

HPL
Board of Trustees

**Meeting Agenda
June 13, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – May 9, 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. Board discussion of preliminary budget
2. Engineers Report on library roof
3. Review Emergency Exit Procedure
4. Review Exhibits/Display Policy

NEW BUSINESS

FUTURE AGENDA ITEMS

1. Board adopt budget
2. Review Patron Comments
3. Review Patron Rules of Conduct/Computer Use Policy
4. Internet Safety Policy

FUTURE ACTIVITIES

NEXT MEETING – tentative July 19, 2007

ADJOURN

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

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

The minutes were approved as submitted.

CORRESPONDENCE

The transfer for the BFR/UMS were done. The Director's Liaison salary transfer will not be done until the end of the year.

In your board packet is "Get a Clue" the summer program brochure.

Mrs. June Ebersold has donated an HP printer/fax/scanner to the library. We will keep it as a backup.

A Certificate of Appreciation was presented to Henrietta Public Library by the Rush-Henrietta Teenage Employment Partnership for our support in hiring and mentoring teenage workers.

The Board's NYLA membership is due for renewal.

Motion: Tina Thompson

To authorize the treasurer to pay \$175.00 from unrestricted funds for the Henrietta Public Library Board of Trustees organizational membership dues for NYLA (New York Library Association) July 1, 2007 – June 30, 2008.

Seconded: Liz Schnucker

Motion carried unanimously

DIRECTOR'S REPORT

The Director updated the Board on the Internet Task Force report.

The HPL Internet Safety Policy was reviewed. The Board has extended our moratorium on removing the filter from the Internet for an additional 45 days. We will wait and take the lead, in procedure, from the Central Library.

Motion: Tina Thompson

Move to extend the HPL Internet Safety Policy requiring that filters remain on all public terminals for an additional 45 days.

Seconded: Virdell Robbins

Motion carried unanimously

The Director has been advised by the Highway Department and State Police that the roads into the library will be closed from 1-4 p.m. next year during the Memorial Day Parade. They would like the Library closed to all traffic.

Motion: David Pogue

Move to close the Library on the Memorial Day Parade day. Depending on the weather, if it rains, and the parade is cancelled, the library will be open.

Seconded: Liz Schnucker

Motion carried unanimously

The HPL Board has requested the \$10,000 Member Item Grant be transferred into the HPL 2007 Budget.

Motion: Jim Gaudet

The Town Board deposit the \$10,000 Member Item Grant from Senator James Alesi into the HPL 2007 Budget.

Seconded: Tina Thompson

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

Motion: Virdell Robbins

To approve Abstract # 6 Claims 114 – 140 for a total amount \$13,997.62

Seconded: Jim Gaudet

Motion carried unanimously

The HSBC Special Account (NYS construction money) beginning balance \$51,750 plus interest for total balance \$51,925.93.

The Revenue Report was reviewed.

The Friends Bank Statement was reviewed.

COMMITTEE REPORTS

The Minerva Campbell awards were given at the schools by several Board members. We had 11 students here for pictures.

UNFINISHED BUSINESS

Discussion of the preliminary 2008 Budget.

Reviewed the engineer's report on the library roof.

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NEW BUSINESS

Reviewed the Emergency Exit Procedure with no changes made.

Reviewed the Exhibits/Display Policy with no changes made.

The meeting was adjourned at 8:05 p.m. by President, Jim Gaudet.

Respectfully submitted,

Liz Schnucker