1979

Revised July 2014

Reviewed July 2016



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Procedure for Handling Unattended Minors at Closing

If any minors (defined as anyone under the age of 18) are left at the library without transportation at closing:

1. One librarian and one support staff member will stay with the minor or minors inside the lobby until a parent or guardian arrives. Do not leave the minor there alone.
2. Encourage the minor to call a parent or guardian.
3. If a parent or guardian has not arrived 30 minutes past closing, the librarian may call 911. If the parent arrives before the sheriffs, call back and cancel the request for assistance.

Reviewed July 2016