

HPL
Board of Trustees

**Meeting Agenda
September 12, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – August 8, 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

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement Appointment to Town Board – Tina Thompson
3. Review HPL Internet Safety Policy

FUTURE ACTIVITIES

1. Tina Thompson's 25th Anniversary Party October 19, 2007 at 10:00 a.m.

NEXT MEETING – October 10, 2007

ADJOURN

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Board of Trustees
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Present: Pat Bernhard, Virdell Robbins, Tina Thompson, Jim Gaudet, David Pogue, Janet Zinck
Absent: Liz Schnucker

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

CORRESPONDENCE

A letter was received from Mr. Arun Gandhi concerning the Board's check # 1047 dated 3/14/07 to the Gandhi Institute in the amount of \$100.00 donated in memory of Archana Prasad's mother. Apparently the treasurer resigned and did not deposit several checks. He is asking for a stop payment on the original check and the issue of a new check. Virdell will check the account to see if the check has been cashed.

A thank you was received from Katie and Allison to Ellen Glana, Teen Services Librarian, for the Library's August 1st Family Bingo Night.

The NYLA Bulletin and the NYSALB Trustee Newsletter have been received.

A.M. Stern, Inc. has been awarded the bid for the replacement of the Henrietta Public Library roof.

Pat received a letter from Karen McArthur about Saturday October 27, Make a Difference Day. She asked if we will participate in the Town effort. Pat responded and told her that the library will once again collect non-food items for the Rush Henrietta Area Food Terminal during the entire month of October.

Eileen Kovel, Children's Services Clerk, has sent letters to Henrietta daycare centers offering to provide outreach in the form of story hour visits.

DIRECTOR'S REPORT

Children's Room area project.

Motion: Tina Thompson

Authorize the Director to request, at a future date, a check in the amount of \$250.00 from the Board of Trustees' Treasurer to cover the advance for art supplies for mural painting in the Children's Room.

Seconded: David Pogue

Motion carried unanimously

Brockport College is no longer going to participate in the SUNY College Resource Center located on the lower floor at the Bausch and Lomb Central Library Building. Monroe Community College and Empire State will continue in partnership with MCLS. The new area

will be known as the College Resource Center. Since it will be smaller in size, a new Teen Center for Central Library will share the space.

A patron wanted to donate his collection of materials on Intelligent Design to the library collection. Virginia Cooper, Adult Services Librarian, will research critical reviews on the materials and see if they follow our Collection Development Policy for materials that we would purchase for the library. We will also follow up to see where books on Intelligent Design would be catalogued in the Dewey Decimal System.

In addition to selling the Bon-Ton Care to Share Community Day coupon booklets for Saturday, November 10, 2007, we will also be accepting used clothing Saturday, September 22 and Sunday September 23 in exchange for discount coupons. The library will also participate in the Macy's Shop For A Cause on Saturday, October 13, 2007. Each of these \$5.00 sales goes directly to the Board of Trustees as a non-profit fundraiser.

The following inventory items need to be declared surplus equipment:

Inv# 426 1979 IBM Typewriter inoperable
Inv#3604 2002 Voyager Laser Scanner inoperable

Motion: Virdell Robbins

Request that the Town Board declare Inv# 426 IBM Typewriter and Inv# 3604 Voyager Laser Scanner as surplus equipment since they are inoperable.

Seconded: Tina Thompson

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Director will check to see how much we have been billed for UMS (Unique Management Services) our collection agency and what leftover portion may go into library revenue.

Motion: Virdell Robbins

To approve Abstract # 9 Claims 186 - 212 for total amount \$12,086.20.

Seconded: David Pogue

Motion carried unanimously

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HSBC Checking Account 7/11/07 – 8/8/07 total balance \$19,258.26 less restricted funds \$2,414.74 net funds available \$16,843.52.

Motion: David Pogue

To approve Revised Abstract # 7 Claims 141 – 160 for total amount \$25,850.41. A check in the amount of \$627.22 for AEC One Stop was damaged in the mail and had to be reissued the following month.

Seconded: Tina Thompson

Motion carried unanimously

Motion: Virdell Robbins

To approve Revised Abstract # 8 Claims 161 – 185 for a total amount \$9,648.57. This included the AEC One Stop check reissued from the previous month in the amount of \$627.22

Seconded: Tina Thompson

Motion carried unanimously

The Friends Bank Statement has a balance of \$15,994.97.

The meeting was adjourned at 7:55 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary pro tem