

HPL
Board of Trustees

**Meeting Agenda
October 10, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – September 12, 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

1. 1. Review HPL Internet Safety Policy

NEW BUSINESS

2. Appoint Minerva Campbell Literary Contest Committee
3. Recommend a Trustee Replacement Appointment to Town Board – Tina Thompson

FUTURE AGENDA ITEMS

1. Board request transfer and budget amendment for BFR/UMS
2. Discuss maturation/disposition and interest in all Board held CDs/accounts

FUTURE ACTIVITIES

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

NEXT MEETING – November 14, 2007

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of October 10, 2007
Page One

Present: Virdell Robbins, Tina Thompson, Jim Gaudet, David Pogue. Absent: Liz Schnucker, 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

Memo from the Town Finance Committee that the 2008 Library Budget Meeting is Thursday, October 11 at 5:00 p.m.

Resolution # 18-194/2007 declared the following items surplus equipment: #426 IBM Typewriter and #3604 Voyager Laser Scanner. Both items were inoperable.

Tina received a notice from NYS Public Entities Safety Group 497 on NYS Workers' Compensation Assessment. This type of information is handled at the Town.

Jim Gaudet has brought a pamphlet on Safe Place. This provides immediate help and supportive resources for all young people in crisis through a network of sites sustained by qualified agencies, trained volunteers and businesses. Jim has asked if the library would be interested in being a designated Safe Place. We will check with the Director at the November meeting.

There were some issues at the Gandhi Institute in which the original donation that the Board made in memory of Archana Prasad's mother was not deposited and they have asked that the check be reissued.

Motion: Jim Gaudet

To issue a new check in the amount of \$100.00 to replace the check made out to Ghandi Institute in memory of Archana Prasad's mother. The Board has decided not put a stop payment on the original check.

Seconded: Tina Thompson

Motion carried unanimously

DIRECTOR'S REPORT

A letter was sent to Mr. Muhs by Virginia Cooper, Adult Librarian, regarding his proposed donation to the library of materials about Intelligent Design. She felt that his donations did not meet the guidelines of the Collection Development Policy. The library collection does contain other materials about this topic which fall within the guidelines.

FINANCES

The Budget Report was reviewed.

Henrietta Public Library
Board of Trustees
Minutes of October 10, 2007
Page Two

The Revenue Report was reviewed.

The Friends Bank Statement has a balance of \$16,141.13.

Motion: Virdell Robbins
To approve Abstract #10 Claims 213 – 236 for total amount \$14,273.50.
Seconded: Tina Thompson
Motion carried unanimously

The HSBC Checking Account 8/9/07 – 9/11/07 beginning balance \$19,815.26 less restricted funds \$2,914.74 for net funds available \$16,900.52.

UNFINISHED BUSINESS

Discussion about the HPL Internet Safety Policy. The Board will continue the discussion at the November meeting. There were questions about the procedure for the removal of the filter if a site is incorrectly blocked.

NEW BUSINESS

Tina has volunteered to chair the Minerva Campbell Contest again. We will ask Liz at the November meeting to if she will co- chair the contest. Virdell has also offered to help.

Tina Thompson has agreed to serve another term as Library Board Trustee.

Motion: David Pogue
That we recommend to the Town Board that Tina Thompson be reappointed to serve as Library Trustee for a five year term beginning January 1, 2008 and ending December 31, 2012.
Seconded: Virdell Robbins
Motion carried unanimously

The meeting was adjourned at 7:45 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary pro tem