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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, September 13, 2017 6:15 p.m.

PUBLIC COMMENT

APPROVAL OF MINUTES - August 9, 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

NEW BUSINESS

1. Communications for New Building Project
2. Weather Closing Procedure
Action: Mark as reviewed.
3. Revised Bylaws of the Board of Trustees
Action: Recommend revision. Must wait one month to approve.
4. Revised Donations Policy
Action: Approve revision to Donations Policy.
5. Revised Statement of Policy of the Board of Trustees
Action: Approve revision to Statement of Policy of the Board of Trustees.
6. Review Bodily Fluid Cleanup Procedure
Action: Mark as reviewed.
7. Cash Handling Policy
Action: Mark as reviewed.

PUBLIC COMMENT

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee



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2. Recommend a Trustee Replacement to Town Board
3. Budget Meeting with Town Board

FUTURE ACTIVITIES

NEXT MEETING - October 11, 2017

ADJOURN

Board of Trustees
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Present: Laura Osterhout, Doug Roesch, Tina Thompson, Brigid Ryan, Linda Szczesniak, Janet Zinck, Sharon McCullough Adrienne Furness, David McNitt, and Lynn Neill.
Guests: Gregory Brumfield.

The meeting was called to order at 6:15 pm by President Tina Thompson.

Added to the Agenda #7 Filing Fee

Public Comment
None

The minutes of July 12, 2017 be filed as submitted.

Correspondence

A thank you from Causewave for the library sharing its social media expertise.

From a patron and her son a thank you for receiving their free book as part of the summer reading program.

A thank you from JoAnn in appreciation for help and support while the Friends were establishing the Foundation.

Director's Report
Surplus Items

Motion: Doug Roesch

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

This item is here:

#339 File-Legal, 4 Drawer Steel 1978

These items are no longer here at the library:

#1019 Table-Computer, Steel, 36x30 1982

#1047 Stand Typewriter Tiffany 1978

#2466 Table-Computer 1994

July statistics were reviewed.

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Finances

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #8 Claims 157-179 for a total of \$14,814.57.

Seconded: Sharon McCullough

Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

There was no change this month in the bank accounts. The total remains \$133,514.32.

The partnership checking account net funds for 7/1/17 - 7/31/17 is \$788.24.

PayPal checking account balance for 7/1/17 - 7/31/17 is \$333.31.

Donation Difference

Motion: David McNitt

To transfer \$3.60 from unrestricted funds to restricted funds to cover the difference for the children's donation invoice.

Seconded: Laura Osterhout

The Friends statement for 7/3/17 shows a total balance of \$11,116.07.

Committee Reports

None

Unfinished Business

Foundation Update

The Foundation Board now has a regular meeting schedule. They are starting to work on the finances and the filing for the name change. Currently they are laying the ground work for the operation of the Foundation. David asked Brigid for a list of the foundation board members and what their position is in the community.

Building Planning Update

At the recent building meeting floor plan changes were discussed. The next scheduled meeting will be in two weeks.

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New Business

Board Approves New Open Hours

Motion: Linda Szczesniak

That we approve the new schedule of hours the library will be open effective September 5 (after Labor Day weekend): Monday-Thursday 9am-9pm; Friday 11 am-5pm; Saturday 10 am-5pm.

Seconded: Doug Roesch

Motion carried

2018-2020 Document of Understanding

Motion: Laura Osterhout

Motion authorizing the president to sign the 2018-2020 Document of Understanding between Monroe County Library System and the Henrietta Public Library.

Seconded: Sharon McCullough

Motion carried

Funding for Four Staff Members to Take Legal Issues Course in Advanced Certificate in Library Administration Program

Motion: David McNitt

Authorize the expenditure of \$5,400 from the unrestricted checking account to cover the cost of second semester of the Take Legal Issues Course in Advanced Certificate in Library Administration Program for Adrienne Furness, Laura Lintz, Ellen Glana, and Alicia Reinhardt. If someone should leave the library or withdraw from the program, within two years from the last receipt of funding for this certificate program, the library will be reimbursed by the individual in full for the cost of the program.

Seconded: Doug Roesch

Motion carried

Transfer Donated Funds to the Friends and Foundation of the Henrietta Public Library

Motion: Doug Roesch

Motion to close the out the endowment fund account ending in #7533 in the amount of \$13,727.85 to be placed in the unrestricted checking account of the Board of Trustees

Seconded: David McNitt

Motion carried



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Motion: Sharon McCullough

Authorize the treasurer to transfer to the Friends and Foundation checking account once it is established: The Finnegan Bequest Fund account ending in #7185 in the amount of \$103,097.36, the Pam Mee Bequest Funds ending in #7193 in the amount of \$8,552.68 and ending in #7541 in the amount of \$8,136.43 when requested by the treasurer of the Friends and Foundation.

Seconded: Linda Szczesniak
Motion carried


Consider revising Bylaws, Statement of Policy, and Donations and Investments Policy
A committee should be formed consisting of one Library Board Member, Friends and Foundation Board Member, and a staff member to study and recommend changes to these policies now that the Friends and Foundation of the Henrietta Public Library is up and running.
David McNitt has agreed to represent the library board, Sharon McCullough the Friends and Foundation, and Adrienne will ask a staff member.

Review Weather Closing Procedure
This has been tabled to the September Agenda.

Filing Fee for the Certificate of Corporation for the Friends and Foundation
Motion: Tina Thompson
To authorize the treasurer to pay the cost of the \$60.00 filing fee for the Friends and Foundation payable to McConville, Considine, Cooman and Morin from the unrestricted funds checking account.
Seconded: Laura Osterhout
Motion carried

Public Comment
None

The meeting was adjourned by consensus at 7:15 pm by President Tina Thompson.

Respectfully submitted,

Brigid Ryan, Secretary



Director's Report

September 2017

Issued 9/8/2017

Upcoming Meetings

- September 14 at 6pm: Public Library Building Information Meeting, Town Hall Main Meeting Room
- September 20 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- October 4 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- October 18 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- November 1 at 7pm: Town Board Meeting, Town Hall Main Meeting Room

Early Literacy

- On August 8, Bookkeeper/Adult Programmer Rosanne Rosella and Teen Services Librarian Ellen Glena took our Pop-Up Library to the National Night Out at Stone Village.

Developing Our Brand

- On August 27, Children's Librarian Annalise Ammer and Adult Services Librarian Jen Barth did a Pop-Up Library at the town's food truck and concert event in Veterans Memorial Park.
- On August 29, Library Clerk Archana Prasad and Library Page Ben Lafleur took our Pop-Up Library to Read's Ice Cream.
- Children's Librarian Laura Lintz was profiled in the D&C's "Woman to Watch" column on Sunday, May 3: <http://www.democratandchronicle.com/story/money/business/2017/09/03/laura-lintz-spearheading-evolution-libraries/610317001/>.

Other

- At their meeting on September 6, the Town Board passed a resolution to put the library building project referendum on the ballot this Election Day, November 7. Find more information about this proposal at hpl.org/newbuilding.
- Registration for the Fall MCLS Trustee Symposium is now open. The symposium will be held at the Central Library on Saturday October 14 from 9:00am to 1:00pm. The featured speakers are Rebekkah Smith Aldrich and Matthew Bollerman, who will speak about Sustainable Libraries. For a fuller description and to register, please go to <https://www.surveymonkey.com/r/ZGQMK9Y>.

Personnel (to approve):

- Clerk Matthew Hoople's regular weekly hours will be 24 hours a week starting the week of Monday, September 4.



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- Starting August 4, Circulation Supervisor Terry Hill has been promoted to Principal Library Clerk at a rate of \$18.42/hour.
- Jennifer Cardon Myles began work as a Library Page on August 21, 2017 at a rate of \$9.70/hour.
- Jaiden Thomas Tripi began work as a Library Page on August 21, 2017 at a rate of \$9.70/hour.

Surplus (to approve)

- #347 Cabinet -2 Door, Steel, 36x18x78 1978
- #3627 Book Return Heavy Duty Outdoor Steel 2004

Selected Meetings, Trainings, and Events Attended

- August 8: Building Planning Meeting
- August 8: Town Wellness Committee Meeting
- August 11: Town Staff Meeting
- August 22: Building Planning Meeting
- August 23: Friends and Foundation of the Henrietta Public Library Meeting
- August 29: Building Planning Meeting
- August 29: Town Board/Library Board Workshop on Library Building Referendum
- September 1: Town Staff Meeting
- September 5: Town Board Workshop
- September 6: Henrietta Chamber of Commerce Board Meeting
- September 6: Town Board Meeting
- September 8: Customer Service Staff Meeting
- September 8: Building Presentation for Friends and Volunteers

Bylaws of the Board of Trustees

1. Pursuant to the requirements of the New York State Education Law, Section 260 (1), the Board of Trustees of the Henrietta Public Library shall consist of seven (7) members, each appointed for a period of five (5) years by the Town Board of Henrietta. Vacancies occurring before expiration of term of office shall be filled by vote of the Henrietta Public Library Board of Trustees (Section 226 - [4]). An oath of office shall be taken by each trustee at the beginning of each new term. A trustee whose term has expired shall hold over and continue to discharge the duties of office until a successor is chosen. (Public Officers Law Section 5)
2. The officers of the board shall be president, vice president, secretary, and treasurer, elected from among the Board of Trustees. Their term of office shall be for one (1) year, coinciding with the calendar year. They shall be elected at the organizational meeting which is the first regular meeting in each calendar year, and shall remain in office until their successors are elected and qualified. Vacancies in office occurring before the regular expiration of terms shall be filled as follows: vice president succeeds to the presidency; the president shall appoint a new vice president and/or secretary or treasurer.
3. Officers and their duties shall be:
 - a. The president shall preside at all meetings of the board, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - b. The vice president, in the event of the absence or disability of the president or a vacancy in that office, shall assume and perform the duties and functions of the president.
 - c. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
 - d. The treasurer shall:
 - i. Audit monthly warrants and maintain a record of monthly and cumulative expenditures.
 - ii. ~~Receive, deposit, and disburse the Board of Trustees Gift Fund and the Board of Trustees Endowment Fund at the direction of the board.~~
 - iii. ii. Perform other financial duties as required.

4. Tenure of the board president shall be limited to two (2) consecutive full terms of one (1) year each, except by unanimous action of the board. The president shall take the oath of office upon election.
5. Regular meetings shall be held each month in the library with notice of time and date to be posted at least two (2) weeks in advance.
6. Special meetings may be held at any time at the call of the president or secretary or at the call of any two (2) members of the board, provided that notice thereof be given to all trustees at least twenty-four (24) hours in advance of the special meeting.
7. A quorum at any meeting shall consist of four (4) or more trustees. For policy decisions, a minimum of four board members must be in favor. If a quorum cannot be reached, the board shall convene 6 days after scheduled meeting.
8. The order of business at all regular meetings of the board shall be: roll call, disposition of minutes of the previous meetings, correspondence, report of library director, financial report, committee reports, unfinished business, new and miscellaneous business, and adjournment.
9. *Robert's Rules of Order, Revised* shall govern in the parliamentary procedure of the board.
10. At an appropriate time, no later than the November meeting, the board president shall poll the board members to determine each individual member's willingness to serve or to continue to serve in a specific office. At the next organizational meeting the board shall vote on the slate presented by the president. In the case where more than one person has expressed a desire to serve in a given position, either when polled or by volunteering at the organizational meeting, the vote shall be by secret ballot. In the case where such conflict does not arise, the secretary shall record a unanimous vote.
11. Special committees may be appointed when necessary by the president with the approval of the board.
12. Selection of the library director shall be the responsibility of the Board of Trustees. The director shall be the executive administrator of the policies adopted by the board. Among the director's duties and responsibilities shall be the recruitment, hiring, training, supervision, and dismissal, with the board's approval, of all staff members; the submission to the board of monthly and annual reports; and recommendations to the board of such policies and procedures which the director believes will improve the library's service to the community.
13. Amendments to these bylaws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing articles may be



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temporarily suspended by a unanimous vote of all trustees present at any meeting and the vote on such suspensions shall be taken by “yeas” and “nays” and entered into the official record.

14. These articles shall be read at the first meeting of the calendar year for adoption of any amendment that may seem necessary or desirable.

Adopted March 10, 1958

Revised ~~November~~ August 20167

~~Reviewed January 2017~~

Donations ~~and Investment~~ Policy

Scope

The library accepts ~~monetary and other~~ donations of items that will expand and enhance our collections and services. The Friends and Foundation of the Henrietta Public Library Monetary accepts monetary donations on behalf of the library. The library does not accept monetary donations directly. Our Board of Trustees accepts, holds, monitors, and approves the use of monetary donations in consultation with the library Director.

Donations of Items

- The library accepts donations of books and other materials that the Friends and Foundation of the Henrietta Library sells in their book sales, based on criteria provided by the Friends and Foundation. The library retains some items for our main or pop-up library collections, and the remainder go to the Friends and Foundation to sell or recycle. The Friends and Foundation of the Henrietta library is a separately registered independent non-profit organization.
- The Director will determine whether or not to accept other items based on their condition, usefulness, space considerations, and the library's needs.

~~Monetary Donations~~

- ~~• The Board of Trustees accepts cash donations, checks, and payments via PayPal on the library's web site.~~
- ~~• The Board accepts donations with reasonable donor restrictions that align with the library's policies, practices, and strategic plan. Unrestricted donations will be used at the discretion of the staff and Board for the library's most pressing needs. The Board reserves the right to not accept donations with donor restrictions the library cannot accommodate.~~
- ~~• Restricted donations will be spent promptly in accordance with the wishes of the donor.~~
- ~~• Monetary donations are deposited and held in board-controlled checking accounts and certificates of deposit.~~
- ~~• The Board does not invest donations in stocks, mutual funds, bonds, or other speculative enterprises.~~

Appeals

Henrietta residents may bring questions about this policy and its administration 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 February 10, 2016
Second Revision August 2017
Reviewed February 8, 2017



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Statement of Policy of the Board of Trustees

The objective of the Henrietta Public Library is to serve the varying needs of all members of the community by supplying print and non-print media, professional guidance to information, and other forms of assistance. The library will strive to anticipate and meet the changing needs of the community by thoughtful evaluation and realistic planning for the future. To achieve maximum realization of this general aim of service, the board adheres to the following policies:

- I. To support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.
- II. To maintain membership in the Monroe County Library System.
- III. To offer expertly-selected and organized collections of print and non-print media, as detailed in the Henrietta Public Library Collection Development Policy.
- IV. To offer a wide variety of well-chosen programs.
- V. To promote understanding of the library's objectives and services through a strong public relations program.
- VI. To cooperate with groups and agencies in the community in stimulating educational, cultural, and recreational activities. The director or designee may grant permission to place an exhibit in the library in accordance with the Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials.
- VII. To make the library's facilities available to all members of the public; however, the use of the library or its services may be denied for due cause. Such cause may include destruction or damage to library property, misuse of library facilities, failure to adhere to Code of Conduct, or failure to return materials or pay penalties.
- VIII. To accept any ~~gifts or item~~ donations on behalf of the library. ~~Monetary gifts will be deposited in the Trustee Gift or Endowment Fund, as appropriate. All bank accounts shall require two trustee signatures on record at the appropriate financial institution. All gifts will be used at the discretion of the director in cooperation with the board.~~ All ~~gifts and item~~ donations are tax deductible.
- IX. To meet our responsibilities to the governing officials of the Town of Henrietta by adhering to the Code of Ethics, by providing monthly minutes of meetings, by proposing an annual budget, by providing an annual report, and other communications as needed.



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- X. To support all New York State laws which affect decisions of the board and the operation of the library including Civil Practice Law, which guarantees the confidentiality of library records, and the Open Meetings Law.
- XI. To support all Federal legislation which affects the decisions of the board and the operation of the library, including the Freedom of Information Act, Americans with Disabilities Act, and the Family Medical Leave Act.
- XII. To review this Statement of Policy at the first meeting of each fiscal year and to adopt any amendments that may seem necessary or desirable.

Adopted March 10, 1958

~~Tenth-Eleventh~~ Revision ~~February-August 2017~~⁰⁰

~~Reviewed January 2017~~



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Cash Handling Policy

Scope

The Henrietta Public Library collects monies through the cash register. Cash collection for Henrietta Public Library services, sales, fines, and fees is an essential component of operations. It is also a component requiring evaluation of risk and adherence to both Town of Henrietta policy and Henrietta Public Library policies and procedures.

It is the goal to ensure safe and secure handling of monies through an efficient cash management program. The policies outlined in this document are required practice for Henrietta Public Library; the document will be utilized as a reference and training tool and will be updated as necessary.

Register

Library staff collects cash via register transaction with a single register. Cash collection includes patron account balances for fees and fines, fax/copy/print usage, Book Shoppe sales, out of county cards, public copier, and special promotions. Special promotions will include fundraisers and anything deemed necessary to keep a separate total and will have its own cash register key.

The cash register is located and operated at the circulation desk. The cash register is maintained by the bookkeeper/administrative assistants, hereafter referred to as the Henrietta Public Library finance staff.

Safe Access & Deposit

Henrietta Public Library maintains one safe. Safe management and bank deposits will adhere to the following key provisions:

- There is one safe at Henrietta Public Library. Access to the safe is limited to specific staff, with list maintained by the director.
- Daily cash receipts are held in the safe until weekly bank deposit.

Responsibilities of Henrietta Public Library Finance Department

- Henrietta Public Library finance staff receives all cash register "Z" readings/tapes with daily monies in daily pouch.
- Monies are reconciled daily with Z-1. Discrepancies are investigated and recorded.
- Daily cash receipts are totaled and deposited weekly according to town procedures and policy.

Safeguarding Funds

All funds are secured in the office safe. Funds include daily cash collections, petty cash fund, out-of-county collection, Book Shoppe sales, Friends of the Henrietta Library's hospitality fund, and special promotions.

Adopted September 2016