

HPL
Board of Trustees

**Meeting Agenda
November 14, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – October 10, 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. Review HPL Internet Safety Policy

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Present Slate of Officers for next year

FUTURE ACTIVITIES

NEXT MEETING – December 12, 2007

ADJOURN

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Present: Liz Schnucker (left at 7:15), Janet Zinck, Tina Thompson, Virdell Robbins, Jim Gaudet, David Pogue 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

See attached list:

DIRECTOR'S REPORT

The Director did a fifteen minute search demonstration for the Board testing our 8E6 filter against pornography. It blocked those sites as it should.

Motion: Tina Thompson

That we lift the current moratorium with regards to filter removal so that librarians will now be able to remove the filter upon request from a library patron with proof of age (18 or older).

Seconded: Virdell Robbins

Liz Schnucker, Tina Thompson, Virdell Robbins and Jim Gaudet voted yes.

David Pogue abstained.

Motion carried.

Liz Schnucker left the meeting at this point.

There was additional discussion, and as a result Jim Gaudet put forward an Amended motion to the previously approved motion.

Amended Motion: Jim Gaudet

That we continue the moratorium (we will not remove the filter upon request) through January 2008. In the meantime we investigate and determine the appropriate location of the computer(s) where the filter can be removed upon request for the one hour duration. Proof of age, 18 and above, must be confirmed.

Seconded: Virdell Robbins

Tina Thompson, Virdell Robbins and Jim Gaudet voted yes.

David Pogue voted no.

Motion carried.

A new federated search called Webfeat will be added to our search tools in 2008. Webfeat will let a person search up to 50 databases from a single search request.

Jim Gaudet asked if the Henrietta Library would be a designated "Safe Place". Pat will check with the other Town Directors and see if anyone is involved with this program.

Pat will call the Town Finance Director to determine when he prefers to receive the 50% matching fund from the State Construction Grant in order to pay the bill for the library roof replacement, Phase I. The HPL Board of Trustees holds the money in a special account. After the transfer of 50% of the current bill of \$76,746 is paid, there will be \$13,377 left in the account. There is an additional 10% (\$5,750) that will come directly from NYS at the completion of the project. This \$19,127 will help to pay for the additional replacement of the tower portion, Phase II, of the roof as weather permits in the spring.

Janet Zinck will check with the Town about carpeting the library.

Pat needs President, Jim Gaudet's signature for the LSA (Library State Aid) payment. It should arrive in the next 4 weeks.

A problem has developed with the Friends of the Henrietta Public Library sponsored Reading – Free Delivery program, books that are mailed to shut-ins. The Post Office is now requiring that the boxes of books must be returned to the Post Office counter for delivery back to the library. Up until this time the boxes were picked up by the shut-ins' mailman and returned to the library. At present, our library mail carrier still picks up the outgoing packages. We are asking our shut-ins if they have anyone who can drop the books off at any library. This involves only 3 people currently.

The Board of Trustees of HPL has requested the following budget transfer from BFR (billed for replacement) funds and UMS (money to pay collection agency) to increase line item 05-7410-470 in the 2007 Budget.

Motion: Tina Thompson

The Library Board requests the following budget transfer by the Town Board:
Increase line item 05-7410-470 (Contingency Books) by \$4,273.40 (BFR/UMS) in the 2007 Budget.

Seconded: Virdell Robbins

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

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The Friends have \$16,548.36 in their account.

The Friends Book Sale was reviewed.

Motion: Virdell Robbins
To approve Abstract #11 Claims 237 – 270 for total amount \$36,264.99.
Seconded: Tina Thompson
Motion carried unanimously

The HSBC Checking Account 9/12/07 – 10/9/07 total balance \$20,272.56 less restricted funds \$3,414.74 for net funds available \$16,857.82

CD #3 will mature on November 24, 2007, with a total of \$15,711.69. This CD contains the bequest money from Pam Mee/ Joyce DesBois and stipulates we only use the interest to benefit the children's area. We will withdraw the interest from the account and place it in the Board of Trustee's Gift Fund for the purpose of renovating the children's area.

Motion: Tina Thompson
Move that we authorize the Treasurer to withdraw the accrued interest in CD #3 to be used for renovation of the Children's Area.
Seconded: David Pogue
Motion carried unanimously

The bill is due for the Entertainment Books that are a major Board fundraiser.

Motion: Tina Thompson
Authorize the Treasurer to pay \$3,750 to Entertainment Publications, Inc. for the 2008 Entertainment Books, money to be taken from Restricted Funds of the Board of Trustees Gift Fund.
Seconded: David Pogue
Motion carried unanimously

The meeting was adjourned at 8:45 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary pro tem