

HPL  
Board of Trustees

**Meeting Agenda  
April 11, 2007  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES –March 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

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. Review Internet Safety Policy
5. Board request transfer and budget amendment for BFR/UMS and Summer Reading Grant

FUTURE ACTIVITIES

1. Antoinette Brown Blackwell Anniversary Celebration Friday, May 4, 6:00 p.m.
2. Memorial Day Parade Sunday, May 20, 2007

NEXT MEETING – May 9, 2007

ADJOURN

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Present: Tina Thompson, Liz Schnucker, Virdell Robbins, Jim Gaudet, David Pogue, Janet Zinck 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

Tina Thompson was nominated for the NYSALB 2007 Velma Moore Award, but another nominee was chosen.

An updated publication, "Statement of the Governance Role of a Trustee or Board Member" has been received and given to each board member.

Chuck Marshall has rescheduled with Elmer Davis for the week of April 16. They will have a cherry picker that will allow them to look at the conditions of the roof including the tower.

Thank you's were received from:

Ellen Siegel for the books the Board donated to the library in her honor.

Archana Prasad for the Board's donation to the Gandhi Institute.

Ellen Glena for the lunch provided for her 11 teens at the Teen Book Festival.

A patron sent an email to the Director about the cooking program that her 8 year old son attended at the library. She said her son was very excited about what he had learned and ate his creations for dinner that night and shared them with his little brother.

Ellen Glena, Teen Services Librarian, has sent a letter to Oressa asking the Friends of Henrietta Library to once again fund the summer programs scheduled June 26 – August 10 in the amount of \$1,015.00.

Dr. John Woods, President Board of Trustees Greece Public Library, has sent a letter to George Wolfe, President Monroe County Library System Board of Trustees, and copied to all member library boards, endorsing a stricter policy on removing the filters at the Central Library. In a second letter, Dr. Woods and the Greece Board responded that they would not endorse the proposal for district funding.

A thank you was sent to the Quilt Club for their \$40.00 donation for subscriptions to Quilter and Quiltmaker magazines.

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#### DIRECTOR'S REPORT

The check for \$51,750 from the state for half the cost of the roof replacement on the library was received. The Board of Trustees will deposit the check in a HSBC money market account until we learn the if the town plans to replace the library roof.

The Director has written a Henrietta Public Library Disaster Plan for fire, smoke and water. Theft/Burglary will be moved to the Incident/Injury Procedure.

The HPL Board minutes microfilm project has started with Lason, The Information Management Company, located in 3543 Winton Place. The charge is 4¢ a page. They are currently doing 2003 and 2004 minutes. This project will be funded from the Unrestricted funds of the Board's Trustee Gift Fund.

The Director has updated the library's Technology Plan for 2007 – 2009.

The 2006 State Annual Report has been completed.

Motion: Virdell Robbins  
Move that we approve the 2006 State Annual Report.  
Seconded: Liz Schnucker  
Motion carried unanimously

Staff Day this year is Friday, May 11, 2007. The trainer, Barbara Moore, will have various electronic devices such as MP3's, iPods, and MP4's. She will also talk about Library 2.0 and what this interactive web presence will mean for the library.

Motion: Tina Thompson  
Move that we supply up to \$100.00 for the lunch for Staff Day.  
Seconded: Virdell Robbins  
Motion carried unanimously

#### FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

At this point Liz left the meeting.

Motion: Virdell Robbins  
To approve Abstract # 4 Claims 64 – 85 for total amount \$18,720.96.  
Seconded: Tina Thompson  
Motion carried unanimously

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Trustee Gift Fund total balance available \$17,005.48 less restricted funds \$393.72 for net funds available \$16,611.76.

The Friends Account was reviewed with a total balance of \$13,447.00.

#### COMMITTEE REPORTS

Fifty entries were received for the Minerva Campbell Literary Contest. Of these entries 6 were from Burger Middle School, 16 from Roth Middle School, 3 from the Ninth Grade Academy and 25 from Rush-Henrietta Senior High School. The awards ceremonies are Thursday, May 10 for the high school undergraduates, Thursday, June 7 for the seniors and Monday June 11 for the middle schools.

#### UNFINISHED BUSINESS

Missed from last month's changes, a minor correction to the first paragraph was made to the Computer Use Policy.

#### NEW BUSINESS

The Annual Report to the Community was presented to the Board.

The Bodily Fluid Procedure was reviewed and corrected.

The Collection Development Policy was corrected to add the word gender under the bullet heading Balance.

The Board reviewed the Trustee Certification Program. At this time Tina has enough credits earned for a certificate of recognition.

The meeting was adjourned at 8:25 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson  
Secretary Pro Tem