



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, June 14, 2017
5:30 p.m. Executive Session
6:15 p.m. Meeting**

APPROVAL OF MINUTES - May 10, 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: Terry Hill, Circulation Supervisor
2. Board President Presents Written Evaluation to Director
3. Director Presents Preliminary 2018 Budget Info
4. Discuss/Approve Salary Ranges for 2018
5. Approve Update to Emergency Exit/Fire Alarm Procedure
6. Review Computer and Internet Use Policy

FUTURE AGENDA ITEMS

1. Review Emergency Exit/Fire Alarm Procedure
2. Review Code of Conduct
3. Review Procedure for Handling Unattended Minors at Closing

FUTURE ACTIVITIES

NEXT MEETING - July 12, 2017

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:
Community members

**Developing Our
Brand**
Target audience:
Seekers, families,
funders, people in need

How-to
Target audience:
People who want to
learn how to do things

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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,

A handwritten signature in black ink, appearing to read "Brigid Ryan", is written over a white background.

Brigid Ryan, Secretary