



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

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.

4. Accept Bullet Aid Money into Equipment Line 200

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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Board of Trustees
Minutes of October 11, 2017
Page One

Present: Doug Roesch, Tina Thompson, Janet Zinck, Brigid Ryan, Sharon McCullough, David McNitt and Lynn Neill.

Guest: Jen Barth, Assistant Library Director

Excused: Laura Osterhout, Linda Szczesniak, and Adrienne Furness

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

Public Comment

None

The minutes of September 13, 2017 be filed as submitted.

Correspondence

None

Director's Report

The August and September statistics were reviewed.

The next information meeting regarding the proposition to build a new library will be Saturday, October 14 at 1:00pm in the library's community room.

Adrienne recently went to the Rotary meeting to talk about the new building proposal. She has been to the senior center and will be talking with the quilt clubs. If there are any groups that you can suggest she could talk to please let her know.

The video of the first presentation has been put on YouTube and is now available on the new building information page on the Henrietta Public Library website.

Personnel Items

Motion: David McNitt

To approve the personnel recommendation item as listed in the October Director's Report.

Seconded: Doug Roesch

Motion carried



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Board of Trustees
Minutes of October 11, 2017
Page Two

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 Abstract #10 Claims 210-244 for a total of \$19,525.48.

Seconded: Brigid Ryan

Motion carried

The total of the bank accounts is \$99,761.47.

The Partnership Checking Account net funds for 9/1/17 - 9/30/17 is \$14,452.49.

The PayPal checking account balance for 9/1/17 - 9/30/17 is \$381.25.

The Friends statement for 9/1/17 shows a total balance of \$10,059.33. The Friends very successful Fall Book Sale made \$2,489.55. Brigid will send a thank you to the Friends.

Committee Reports

None

Unfinished Business

Foundation Update

Brigid Ryan and Todd Baker are working on an online-giving portal as part of the development of the website. Any early contributions to the Foundation will probably be bicentennial sponsorships.

New Business

Appoint Minerva Campbell Literary Contest Committee

Tina Thompson and David McNitt will co-chair the 2018 Minerva Campbell Literary Contest Committee.



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Board of Trustees
Minutes of October 11, 2017
Page Three

Recommend a Trustee Replacement to Town Board

Motion: David McNitt

That we recommend that the Town Board reappoint Tina Thompson to the library board of trustees for the term January 1, 2018 - December 31, 2022.

Seconded: Brigid Ryan

Motion carried

Approve Revision to Bylaws of the Board of Trustees

Motion: Sharon McCullough

To approve the revision to the Bylaws of the Board of Trustees.

Seconded: Doug Roesch

Motion carried

Accept the Bullet Aid Check into Equipment Line

Motion: David McNitt

To approve the \$5,000.00 bullet aid check from Senator Gallivan into Equipment Line .200.

This is to be used as a pilot for an internal laptop lending program.

Seconded: Sharon McCullough

Motion carried

Public Comment

None

The meeting was adjourned by consensus at 6:38 pm by President Tina Thompson.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brigid Ryan".

Brigid Ryan, Secretary

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

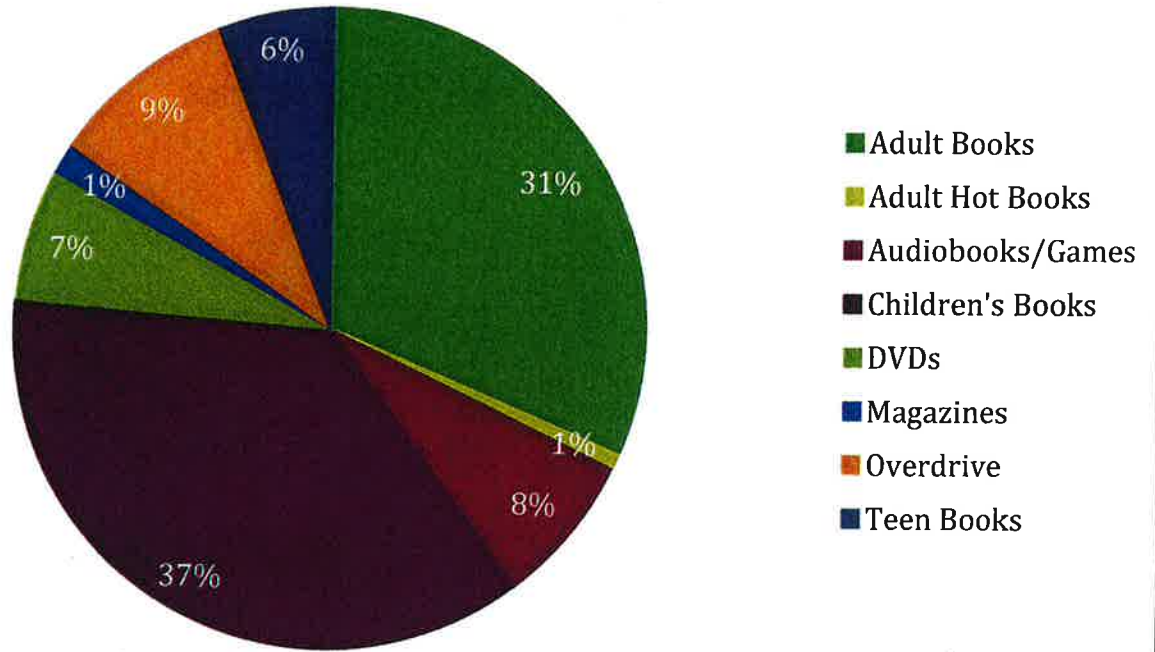
August 2017 Library Statistics

Computer PC Usage – 2,286

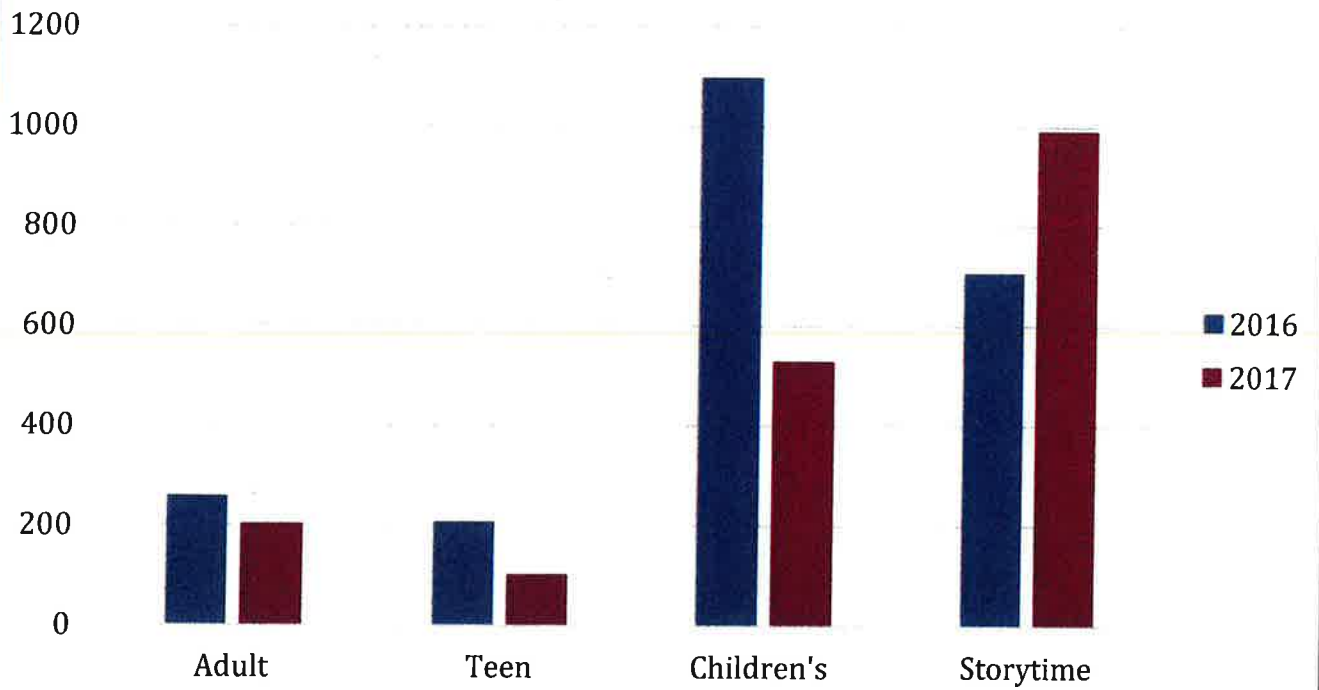
2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
August	19	46	16	96	35	142

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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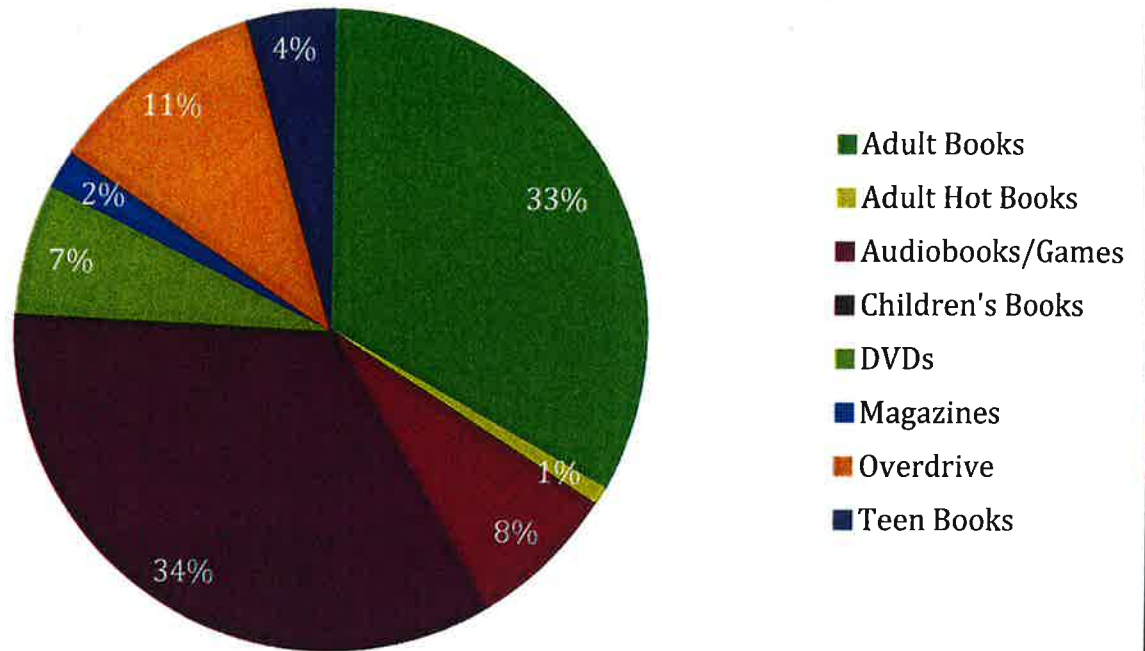
September 2017 Library Statistics

Computer PC Usage – 1,846

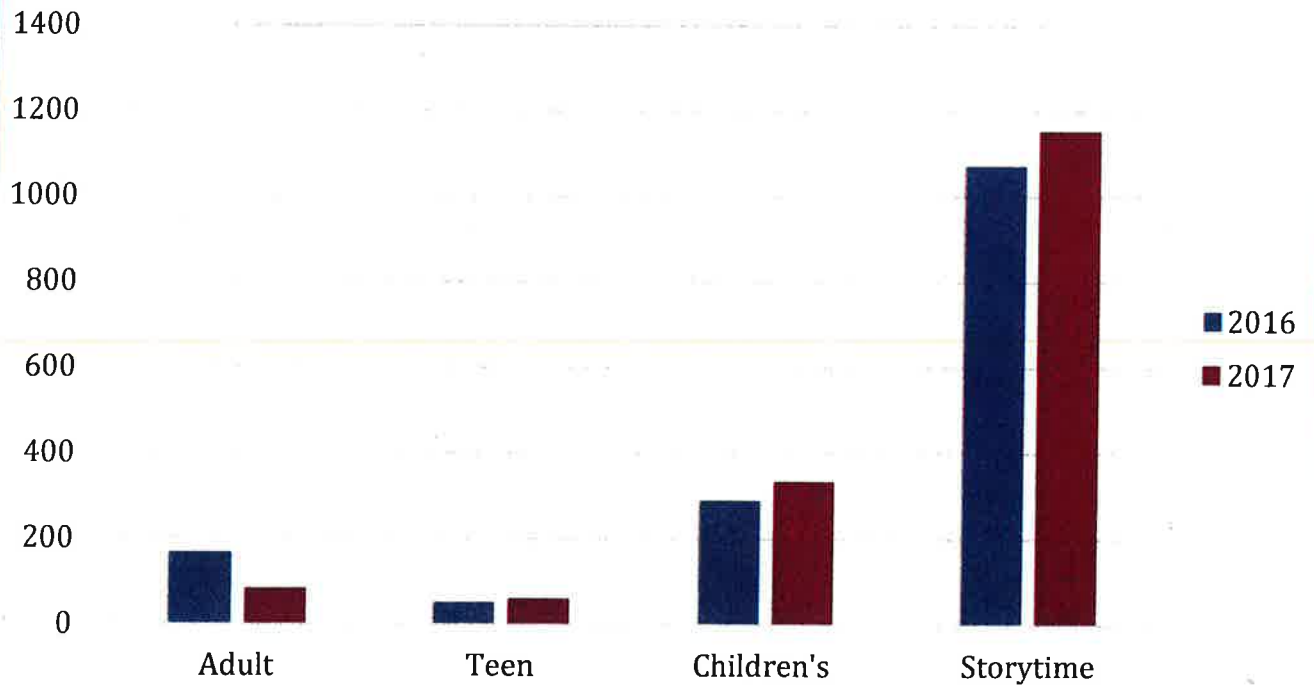
2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
September	16	28	17	96.5	33	124.5

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



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