

HPL
Board of Trustees

**Meeting Agenda
February 14, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES –January 10, 2007

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. 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
6. Revise Internet Safety/Computer Use Policies

FUTURE AGENDA ITEMS

1. Review Personnel Policy (vacation)

FUTURE ACTIVITIES

1. March 3, 2007 Care to Share Day at The Bon-Ton
2. March 4, 2007 Community Day at HPL (The Fifties)
3. March 13, 2007 is Lobby Day in Albany

NEXT MEETING – March 14, 2007

ADJOURN

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

The meeting was called to order at 6:15 p.m. by President, Jim Gaudet.

The minutes were approved as submitted.

CORRESPONDENCE

A thank you was received from the Staff Party Committee to the Board for providing the desserts.

Helen Elam sent a thank you for her book signing held at the library.

A thank you was sent to Mr. Keith Fader for his \$100.00 donation restricted for Audio-Visual materials.

Supervisor Breese and Christopher Roth, Director of Buildings and Fire prevention provided the necessary documentation to complete our grant application for library roof replacement. (See attached)

We received a letter from the Recreation Department inviting the library to participate in the Memorial Day parade on Sunday, May 20, 2007.

NYSALB's Trustee Institute will be Friday, May 4th & Saturday May 5th in Queens, NY.

DIRECTOR'S REPORT

The Director's accomplishments and expectations will be discussed at the March meeting.

The following inventory items are to be declared surplus or transferred to the Town.

Motion: Virdell Robbins

To declare the following as surplus:

#3438	Gateway CPU only (obsolete) HPL retains monitor
#3440	Gateway CPU only (obsolete) monitor transferred to Town
#3426	Gateway CPU only (obsolete) monitor transferred to Town
#3091	Dell CPU only (obsolete) monitor transferred to Town
#3064	HP Jet-Direct Ext. box (obsolete)
#2467	Intermec scanner (obsolete)
#2468	Intermec scanner stand (obsolete)

These are to be transferred to the Town:
#3433 Sony 19" monitor transferred to Town
#2869 HP 12 port hub - transfer Town
#3431 3 Com 24 port hub – transfer to Town
#3432 3 Com 24 port hub – transfer to Town
Seconded: Tina Thompson
Motion carried unanimously

Request that the fax pricing be changed.

Motion: Tina Thompson
To approve the revised fax charges: \$2 for the first page, \$1 additional pages for local faxes. Long-distance will be \$3 first page, \$1.50 additional pages. The charge remains \$1 to pick up a fax. We still will not send any faxes beyond the continental U.S.
Seconded: Virdell Robbins
Motion carried unanimously

Change in the holidays.

Motion: Jim Gaudet
Starting in 2008, the library will be open on President's Day and closed the day after Thanksgiving. This does not change the number of holidays for the staff.
Seconded: Tina Thompson
Motion carried unanimously

Janet asked if our storyline could be put on the Internet so that when clicked children could hear the story. We will check with our webmaster.

Information concerning a flu pandemic can be found under www.monroecounty.gov.

FINANCES

Year-end Budget Report and January Budget Report were reviewed.

Motion: Virdell Robbins
To approve Abstract # 2 Claims 14 – 39 for total amount \$24,238.45.
Seconded: Tina Thompson
Motion carried unanimously

The HSBC Trustee Gift Fund 12/9/06 – 1/9/07 total balance \$16,486.86 less restricted funds \$2,447.47 for net funds available \$14,039.39.

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The HSBC Trustee Gift Fund 1/10/07 – 2/8/07 total balance \$16,887.23 less restricted funds \$353.72 for net funds available \$16,533.51.

Virdell has listed the Certificate of Deposits with the amounts and the new interest rates.

The Friends bank statement was reviewed with a total \$12,078.78. Their 2006 Financial Report and Volunteer Hours were reviewed.

NEW BUSINESS

The ADA Policy was reviewed with no changes made.

The BFR Procedure was reviewed with no changes made.

The Incident/Injury Procedure was reviewed with no changes made.

After reviewing the recent events at Central Library, the board decided to suspend Section 12 of our Internet Safety Policy. We will not remove the filters from the public access internet terminals for a period of three months. The staff will be asked to keep track at reference for any hardship caused by this decision. This policy will be addressed again in May.

Motion: Tina Thompson

To purchase three privacy screens from the Unrestricted Trustee Gift Fund.

Seconded: Virdell Robbins

Motion carried unanimously

The Computer Use Policy was revised with changes and a new format.

The meeting was adjourned at 8:45 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary pro tem