

**Board of Trustees Meeting Agenda
Wednesday, October 11, 2017
6:15 p.m.**

PUBLIC COMMENT

APPROVAL OF MINUTES - September 13, 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. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement to Town Board
3. Approve Revision to Bylaws of the Board of Trustees

Note: This is the revision we reviewed last month. The procedure for changing the Bylaws is that the Board reviews the change one month and votes on it the next.

PUBLIC COMMENT

FUTURE AGENDA ITEMS

1. Review Policy for Excluding Patron from Library Premises

FUTURE ACTIVITIES

NEXT MEETING - November 8, 2017

ADJOURN



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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of September 13, 2017
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Present: Laura Osterhout, Doug Roesch, Tina Thompson, Janet Zinck, Brigid Ryan, Adrienne Furness, Linda Szczesniak, Sharon McCullough, and Lynn Neill.
Excused: David McNitt

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

Public Comment
None

The minutes of August 9, 2017 were corrected to include JoAnn Vierthaler's last name under Correspondence and filed as submitted.

Correspondence
None

Director's Report

The Fall MCLS Trustee Symposium is Saturday October 14 at the Central Library from 9:00am-1:00pm.

Under Early Literacy it was corrected to read the Pop-Up Library to the National Night Out was at Stonewood Village.

These library board members will speak at the following town board meetings:

- September 20 - Brigid Ryan
- October 4 - Doug Roesch
- October 18 - Laura Osterhout
- November 1 - Linda Szczesniak and Sharon McCullough

Personnel Items

- Motion: Laura Osterhout
To approve the personnel items as listed in the September Director's Report.
- Seconded: Doug Roesch
- Motion carried

The Vote Yes Committee will meet Saturday 1:00pm in the Henrietta Library Community Room.

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Surplus Items

Motion: Linda Szczesniak

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

Inventory #347 Cabinet -2 Door, Steel, 36x16x78 1978

Inventory #3627 Book Return Heavy Duty Outdoor Steel 2004

Seconded: Sharon McCullough

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Revised Abstract #8 Claims 157-179 for a total of \$14,793.93.

Seconded: Brigid Ryan

Motion carried

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #9 Claims 180-209 for a total of \$19,509.37.

Seconded: Laura Osterhout

Motion carried

The total of the bank accounts is \$133,514.32.

Pending Activity:

The Finegan Bequest Fund \$20,000.00 was transferred to the Friends and Foundation of the Henrietta Public Library.

The Endowment Fund \$13,727.85 was transferred to the Partnership Unrestricted Checking Account.

The Partnership Checking Account net funds for 8/1/17 - 8/31/17 is \$636.51.

The PayPal checking account balance for 8/1/17 - 8/31/17 is \$357.28.

The Friends statement for 8/4/17 shows a total balance of \$10,589.44.

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Committee Reports
None

Unfinished Business
Foundation Update

The transfer of money to the Friends and Foundation of the Henrietta Public Library will help with operating expenses for the calendar year. The Foundation is up and running but it will take a couple of months before the state accepts and files all the paperwork. Brigid is setting up the Foundation's website. They will be starting with the work tied to the support of the foundation through the bicentennial gala. The board will be meeting in two weeks.

New Business

Communications for New Building Project

A **NEW BUILDING INFO** button has been placed on the top of the hpl.org website. A lot of information is here about the library proposal, facts about the library building referendum, upcoming meetings and how to register to vote and where to find your voting place. Library building drawings and fact sheets are also available in the library.

Weather Closing Procedure

The Weather Closing Procedure was reviewed.

Revised Bylaws of the Board of Trustees

The revised Bylaws of the Board of Trustees were reviewed and will be approved at the October meeting.

Revised Donations Policy

The board will approve the policies of the Friends and Foundation of the Henrietta Public Library.

Revised Statement of Policy of the Board of Trustees

Motion: Linda Szczesniak

To approved the revision to the Statement of Policy of the Board of Trustees.

Seconded: Sharon McCullough

Motion carried

Review Bodily Fluid Cleanup Procedure

The Bodily Fluid Cleanup Procedure was reviewed.



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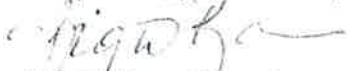
Review Cash Handling Policy
The Cash Handling Policy was reviewed.

Revised Donations Policy (forgot to be approved)
Motion: Sharon McCullough
To approve the revision to Donations Policy.
Seconded: Brigid Ryan
Motion carried

Public Comment
None

The meeting was adjourned by consensus at 6:55 pm by President Tina Thompson.

Respectfully submitted,


Brigid Ryan, Secretary

DRAFT



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Director's Report October 2017

Issued 10/4/2017

Upcoming Meetings

- October 14 at 1pm: New Library Building Proposal Public Info Meeting, Library Community Room
- October 18 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- October 26 at 7pm: New Library Building Proposal Public Info Meeting, Library Community Room
- November 1 at 7pm: Town Board Meeting, Town Hall Main Meeting Room

Sharing Stories

- On September 23, Assistant Director Jen Barth, Library Clerk Debbie Work, and Library Clerk Vicki Rusinko took our Pop-Up Library to the Harvest Festival at Tinker Park. Many people took books provided by the Friends of the Henrietta Public Library and expressed interest in the new library building proposal.

How-To

- On September 13, Assistant Director Jen Barth, Bookkeeper/Adult Programs Coordinator Rosanne Rosella, and Librarian Assistant Cathy Lathrop attended the Playing to Your Strengths training at RRLC.
- On September 29, Assistant Director Alicia Reinhardt led staff in an Emergency Evacuation Drill.

Developing Our Brand

- On September 8, many of our staff attended a Customer Service Meeting at which they previewed and discussed the presentation I prepared for the September 14 Henrietta Library Referendum Community Informational Meeting at the Town Hall.
- On September 14, we had our first public information meeting on the new building. It was well-attended and well-received. I've collected the media coverage here:
<http://hpl.org/newbuilding/news-stories/>.
- On September 15, Assistant Director Alicia Reinhardt, Children's Librarian Laura Lintz, Teen Librarian Ellen Glana, and I attended the LIU Administrative Class at Seymour Library.

Technology Access

- On September 22, Children's Librarian Annalise Ammer, Children's Librarian Laura Lintz, Assistant Director Alicia Reinhardt, and I attended the MCLS Tech Camp. Alicia Reinhardt presented on internet privacy issues, and I presented on Buffer.



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Other

- Our library will once again be the location of the regions' Library Legislative Thank You Breakfast on Friday, October 27 from 8:30-10am. Find full details and register: <https://www.eventbrite.com/e/6th-annual-legislative-thank-you-breakfast-tickets-37765512665>.

Personnel (to approve):

- Clerk Janet Coughlin resigned effective September 20, 2017.

Selected Meetings, Trainings, and Events Attended

- September 11: Rick Riordan Author Event Planning Team Meeting
- September 12: Building Planning Meeting
- September 12: Town Wellness team Meeting
- September 12: Bicentennial Team and Gala Team Meetings
- September 13: Meeting with Craig Eckert and Rob Bruno re: New Building Planning
- September 13: Town Board Meeting
- September 14: Meeting with Annie Chwiecko, aide to Senator Patrick Gallivan
- September 14: Public Building Information Meeting
- September 15: LIU Administration Program Class
- September 18: Town Board Workshop
- September 19: Building Planning Meeting with HPL Staff
- September 20: Town Board Meeting
- September 22: Monroe County Library System Tech Camp
- September 26: Building Planning Meeting (2—one at Town Hall, one at Passero)
- September 27: YWCA Annual Luncheon
- September 27: Building Planning Meeting at Passero
- September 27: Friends and Foundation of the Henrietta Public Library Meeting
- September 28: Presentation on New Building to Rec Center Staff
- September 29: Presentation on New Building at Senior Center
- October 2: Town Board Workshop
- October 4: Henrietta Chamber of Commerce Board Meeting
- October 4: Town Board Meeting



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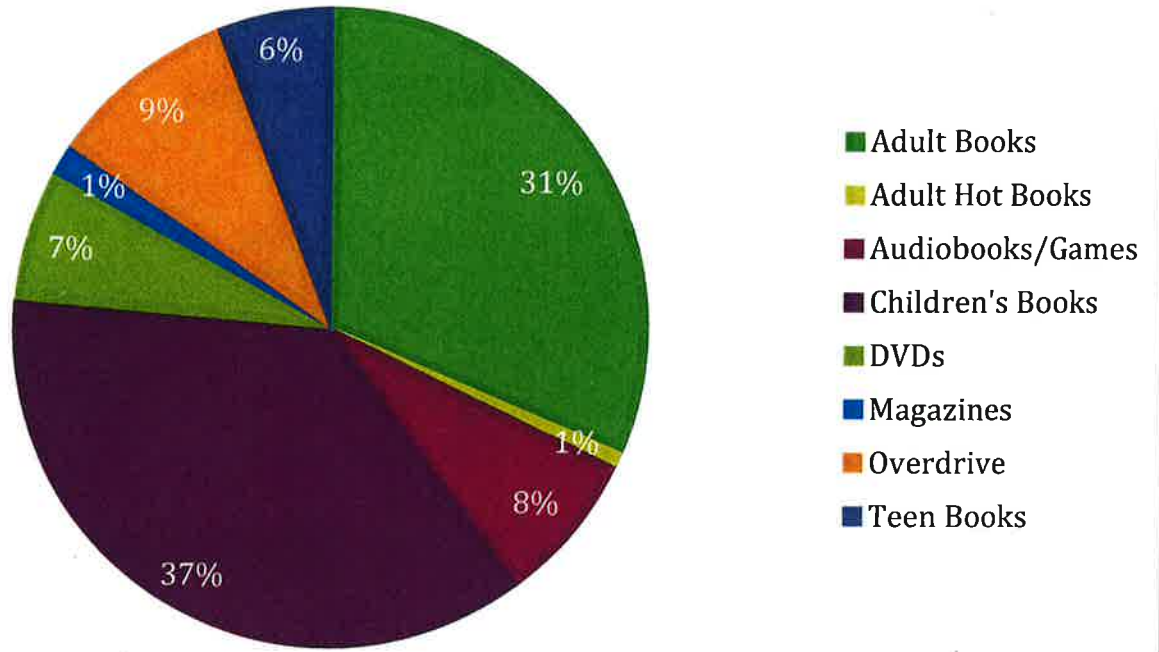
August 2017 Library Statistics

Computer PC Usage – 2,286

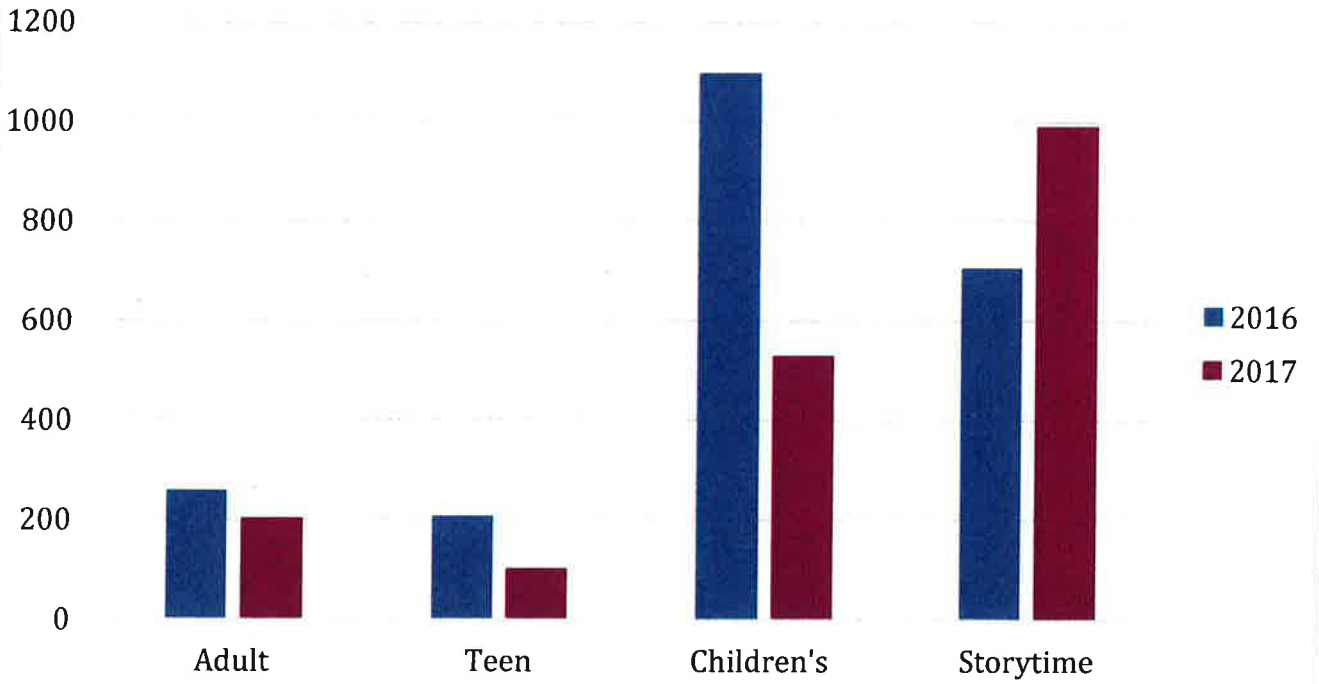
2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
August	19	46	16	96	35	142

August	2016	2017
Door Count	21,962	20,798
Total Circulation	39,003	39,070
New Library Card	139	108
Updated Library Card	377	220
Registered Borrowers	12,692	12,101
Residents with Library Cards	23,627	23,014

MONTHLY CIRCULATION BY MATERIAL TYPE



Program Attendance





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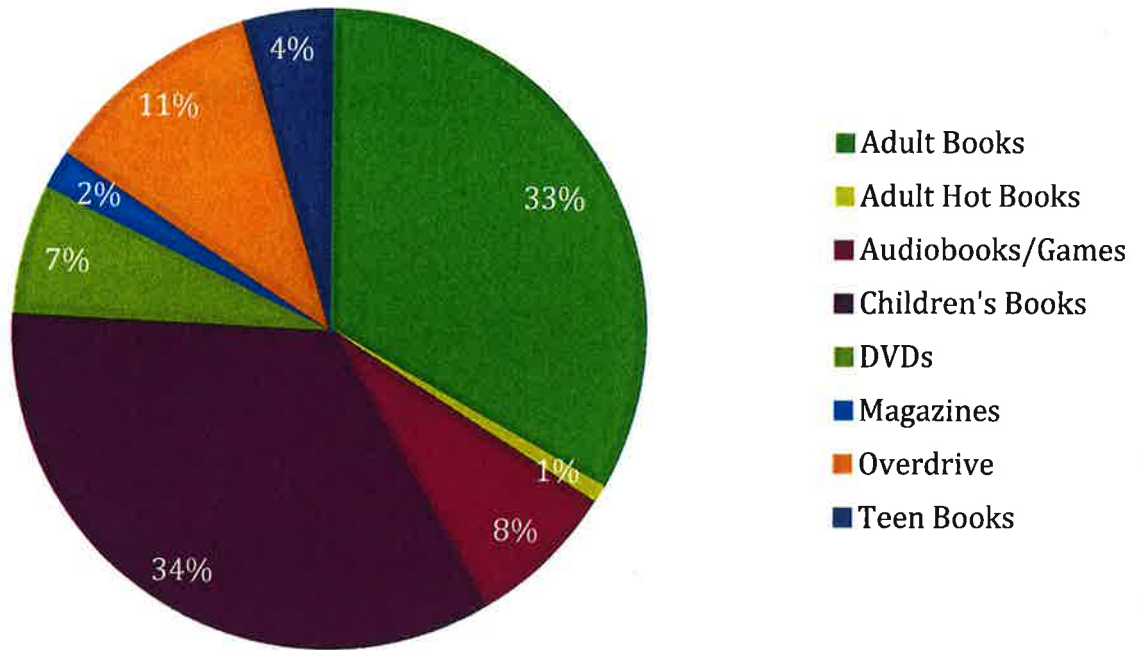
September 2017 Library Statistics

Computer PC Usage – 1,846

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
September	16	28	17	96.5	33	124.5

September	2016	2017
Door Count	16,847	16,670
Total Circulation	32,114	30,708
New Library Card	96	104
Updated Library Card	193	201
Registered Borrowers	12,644	12,062
Residents with Library Cards	23,696	23,083

MONTHLY CIRCULATION BY MATERIAL TYPE



Program Attendance

