

HPL
Board of Trustees

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

APPROVAL OF MINUTES –February 14, 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

1. Minerva Campbell Literary Contest

UNFINISHED BUSINESS

1. Goals-Discuss for coming year – Evaluate Long-Range Plan

NEW BUSINESS

1. Review Personnel Policy (vacation)

FUTURE AGENDA ITEMS

1. Annual Report to Community – presentation to Board
2. Review Body Fluid Procedure
3. Review Collection Development Policy
4. Trustee Certification Update

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 20, 2007

NEXT MEETING – April 11, 2007

ADJOURN

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

The meeting was called to order at 6:20 p.m. by Vice President, David Pogue.

The minutes were approved as submitted.

CORRESPONDENCE

Rosanne Rosella sent a thank you to Assemblyman Errigo, Assemblyman Koon and Senator Alesi following her Lobby Day visit.

The Town's insurance company has denied a claim recently filed by a patron who fell on the carpet when leaving the library. This denial can be contested.

Pat included Mayor Duffy's presentation to the Joint Legislative Hearing on the 2007-08 Proposed Executive Budget in Albany as an item of interest.

Nik Entertainment Co. sent a thank you for having Shama Lama play at our Annual Community Party on March 4.

DIRECTOR'S REPORT

As an added protection, to prevent patrons from bypassing our Internet filter, we will now block proxy filtering on our public Internet computers.

Motion: David Pogue

Move to include the pattern-proxy blocking as part of our Interim Internet Safety Policy.

Seconded: Virdell Robbins

Motion carried unanimously

At 7:00 p.m. the Antoinette Brown Blackwell judging committee came into the meeting to announce to Tina Thompson that she had won the Woman of the Year Award. They stayed for a short time and had cookies and coffee.

The meeting resumed at 7:20 p.m.

FINANCE

Budget Report was reviewed.

Revenue Report was reviewed.

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Motion: Virdell Robbins
To approve Abstract # 3 Claims 40 – 63 for a total amount \$36,673.69.
Seconded: Tina Thompson
Motion carried unanimously

The Board made \$162.00 from the sale of the coupon books for Bon-Ton Care-to-Share Community Day. Additional money should be coming from store sales.

A \$40.00 restricted donation for a magazine subscription was received from the Quilt Club.

The Friends bank statement was reviewed.

COMMITTEE REPORTS

The Minerva Campbell Contest ended on March 13. Many entries have been received at the library.

UNFINISHED BUSINESS

The Director would like to have the Library Board minutes archived and put on microfilm for long-term preservation. This will be a priority for 2007.

NEW BUSINESS

Reviewed Personnel Policy with no changes made.

Library Clerk Archana Prasad's mother passed away in India.

Motion: Tina Thompson
To pay from Unrestricted Trustee Gift Fund \$100.00 donation to the Gandhi Institute in honor of Archana Prasad's mother, Sunanda Gandhi.
Seconded: Liz Schnucker
Motion carried unanimously

The Second Annual Greater Rochester Teen Book Festival will be held March 31, 2007 10:00 a.m – 5:00 p.m. at Fairport High School.

Motion: Liz Schnucker
Move that we expend up to \$100.00 from Unrestricted Trustee Gift Fund to Ellen Glana, Teen Services Librarian, to purchase lunch for her Teen Advisory Board at the Teen Book Festival.
Seconded: David Pogue
Motion carried unanimously

Tax Exempt Federal filing for 2007 and beyond will need to be done for Board fundraising money.

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The meeting was adjourned by Vice President, David Pogue, at 7:45 p.m.

Respectfully submitted,

Liz Schnucker