

HPL  
Board of Trustees

**Meeting Agenda**  
**May 9, 2007**  
**Wednesday 6:15 p.m.**

APPROVAL OF MINUTES –April 11, 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. Adopt annual report to community
2. Adopt Collection Development Policy
3. Review Internet Safety Policy and filter moratorium
4. Disaster Policy and Technology Plan – bring the emailed copies to the meeting

NEW BUSINESS

1. Director’s presentation of preliminary budget
2. Review Community Room Policy
3. Board request transfer and budget amendment for BFR/UMS and Summer Reading Grant

FUTURE AGENDA ITEMS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 20, 2007

NEXT MEETING – June 13, 2007

ADJOURN

Henrietta Public Library  
Board of Trustees  
Minutes of May 9, 2007  
Page One

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

The meeting was called to order at 6:30 p.m. by President, Jim Gaudet.

The minutes were approved as submitted.

#### CORRESPONDENCE

The Faces of Liberty display from the NYCLU (NY Civil Liberties Union, Nassau Chapter), is up in the library and will remain until May 24, 2007.

Chuck Marshall will be meeting with the roof consultant and will let the Director know his recommendation.

Assemblyman Joe Errigo has sent a letter asking the library to participate in his Summer Reading Challenge Kick-Off.

Mr. Gupta of the investment group Vector Vest had booked the Community Room for Feb, March, and April. No one from the investment group was at the library at the appropriate time and they did not call to cancel their reservations. A letter was sent to Mr. Gupta notifying him that the group's use of the Community Room has been suspended.

Dolores Moore, who worked as substitute clerk, passed away. The staff has bookplated a book in her memory and sent a letter to her husband to let him know.

The NYSALB Trustee Newsletter has been received.

#### DIRECTOR'S REPORT

The Internet Task Force will be meeting Friday, May 11, 2007.

The HPL Internet Safety Policy was reviewed. The review was tabled for 90 days at February's meeting in order to learn what the Internet Task Force would recommend for the Central Library's Internet Policy.

Motion: David Pogue

Move to extend the HPL Internet Safety Policy requiring that filters remain on all public terminals for an additional 30 days.

Seconded: Tina Thompson

Motion carried unanimously

The LSTA Construction Grant check from NYS in the amount of \$51,750.00 for half the estimated cost of the replacement of the roof has been deposited into a money market account at an interest rate of 4.5% through 8/31/07.

Budget Transfer Request for 2007.

Motion: Tina Thompson

The Board of Trustees of HPL has requested the following budget transfer from BFR (billed for replacement) funds, UMS (money to pay collection agency) and the Summer Reading Grant to increase line item 05-7410-470 by the Town Board: Increase line item 05-7410-470 (Contingency) by \$2,902.26 in the 2007 Budget. The Board of Trustees of HPL has requested the following budget transfer to adjust Personal Services 05-7410-100 in the amount of \$5,259.00 to account for Patricia Bernhard's salary from MCLS in the 2007 Budget.

Seconded: Liz Schnucker

Motion carried unanimously

Liz will send a letter to the D&C and the Henrietta Post cheers and jeers column thanking the Friends of Henrietta Public Library for their book sale.

Staff Day is Friday, May 11, 2007. The library will be closed. A presenter from Net Results will be on the program.

Due to a conflict, the Director has asked the Board to change the July Board Meeting to Thursday, July 19, 2007. We will check calendars and verify at our June meeting.

#### FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Tina Thompson

Move to approve Abstract # 5 Claims 86 – 113 for a total amount \$28,787.97.

Seconded: David Pogue

Motion carried unanimously

The Trustee Gift Fund for 3/9/07 – 4/9/07 total balance available \$16,367.13 less restricted funds 253.74 for net funds available \$16,113.39.

The Friends Account was reviewed with a total balance of \$13,495.87. The Spring Book Sale made \$1,842.05.

Net profits from the Board fundraisers:

Empties for Cash – cartridges and cell phones from July 2003 – January 23, 2007 - \$2,643.82

The Bon Ton 2006 fall and 2007 spring Care-to-Share Day - \$2,538.50

2007 Entertainment Books - \$3,198.75

The Board will ask the Friends if they will again contribute \$100.00 to PAC (Public Action Committee) for NYS Public Library Lobbying.

COMMITTEE REPORTS

Minerva Campbell Literary Contest had 50 entries. Board members will attend the awards ceremonies. Hopefully the students will email their entries so that we can post them on our web page.

UNFINISHED BUSINESS

Annual Report to the Community

Motion: Tina Thompson

To approve the Annual Report to the Community with one grammatical change made.

Seconded: Liz Schnucker

Motion carried unanimously

Collection Development Policy

Motion: Liz Schnucker

To approve the Collection Development Policy.

Seconded: Tina Thompson

Motion carried unanimously

Disaster Plan

Motion: Tina Thompson

To approve the Disaster Plan.

Seconded: Liz Schnucker

Motion carried unanimously

Technology Plan

Motion: Liz Schnucker

To approve the 2007 -2009 Technology Plan.

Seconded: David Pogue

Motion carried unanimously

NEW BUSINESS

The Preliminary Budget for 2008 was discussed.

Pat will check with Chuck about the lighting upgrade along the entrance of the library.

The Community Room Policy was reviewed with no changes made.

Respectfully submitted,

Liz Schnucker