

HPL
Board of Trustees

**Meeting Agenda
January 10, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES –December 13, 2006

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Book Sale

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Election of Officers
2. Appointment to Committees (Trustee Council)
3. Review Board By-Laws and Statement of Policy

FUTURE AGENDA ITEMS

1. Goals-Discuss for coming year – Evaluate Long-Range Plan
2. Minerva Campbell Contest
3. Review ADA Compliance
4. Review BFR Procedure
5. Review Incident/Injury Procedure

FUTURE ACTIVITIES

HPL Staff Party – January 26 at 6:30 p.m. in the Library

NEXT MEETING – February 14, 2007

ADJOURN

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Present: Pat Bernhard, Jim Gaudet, Tina Thompson, David Pogue, Virdell Robbins.
Absent: Liz Schnucker and Janet Zinck.

The meeting was called to order at 6:17 p.m. by President, Jim Gaudet.

The minutes were corrected and approved as submitted.

CORRESPONDENCE

A thank you was sent to Ms. Eleanor Ericson for her \$50.00 unrestricted donation.

Town Board Resolutions:

Reappointment of Jim Gaudet to Library Board of Trustees
Reappointment of Janet Zinck as Town Board Liaison to HPL

DIRECTOR'S REPORT

The next Bon-Ton Care to Share Day Fundraiser will be on Saturday, March 3, 2007. Tina has agreed to go to The Bon-Ton to sell coupon books for 2 hours in order to have the library board qualify to receive part of the overall sales that occur at the store. If we are high seller again, we will need the staff and board members available on March 3 to sell booklets.

The new Welcome sign to the HPL Community Room will underline the part that says "please do not bring in food or drink".

A discussion about which questions to include in the community survey highlighted the need to meet with Janet Zinck for clarification. Tina and Pat will contact Janet.

The library will put an ad in the Mapworks Town of Henrietta official map.

Motion: Tina Thompson
To pay \$382.50 from the unrestricted gift fund to purchase space in the Mapworks Town of Henrietta official map.
Seconded: Jim Gaudet
Motion carried unanimously

FINANCES

Motion: Virdell Robbins
To approve Abstract # 1 Claims 1 – 13 for total amount \$6,186.71.
Seconded: Tina Thompson
Motion carried unanimously

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The HSBC Trustee Gift Fund 11/09/06 – 12/08/06 total balance \$14,244.55 less restricted funds \$1,947.47 for net funds available \$12,297.08.

The Director will check with Rosanne to see if Entertainment Book deposits should now be unrestricted.

The Treasurer has renewed the Board's Endowment, Gift Fund and Unrestricted Fund to a maturation date of November 24, 2007.

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends Bank Statement was reviewed with total amount of \$13,067.25.

NEW BUSINESS

The slate of officers for 2007 was presented as follows:

Jim Gaudet – President
David Pogue – Vice President
Virdell Robbins – Treasurer
Liz Schnucker – Secretary

Motion: Tina Thompson

To elect the slate of officers for the 2007 Henrietta Public Library Board as presented.

Seconded: David Pogue

Motion carried unanimously

The Board By-Laws were reviewed with no changes made.

The Statement of Policy was reviewed with no changes made.

The meeting was adjourned at 8:15 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary pro tem